



Common errors to avoid in completing W8 or W9 FATCA forms

Here is a list of common errors that Citi has identified when reviewing W8 or W9 FATCA forms submitted by its clients. Many of these errors result from a failure to provide mandatory information on the form. To avoid having your W8 or W9 FATCA forms being rejected by Citi, you may wish to perform a self-check by seeing whether any of these errors were made on your form. If so, you may need to prepare a new form with the corrected information before submitting it to Citi. Please note that this list is not an all-inclusive list of possible errors.

Short Description of Error	Explanation of Error
Incomplete permanent and/or mailing address	The full address needs to be entered. This would include entering the full residence address and country name.
Chapter 3 status/Chapter 4 status not completed on Page 1	Chapter 3 (entity type for US tax classification) is required for all accounts opening in the US or offshore branch of Citibank NA. Per US tax regulations, US banks are required to collect US tax classification from their clients. Chapter 4 (FATCA classification) is required to be completed on the FATCA form.
Corresponding Chapter 4 FATCA status not checked or partially completed	Complete selection completely by filling out corresponding section as indicated in the form instructions.
Foreign TIN missing (in case of US account)/GIIN not indicated	FTIN is generally required for forms W-8BEN, W-8BEN-E, W-8ECI, and W-8EXP when account opening is in the United States unless reasonable explanation is provided. GIIN is required for participating FFI, registered deemed-compliant FFI (including a sponsored FFI described in the Treasury regulations), reporting Model 1 FFI, reporting Model 2 FFI, direct reporting NFFE, trustee of a trustee-documented trust that is a foreign person providing this form for the trust, or sponsored direct reporting NFFE. If in process of

	<p>registering for GIIN, line may be completed by entering "applied for."</p>
<p>Chapter 3 status is selected as Disregarded Entity for the Beneficial Owner</p>	<p>The selection of disregarded entity for Ch 3 status is only acceptable for entities documenting themselves solely as account holders of a FFI (foreign financial institution). Accounts in the United States or USFI (United States foreign institution) should be completed in the following format:</p> <p>If the beneficial owner is a US entity, we need:</p> <ul style="list-style-type: none"> · A W9 · Beneficial owner name entered on line one · Disregarded entity name entered on line two · form to be completed in accordance with entity named on line one <p>If the beneficial owner is a non-US entity, we need</p> <ul style="list-style-type: none"> · Appropriate W8 form · Beneficial owner name entered on line one · Disregarded entity name entered on either line three or ten · form to be completed in accordance to entity named on line one
<p>Chapter 3 is selected as Partnership/Simple Trust/International Organization</p>	<p>Partnership marked on a W8 BEN-E can only be accepted if account is FFI (foreign financial institution), otherwise a foreign partnership is expected on a W8 IMY form.</p> <p>Simple trust is expected to provide a W8 IMY.</p> <p>International organizations are comprised primarily of governments that has a headquarters and the income does not benefit private persons. Generally, an international organization has global mandates and is funded by contributions from national governments.</p>
<p>US address listed for the mailing address. Requires formation documents to substantiate foreign status</p>	<p>The USA address triggers "indicia." Indicia is an indicator that an entity could be considered as a tax resident in another country. Formation documents needed to confirm where the entity is incorporated. Formation documents may include, but not limited to certificate of incorporation, articles of association, certificate of limited partnership, memorandum of association, trust agreement, offering memorandum/fund prospectus.</p>

Multiple selections completed on the form for FATCA status	Only one FATCA classification can be marked on the form.
Entity on line 1 is a non-Citi client, and require constitutive docs to prove foreign status	Non-Citi clients will not have information on file. Formation/constitutive documents will verify country where the entity is incorporated.
Signer is POA. Additional documentation is needed	We need the power of attorney or similar document that clearly shows the signer is authorized and granted authority to sign on behalf of the entity entered on line one of the tax form.
DocuSign/AdobeSign on form, missing Certification of Completion/Signer Certificate	The certificate of completion provides specific details relating to the person signing and reference to the document being signed. The certificate of completion is required for the tax team to proceed for validation.
Older version of W-8 or W9 form submitted	Current version of the FATCA form is needed. Treasury regulations do allow a 6 month phase in period where the previous form can still be accepted (called Sunset rule).
Entity name does not match our books and records	Entity name on form is expected to match to the account holder opening the account.
Country of incorporation entered on form does not match our books and records	Country of incorporation is expected to match what is on record for the account holder internally.
Certification section not completed	Certification section is required to be completed as it attests signer is authorized and information provided is accurate. Ensure all fields are completed.