

W-8BEN **Support Guide**

Your step-by-step guide to completing the W-8BEN form.



NEED HELP?

If you have any questions or require assistance, please contact us on **1300 757 319** or if calling from overseas +61 2 7253 7530 (open 24 hours a day on US trading days) or email us at globalmarkets@westpac.com.au.

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The W-8BEN

What is it?

The W-8BEN is a United States (US) Department of the Treasury Internal Revenue Service (IRS) requirement that allows you, as a foreign investor, to claim concessional tax treaty benefits (including a reduced rate of withholding tax). The W-8BEN form is meant for foreign individuals or sole proprietors.

If we do not have a valid W-8BEN on file, any payments (such as dividends and sale proceeds) credited to your account may be subject to a withholding tax of 30% to cover the US Department of the Treasury IRS withholding tax liabilities.

Once signed, the W-8BEN form is valid until the last day of the third calendar year following the signature date. For example, if you were to complete a form in 2025, it will expire on 31 December 2028. However, if there has been a change in circumstances, such as a name change, a new form submission will be required.

For detailed instructions on completing the W-8BEN, visit the IRS website. Australian tax residents should also review IRS Notice 2018-20.

This guide aims to help you meet your obligations for US tax withholding and reporting. However, please ensure you fully understand your responsibilities before completing the form.

You will complete your W-8BEN digitally, eliminating the need to print or email the form. We will receive it digitally upon your submission, and certification of your form may take up to 3 business days to process.

If there are any issues with the form, you will receive an email from us informing you of any updates needed. The information in this guide is general in nature and not intended as advice.

For tax advice regarding the W8 form, contact the IRS or your Tax Adviser. Westpac Share Trading cannot provide advice on your obligations or the US tax implications of your investments.

Step 1

Login

Login to your Westpac Share Trading account.

Once logged in, navigate to **Trading > Global Markets > Launch Global > Launch Global Markets**.

Select 'Update Now'.

For further guidance please refer to the email communications you have received from Westpac Share Trading regarding Global Markets.

Step 2

Update W-8BEN

Next, you will be presented with actions that need to be completed.

From the actions drop-down box, select 'Update W-8BEN'.

Once selected, you will be redirected to a new page titled E-W8.

Please select Submit and follow the prompts.

International Markets Account Applications

Date	Account Name	Account Number	App Ref	Status	Actions
27-05-2025	MR JOHN CITIZEN		1028051	Action Needed	<div>Actions</div> <div>Update W-8BEN</div>

Requested Documents

A tax form is requested for the following account(s).

Select the account you wish to submit or update a tax form for:

Account Number	Name on Account	US Form Status	
20726518	MR JOHN CITIZEN	No Form Submitted	Submit

Step 3

Select Account Type

Please select the appropriate account type that relates to the W-8 form you are completing.

Your circumstances and information inform the type of W8 form that applies to you. Westpac Share Trading can only facilitate the transactions of clients that are eligible to provide either a W-8BEN or W-8BEN-E form.

Prior to returning a W-8BEN form, please review the IRS instructions for Individuals or for Entities and/or seek independent advice to determine the type of form that is most appropriate for your circumstances.

If you select the box within the 'Effectively Connected Income' section, you will be completing a W-8ECI form which is not eligible for the Westpac International Markets service.

For more information on both the W-8BEN and W-8BEN-E see the IRS website.

For Individual and Joint accounts, select 'Individual'.

The screenshot shows a digital form titled "Is the account holder an individual or a non-individual/entity?". It has two radio button options: "Individual" (selected) and "Non-Individual/Entity". Below this is another question: "Is the account holder a citizen or resident of the United States?" with "Yes" and "No" radio buttons, where "No" is selected. A section titled "Effectively Connected Income" contains a list of conditions and a checkbox to select this form type if all conditions are met. At the bottom right are "Back" and "Continue" buttons.

Is the account holder an individual or a non-individual/entity? ⓘ

☒ Individual

☐ Non-Individual/Entity

Is the account holder a citizen or resident of the United States?

☐ Yes

☒ No

Effectively Connected Income

If all of the conditions are met, then the account holder should click here to complete a Form W-8ECI.

- The account holder is not a citizen or a resident of the United States
- The income earned will be "effectively connected" with a US trade or business
- The account holder has a trade or business located in the US
- The account holder will be filing a US tax return (Form 1120F or 1040NR) with the Internal Revenue Service at the end of each year
- The account holder has obtained a US taxpayer identification number (TIN) with which to submit these returns

☐ If all the conditions are met, check here to complete a Form W-8ECI

Back Continue

Step 4

Legal Name

Please ensure your name, including any middle names are correctly pre-populated.

The name provided must match your existing Westpac Share Trading account.

If you are the individual completing the form, select 'Yes'.

Legal Name of Individual

First Name

JOHN

Middle Name

JANE

Last Name

SMITH

Is the person listed above the person completing this form?

Yes

No

Step 5

Country of Citizenship

Next, please enter your Country or Region of Citizenship.

