



# Letter of Explanation

## Individual Account Holder

(Must accompany Form(s) W-8BEN)

[www.schwab.com.sg](http://www.schwab.com.sg)  
 (+65) 6536-3922  
 (Singapore Support)  
 +1-415-667-8400  
 (U.S. Support)

**Secure Message:**  
 Log in to your Schwab Account  
 Select 'Contact Us'  
 Select 'See all ways to Contact Us'  
 Scroll down to 'Send a Message'  
 Select 'Compose New Message'

**Regular Mail:**  
 Charles Schwab Singapore Pte. Ltd.  
 1 George Street  
 #07-01A  
 Singapore 049145

**Fax:**  
 1-800-752-4816  
 (Inside the U.S.)  
 (+65) 6536-1151  
 (Outside the U.S.)

**Overnight Mail:**  
 Charles Schwab & Co., Inc.  
 Attn: IS Document Control  
 1945 Northwestern Drive  
 El Paso, TX 79912-1108, USA

If you have questions, please visit the Schwab W8 Resource Center located at <https://content.schwab.com/w8/>.  
 Clients of independent investment advisors, please contact your advisor directly or call Schwab Alliance at 1-800-515-2157 if you have questions related to this form.

### Account Holder Information

Each individual must  
 complete a separate  
 Letter of Explanation.

Name of Account Holder *(Please print.)*

Account Number(s)

I have attached a copy of the following:  Valid signed Passport  Valid Government ID

Please review the sections below, complete the section(s) that apply:

**Section 1** Missing FTIN, Standing Instructions, Additional Address, U.S. Place of Birth

**Section 2** United States Address and/or Phone Number on Account

**Section 3** Purpose of Residing in the United States (if applicable)

**Section 4** Substantial Presence: Time Present in the United States (if applicable)

**1**

### SECTION 1: Missing FTIN, Standing Instructions, Additional Address, U.S. Place of Birth

Provide a detailed  
 explanation.

My Account(s) listed above have the following **(check all that apply and provide your reason for each selection)**:

**Missing Foreign Tax Identification Number (FTIN):** Explain why an FTIN was not provided on the W-8 form.  
 If you don't enter an FTIN when completing line 6 of the W-8 form, please write "Not Legally Required" in line 6.  
 DO NOT WRITE "NOT APPLICABLE" in line 6 of the W-8 form.

**Standing Instruction:** Explain why you have an outgoing MoneyLink or Wire instructions. Who is the account owner and why do they have this account?

**FOR CHARLES SCHWAB USE ONLY:**

Branch Office and Account Number																		
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Charles Schwab Singapore Pte. Ltd.  
 (Company Registration No. 200504402)



**SECTION 1: Missing FTIN, Standing Instructions, Additional Address, U.S. Place of Birth (Continued)**

**Additional Address Outside the Country of Permanent Residency:** Explain why the account has a mailing, business, alternative, or other address different from your Home/Legal address. To whom does the address belong?

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**U.S. Place of Birth:** What were the circumstances for renunciation of U.S. citizenship, or what was the reason that U.S. citizenship was not obtained at birth?

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**2 SECTION 2: United States Address and/or Phone Number on Account**

**2A. Required:** I have maintained a tax home in the country of \_\_\_\_\_ during the current year; and I have a closer connection during the current year to this country.

**2B.** The purpose of having a U.S. address(es): *(check only one)*

- Mail is unreliable and not secure in my country
- Managed by my POA
- Other: \_\_\_\_\_

The U.S. mailing address belongs to: *(check only one)*

- Friend
- Relative
- POA
- Other: \_\_\_\_\_

I obtain my mail from the above address by: *(check all that apply)*

- Email
- Phone
- Other: \_\_\_\_\_

I collect my mail: *(check only one)*

- 1–5 times a year
- 5–10 times a year
- Other: \_\_\_\_\_

**2C.** The purpose of having only a U.S. phone number with no additional foreign phone number on file: *(check only one)*

- Travel
- Routing
- Internet
- Other: \_\_\_\_\_

This belongs to: *(check only one)*

- Friend
- Relative
- POA
- Other: \_\_\_\_\_

**2D.** If you have additional U.S. address(es), please list and provide your reason below:

Additional Address: *(check one)*

- Business
- Alternate
- Additional
- Other

The purpose of having the U.S. address:

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This belongs to: *(check one)*

- Friend
- Relative
- POA
- Other: \_\_\_\_\_

Additional Address: *(check one)*

- Business
- Alternate
- Additional
- Other

The purpose of having the U.S. address:

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This belongs to: *(check one)*

- Friend
- Relative
- POA
- Other: \_\_\_\_\_



**3 SECTION 3: Purpose of Residing in the United States (if applicable)**

I am a non-resident alien individual living in the U.S. for the following reason: *(check only one)*  
 Student     Employed     Other: \_\_\_\_\_

I have provided a copy of my valid: *(check only one)*  
 Work Visa     Student Visa

In addition to the aforementioned supporting documents, I have included the following: *(check all that apply)*  
 Current letter from registrar     Current school schedule     Current student ID  
 Current signed official employment verification letter

**4 SECTION 4: Substantial Presence: Time Present in the United States (if applicable)**

You must pass the 31 and 183-day test to qualify for substantial presence.

<b>Exceptions:</b> Do not count days of presence in the U.S. during which:	
<ul style="list-style-type: none"> <li>▪ you are a commuter from a residence in Canada or Mexico;</li> <li>▪ you are in the U.S. less than 24 hours in transit;</li> <li>▪ you are unable to leave the U.S. due to a medical condition that developed in the U.S.;</li> <li>▪ you are an exempt individual;</li> <li>▪ you are a regular member of the crew of a foreign vessel traveling between the U.S. and a foreign country or a possession of the U.S. (unless you are otherwise engaged in conducting a trade or business in the U.S.)</li> </ul>	
<b>The 31 and 183 day test:</b>	<b>Example: To calculate days in U.S.</b>
A. Current year days in U.S. x 1 = ____ days	2019 = 100 days in U.S.
B. First preceding year days in U.S. x 1/3 = ____ days	2018 = 30 days/3 = 10 days
C. Second preceding year days in U.S. x 1/6 = ____ days	2017 = 120 days/6 = 20 days
D. Total days in U.S. = ____ days (add lines A, B, and C)	Total number of days = 100 + 10 + 20 = 130 days

If number of days is less than 183 days, then you would not qualify under the substantial presence test and not be subject to U.S. income tax on your worldwide income (you will only pay tax on money earned while working in the U.S.).

- I have substantial presence  
 I do not have substantial presence

**Certification:**

This is to certify that I have examined and signed the attached Form W-8BEN and confirm/certify the information and certifications therein are true and accurate and that this and any attached documentary evidence can be used for all like named accounts listed above. I understand that this certification will be used to determine if any U.S. tax should be withheld from payments made to me. I further understand that if a change is made to my non-U.S. resident status I must promptly notify Charles Schwab & Co., Inc.

**SIGN HERE**

**X** \_\_\_\_\_  
 Signature

\_\_\_\_\_ Date (mm/dd/yyyy)

\_\_\_\_\_  
 Print Name

