

[Bank/Financial Institution Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important: Action Required Regarding Your Account - FATCA Compliance

Dear [Customer Name],

We are writing to request your assistance in ensuring that your account records are compliant with the Foreign Account Tax Compliance Act (FATCA). FATCA is a United States tax law that requires financial institutions to identify and report certain information regarding accounts held by U.S. persons or entities in which U.S. persons hold a substantial ownership interest.

Based on our current records, we require updated documentation to confirm your tax residency status. Please provide the following document(s) marked below:

- IRS Form W-9 (Request for Taxpayer Identification Number and Certification)
- IRS Form W-8BEN (Certificate of Foreign Status of Beneficial Owner)
- IRS Form W-8BEN-E (Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting - Entities)
- Self-Certification Form (Enclosed)
- Copy of Government Issued Identification

Please complete, sign, and return the requested documents by [Due Date] using the enclosed prepaid envelope or by uploading them through our secure online portal at [URL].

Failure to provide the requested documentation may result in the mandatory withholding of taxes on certain payments or the potential restriction/closure of your account as required by law.

If you have any questions regarding which form to complete, we recommend consulting a professional tax advisor, as [Bank Name] cannot provide tax advice. For general questions regarding this request, please contact our compliance team at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]

[Bank/Financial Institution Name]