

Form W8-BEN is issued by the US Internal Revenue Service (IRS) and allows certain persons to certify they have non-American status. By doing so they can claim reduced rates or exemptions from withholding tax on dividends and interest for shares traded in the US, as this income already falls under UK tax rules.

In order for you to benefit from this tax-treaty arrangement you must complete this form and return it to us straight away - please note that if you have a joint account, each individual must complete a separate form. If the form is not returned, all dividends paid on US stocks, from any current or future trades, will be taxed at 30% rather than a reduced treaty rate, where applicable.

How to complete your W-8BEN

Part I

- Box 1 – Enter your full name or, if the account is set up as an investment club, enter the full name of the investment club.
- Box 2 – Enter N/A.
- Box 3 – Tick 'individual' for individual account holders or 'partnership' for investment club accounts.
- Box 4 – Enter your permanent address – you cannot use a C/O address or a PO Box.
- Box 7 – Enter your National Insurance number.
- Box 8 – Enter your Sharedealing Client Reference number.

Part II

- Box 9a – Enter your country of residency for tax purposes ie. United Kingdom.
- Box 9c – Only tick this box if the account is in the name of an investment club.

Part IV

- If you hold an individual account, sign and date the form yourself, leaving 'Capacity in which acting' blank. If you are an investment club, the lead investor should sign and date the form, writing 'Lead Investor' in 'Capacity in which acting'

**Please return the completed form to: Jarvis Investment Management Ltd,
78 Mount Ephraim, Tunbridge Wells, Kent TN4 8BS.**