

	<p>Name, Signature and Certification – has a name been printed on the form with a signature provided and the certification box ticked (where applicable)?</p> <p><i>Note:</i> Certification box/capacity box is the small tick box in the signature section of W9 forms. Certification box around Tax residency should be ticked where applicable.</p> <p>Client consent where applicable must be collected.</p> <p><i>Note:</i> Electronic Signatures/Company seal in lieu of individual wet ink signature is not acceptable as a global practice. Company seals accepted only on self certs.</p>	Yes		
	<p>Date – is the form dated?</p> <p>Select <i>No</i> if the Form is not dated or if it is future dated</p>	Yes		
	<p>Form date - if a W form has been provided, is it the latest form? (check the top left hand corner - see below for correct dates). If the form received is the latest forms and/or if processing a self-certification, select Yes.</p> <p>- Form W-9: August 2013, December 2014</p> <p>- Form W-8 BEN, W-8 BEN-E, W-8 ECI: February 2014, W-8 BEN-E April 2016</p> <p>- Form W-8 MFL, W-8 EXP: April 2014</p> <p><i>Note:</i> In case of W-9 validated for indirect BO's, tax form versions prior to August 2013 is acceptable. BEN E 2014 version is acceptable until 31 October 2016.</p>	Yes		
<p>COMMENTS</p>				

After you have completed the checklist, update the relevant MI tracker.

The 4-eye must email the 2-eye once the Checklists is passed and the 4-eye must save this email for the validation to be complete. Refer to the flows and KOPs for the next steps.

2-eye review

XP-ID: Signature: Date:

4-eye review

Name: Date:

For internal use only