

# W-8BEN-E Form Instructions

## Foreign Individuals

grants@awfw.org

This IRS form confirms that you are not a U.S. taxpayer and that your work is not in the United States.

To make the process easier, only the 1st and 3rd sections are necessary.

The sections marked “skip” indicate what can usually be disregarded, but check if they apply to you.

**ONLY COMPLETE SECTIONS 1 & 3**  
the first page and the signature section at the end of the last page

### **Part I - Identification → page 1**

- #1 - **Name** (of applicant)
- #2 - **Country** (of citizenship)
- #3 - **Permanent Address** (of residence)
- #4 - **Mailing Address** (if different)
- #5 - **Skip** (US tax ID)
- #6 - **Skip** (foreign tax ID)
- #7 - **Skip** (reference number)
- #8 - **Date of Birth** (month / day / year)

### **Part II - Skip (Treaty Benefits)**

### **Part III - Certification**

1. **Signature** (sign full name in ink)
2. **Printed Name** (print or type name neatly).
3. **Date** (month / day / year).

Below are links to the full form and instructions for reference or if the full form is preferred.

[www.irs.gov/pub/irs-pdf/fw8bene.pdf](http://www.irs.gov/pub/irs-pdf/fw8bene.pdf) // [www.irs.gov/pub/irs-pdf/iw8bene.pdf](http://www.irs.gov/pub/irs-pdf/iw8bene.pdf).

*Disclaimer: These instructions are only a guide. Ask an attorney or accountant if you have further questions.*