



# Letter of Explanation Individual Account Holder

international.schwab.com  
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(inside the U.S.)  
+1-415-667-8400  
(outside the U.S.)

Note: Each account holder with (A) a U.S. address or only a current U.S. phone number; (B) an address outside the country of permanent residence; (C) Missing Foreign Tax Identification Number (FTIN); or (D) a U.S. place of birth must complete, sign, and date a separate Letter of Explanation (LOE). Please complete all sections (1-4).

The Letter of Explanation must be returned to Schwab on the same day that your Form W-8 is submitted. Return the LOE:

Secure Message:	Mail:	Fax:
Log in to your Schwab Account	Schwab International Operations	+1-602-977-4199 (Outside the U.S.)
Select 'Contact Us'	PO Box 982601	1-800-752-4816 (Inside the U.S.)
Select 'See all ways to Contact Us'	El Paso, TX 79998-2601	
Scroll down to 'Send a Message'	United States of America	
Select 'Compose New Message'		

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.

## 1 Account Holder Information

Name of Account Holder (Please print.) \_\_\_\_\_

Account Number(s) \_\_\_\_\_

Name(s) (Please print names of all account holders associated with these accounts.) \_\_\_\_\_

## 2 Purpose of Letter

EACH account holder must include the following required documentation:

- A reasonable explanation supporting the claim of foreign status in Section 3.
- Documentary evidence that does not contain a U.S. address, such as a foreign passport or government-issued ID.

Check all that apply:

- A. The use of a U.S. address or a U.S. phone number. Complete Section 3A below.  
This form should be used by non-U.S. residents to explain why their Schwab accounts have:  
(1) a U.S. address used as their mailing, legal, business, or alternate address; (2) a U.S. mailing address used to receive correspondence from Schwab (for example, account statements and trade confirmations); (3) a U.S. mailing, legal, business, or alternate address used in any other context with their account; or (4) only a current U.S. phone number.  
A copy of a valid foreign passport or government ID is required.
- B. The use of an address outside the country of permanent residence. Complete Section 3B below.  
This form should be used by non-U.S. residents claiming treaty benefits in one foreign country, but with a mailing address or permanent residence address in a different foreign country **and/or** with standing instructions to pay amounts from the account to an account or an address outside of the treaty country. For this purpose, a foreign mailing address is any mailing address outside the account holder's resident country used for correspondence from Schwab (for example, account statements, trade confirmations, etc.).  
A copy of a valid foreign passport or government ID is required.
- C. Missing Foreign Tax Identification Number (FTIN). Complete Section 3C below.  
The IRS requires a valid Foreign Tax Identification Number (FTIN) or if you do not have an FTIN, a letter explaining why an FTIN was not provided on the W-8 form. If your country issues FTINs to all residents and you don't have an FTIN, please provide further explanation as to why an FTIN was not provided on the W-8 form.
- D. U.S. place of birth. Complete Section 3D below.  
In order to satisfy the IRS W-8 documentary requirement, please provide a copy of the account holder's Certificate of Loss of Nationality of the United States, or an explanation of the account holder's renunciation of U.S. citizenship, or the reason the account holder did not obtain U.S. citizenship at birth.  
A copy of a valid foreign passport or government ID is required.

For Charles Schwab Use Only:

Account Number(s) \_\_\_\_\_

Branch Office \_\_\_\_\_



**3 Explanation**

Please explain and provide the following as applicable.

**3A. The use of a U.S. address of a U.S. phone number**

**3A(i).** Why is the above-mentioned address(es) or phone number(s) associated with the account holder, and what is the purpose of this U.S. address(es) or the current U.S. phone number(s)?

**3A(ii).** To whom does the address(es) or phone number(s) belong?

**3A(iii).** How does the account holder obtain mail or messages from the above-mentioned address(es) or phone number(s)?

**3A(iv).** How often does the account holder collect mail or messages from the above-mentioned address(es) or phone number(s)?

**3B. The use of an address outside the country of permanent residency**

**3B(i).** Why is the mailing address or permanent residence address in a different foreign country from where the account holder is claiming treaty benefits? To whom does the address belong?

**3B(ii).** Why are there standing instructions to pay amounts from the account to an address or an account outside the treaty country? Who is the account owner and why do they have this account?

**3C. Missing Foreign Tax Identification Number (FTIN)**

If your country issues FTINs to all residents and you don't have an FTIN, please provide further explanation as to why an FTIN was not provided on the W-8 form. **DO NOT WRITE "NOT APPLICABLE".**

**3D. 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?

**4 Signature**

**Note: Each account holder must complete, sign, and date a separate Letter of Explanation.**

If you are signing as an agent on behalf of an individual account holder, complete the information on the Role or Capacity line provided below and provide a copy of the Power of Attorney authorizing you to act as an agent if it has not been previously provided.

**SIGN HERE** X

Please sign and date using blue or black ink.

\_\_\_\_\_  
Account Holder or Authorized Individual Signature Date (mm/dd/yyyy)

\_\_\_\_\_  
Name (Please print.) Role or Capacity (Please print.)

