

## IRS Form W-8ECI

The Form W-8ECI series is used by foreign persons to certify they are the beneficial owner of the U.S. payment. A Form W-8ECI is used by persons claiming

We will accept any version, as there are several different versions.

### Part I Identification of Beneficial Owner

Part I Identification of Beneficial Owner (see instructions)

**Box 4: Type of entity** must be marked. Must be entered or updated on the Identifying Information Tab in the Supplier Module.

**Box 5: Permanent residence address, City or town, state or province.** A complete address must be listed in Box 5 or 6. This may or may not match Supplier Information Form completely. If a new supplier record is being created we enter this address on the Address Tab in the Supplier module in addition to the address from the Supplier Information Form Section 3 or 4. For updates the address must be listed on the Supplier Information Form and additional documentation must be provided or address to be replaced listed in Section 1.

**Box 6: Business address in the United States, City or town, state, and ZIP code.** A complete address must be listed in Box 5 or 6. This may or may not match the Supplier Information Form. If a new supplier record is being created then we will enter this address on the Address Tab in the Supplier module in addition to the address from the Supplier Information Form in Section 3 or 4. For updates the address must be listed on the Supplier Information Form and additional documentation must be provided or address to be replaced listed in Section 1.

**Box 7: U.S. taxpayer identification number** The TIN must be 9 digits for both a Social Security Number (SSN) and Employer Identification Number (EIN). Both numbers may be provided but one must match the information provided on the Supplier Information Form and match the supplier record (if applicable). The number will identify the individual or the supplier. If they do not list a number, the number

### Part II Certification

1. The name in this part must be handwritten. Electronic & stamped signatures are not accepted at this time. May or may not match the signature section on the Supplier Information Form.
2. Printed Name and/or Date are not required.
3. "I certify" box is not required.

To see a full page image of the W-8, click [here](#).

Revised 8/14/2016