**Notes for Completing the W-8BEN Tax Form**

* You only need to complete Parts 1 and 3 of this form. You do not need to worry about Part 2.
* For Part 1, you can leave Sections 5 and 6 blank. (However, if you have a Foreign Tax Identifying Number, you can include that in Section 6.)
* Please put your bank account number in Section 7. This should be the account that will receive the funds we send to you through wire transfer.
* Please put your date of birth in Section 8. The format should be: Month-Date-Year. Example: June 13th, 1990 would be written as 06-13-1990.
* Please print your name, sign it, and date the form at the bottom of the page (Section 3.) You can complete the rest of the form by typing, but **please sign it by hand**, scan that signed version, and email that signed/scanned PDF to me.

**Notes for Completing the International Wire Transfer Form**

* For the first section (Beneficiary Account Name), please list the full name and complete mailing address associated with your bank account. Please also include the complete bank account number or IBAN; this is essential for getting you your funds.
* For the second section (Beneficiary Bank Name), please include the complete street address of your primary bank (the one you go to most often, the one where your account is established.) You will also need to include the bank’s Swift, Fed Wire Code, or ABA Number. Your bank should be able to provide this to you over the phone or in person.
* Please do not only provide the city and country for either of these two sections. Complete addresses are required.

Email me at [havannahtung@pitt.edu](mailto:havannahtung@pitt.edu) with any questions or concerns.