

## **Tax Residency Self-Certification Form for Common Reporting Standards.**

### **INSTRUCTIONS for forms CRS-I, CRS-E and CRS-CP**

**Please read these instructions before completing the applicable form.**

*The Mutual Administrative Assistance in Tax Matters Act based on the OECD Common Reporting Standard (“CRS”)”* requires **Heritage International Bank & Trust Limited/ Heritage Bank** to collect and report certain information about an account holder’s tax residency. If the account holder’s tax residence is located outside **Belize**, we may be legally obliged to pass on the information in this form and other financial information with respect to your financial accounts to **Income Tax Dept of Belize** and they may exchange this information with tax authorities of another jurisdiction or jurisdictions pursuant to intergovernmental agreements to exchange financial account information.

This form will remain valid unless there is a change in circumstances relating to information, such as the account holder’s tax status or other mandatory field information that makes this form incorrect or incomplete. In that case you must notify us and provide an updated self-certification. This form is intended to request information consistent with local law requirements.

**Please fill in Form CRS-I “Individual tax residency self-certification form”** if you are an individual account holder, sole trader or sole proprietor. For joint or multiple account holders, use a separate form for each individual person.

**Please fill in Form CRS-E “Entity tax residency self-certification form”** where you need to self-certify on behalf of an entity account holder.

**Please fill in Form CRS-CP “Controlling Person tax residency self-certification form,”** if you are a controlling person of an entity.

If you are completing this form on behalf of someone else, please indicate what capacity you are signing in Part 3. For example, you may be the custodian or nominee of an account on behalf of the account holder, or you may be completing the form under a power of attorney.

A legal guardian should complete the form on behalf of an account holder who is a minor.

Each jurisdiction has its own rules for defining tax residence, and jurisdictions have provided information on how to determine if you are resident in the jurisdiction on the following website: [www.oecd.org](http://www.oecd.org). In general, you will find that tax residence is the country/jurisdiction in which you live. For more information on tax residence, please consult your tax adviser or the information at the OECD automatic exchange of information portal. You can also find summaries of defined terms such as an account holder, controlling persons and other terms, on that site. . If you are a U.S. citizen or tax resident under U.S. law, you should indicate that you are a U.S. tax resident on this form and you may also need to fill in an IRS W-9 form.

**As a financial institution, we are not allowed to give tax advice.**

Your tax adviser may be able to assist you in answering specific questions on this form. Your domestic tax authority can provide guidance regarding how to determine your tax status. You can also find out more, including a list of jurisdictions that have signed agreements to automatically exchange information, along with details about the information being requested, on the OECD automatic exchange of information [www.oecd.org](http://www.oecd.org).

## CRS-I Individual Tax Residency Self-Certification Form

(Please complete parts 1 3 in BLOCK CAPITALS)

**PART ONE: Identification of Individual Account Holder**
**A. Name of Account Holder:**

<b>Last Name/Surname</b>	
<b>First or Given Name</b>	
<b>Middle Name(s)</b>	

**B. Date of Birth:**

<b>Month</b>	<b>Day</b>	<b>Year</b>
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**C. Place of Birth:**

<b>Town/City of Birth</b>	
<b>Country of Birth</b>	

**D. Current Residence Address:**

<b>Line 1 (House/Apt/Suite Number or Name, Street)</b>	
<b>Line 2 (Town/City/Province/County/State)</b>	
<b>Country</b>	
<b>Postal/ZIP Code (if any)</b>	

**E. Mailing Address: (Please only complete if different than the address indicated in Section D)**

<b>Line 1 (House/Apt/Suite Number or Name, Street)</b>	
<b>Line 2 (Town/City/Province/County/State)</b>	
<b>Country</b>	
<b>Postal/ZIP Code (if any)</b>	



**PART TWO – Country/Jurisdiction of Residence for Tax Purposes and related Taxpayer Identification Number or equivalent number (“TIN”)**

Please complete the following table indicating:

1. Where the Account Holder is tax resident
2. The Account Holder’s TIN for each country/jurisdiction indicated.

*If the Account Holder is tax resident in more than three countries/jurisdictions, please use a separate sheet*

If a TIN is unavailable please provide the appropriate reason **A, B or C** where indicated below:

**Reason A** - The country/jurisdiction where the Account Holder is resident does not issue TINs to its residents

**Reason B** - The Account Holder is otherwise unable to obtain a TIN or equivalent number (Please explain why you are unable to obtain a TIN in the below table if you have selected this reason)

**Reason C** - No TIN is required. (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)

Country/Jurisdiction of tax residence	TIN	If no TIN available enter Reason A, B or C
1		
2		
3		

*Please explain in the following boxes why you are unable to obtain a TIN if you selected Reason B above.*

1	
2	
3	

**PART THREE – Declarations and Signature**

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with **Heritage International Bank & Trust Limited** setting out how **Heritage International Bank & Trust Limited** may use and share the information supplied by me.

I acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be provided to the tax authorities of the country/jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Account Holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I certify that I am the Account Holder (or am authorized to sign for the Account Holder) of all the account(s) to which this form relates.

**I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.**

I undertake to advise **Heritage International Bank & Trust Limited** within **30 days** of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect or incomplete, and to provide **Heritage International Bank & Trust Limited** with a suitably updated self-certification and Declaration within **30 days** of such change in circumstances.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** If you are not the Account Holder please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.

Capacity: \_\_\_\_\_