Country/Region of Citizenship

Country/Region of Citizenship

Australia

Step 6

Residential Address

Your residential address should be pre-populated with information from your existing Westpac Share Trading account. If your address is incorrect you will need to update your address by completing the Change of Address and Contact Details form via the Westpac Share Trading website.

Please be aware that you **cannot** use a P.O. box or an in-care-of address as your residential address. This section requires a physical residential address. If you enter a P.O. box or in-care-of address, your W-8BEN form may be rejected, and you will need to complete a new W-8BEN form.

If your country of tax residency is different to your residential address, please contact our Westpac Global Markets desk to discuss on **1300 757 319** or if calling from overseas +61 2 7253 7530 (open 24 hours a day on US trading days) or email us at globalmarkets@westpac.com.au.

Residence Address ⓘ

Street Address - Do not use a P.O. Box or In-care-of-address
1 EXAMPLE STREET

Address Line 2

City
SYDNEY

Postal Code
2000

Country/Region
Australia

State/Province/Territory
NSW

Is the address provided a P.O. box or 'in-care-of' address? ⓘ

No

P.O. Box

In-Care-Of

Both

Step 7

Mailing Address

Your address should be pre-populated with information from your existing Westpac Share Trading account. If your mailing address differs from your residential address, you can enter the details in the screen below.

If your mailing address is the same as your residential address, you can leave this page blank and click through to the next screen.

Mailing Address (if different from the Residence Address)

Street Address	Address Line 2
<input type="text"/>	<input type="text"/>
City	Postal Code
<input type="text"/>	<input type="text"/>
Country/Region	State/Province/Territory
<input type="text"/>	<input type="text"/>

Step 8

US Taxpayer Identification Number

If you are an Australian Tax Resident, please **do not** enter your Australian Tax File Number (TFN). If appropriate, enter a US Taxpayer Identification Number (TIN). If you do have a US TIN, you are ineligible for a Westpac International Markets account.

U.S. Taxpayer Identification Number (U.S. TIN) ⓘ

U.S. TIN

U.S. TIN Type

☐ SSN

☐ ITIN

☒ The account holder does not have a U.S. TIN.

Step 9

Tax Residence

You will need to provide details about your tax residency and foreign TIN. Please choose your country of tax residence. A TIN is 'Not Legally Required' for Australian residents.

For non-Australian tax residents please enter your foreign TIN.

Tax Residence

Country/Region of Tax Residence

Australia

Tax ID Number

☒ The account holder does NOT have a TIN for this country and/or is not legally required to provide a TIN.

Step 10

Birth Details

Next, you will need to provide details about your place of birth and date of birth. Your date of birth will be pre-populated with information from your existing Westpac Share Trading account.

If your date of birth is incorrect, please contact our Westpac Global Markets desk to discuss on **1300 757 319** or if calling from overseas +61 2 7253 7530 (open 24 hours a day on US trading days) or email us at [**globalmarkets@westpac.com.au**](mailto:globalmarkets@westpac.com.au).

Please choose your country or region of birth from the drop-down list.

Place of Birth

Country/Region of Birth

Australia

Date of Birth

01/01/1901

Step 11

Treaty Benefits

In this section, you will need to specify your eligibility for tax treaty benefits. Your treaty country should match your country of tax residency.

If you choose not to claim tax treaty benefits, a higher withholding rate may be applied to amounts payable to you, which must be forwarded to the IRS. For more information about your eligibility for treaty benefits, please consult your tax adviser.

Please note that there is an existing tax treaty between Australia and the US.

Treaty Benefits ⓘ

Is the account holder claiming a reduced rate of withholding under a tax treaty between the U.S. and another country?

☒ Yes ☐ No

Treaty Country/Region

Australia

☒ I certify that the account holder is a resident of this country within the meaning of the income tax treaty between the U.S. and that country.

☐ The account holder is making a special rate claim under a specific article and paragraph of the tax treaty.

Step 12

Acceptance & Signature

In the final step, you will proceed to the E-Sign Acceptance page. Here, you have the option to preview your completed W8-BEN form in PDF. Please ensure to carefully review the form to confirm all the information you entered is accurate and complete. If you identify any errors, you can go back to make the necessary changes.

Once you are satisfied that everything is correct, read the information provided. Make the appropriate selections and enter your name in the 'Electronic Signature' boxes. Your name must match the name on your Westpac Share Trading account.

Finally, select 'Complete' to submit your W-8BEN form.

E-SIGN Acceptance

☒ I agree to sign the document(s) electronically under the [terms of the E-Sign Act](#) and certify I have capacity to sign for the account holder.

Sign Form W-8BEN([Preview Form](#))

☒ Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
 - (c) the partner's share of a partnership's effectively connected taxable income; or
 - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner.

I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

Electronic Signature

First Name of Signer

JOHN JANE

Last Name of Signer

SMITH

[Back](#)

[Complete](#)

Things you should know

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The information has been prepared without taking account of your objectives, financial situation or needs. For this reason, before acting on the information you should consider whether it is appropriate to you, having regards to your objectives, financial situation and needs and, if necessary, seek appropriate financial advice.

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