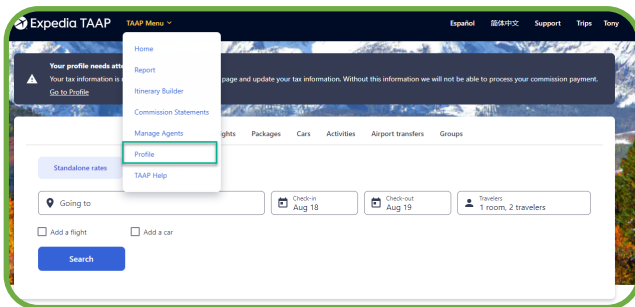


Submitting your W8-BEN-E Tax Form

Since Expedia TAAP is part of the Expedia Group, a registered company in the United States, all businesses that earn income from Expedia TAAP need to complete an IRS tax form. Submitting your tax form is vital, as it allows Expedia TAAP to pay your commissions in a timely manner.

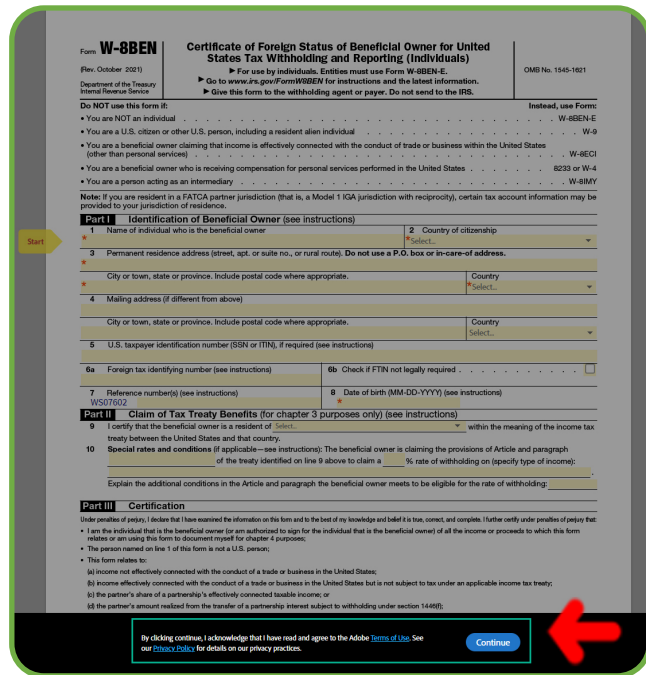


Step 1. Head to your Expedia TAAP profile



Step 3. Complete the tax form

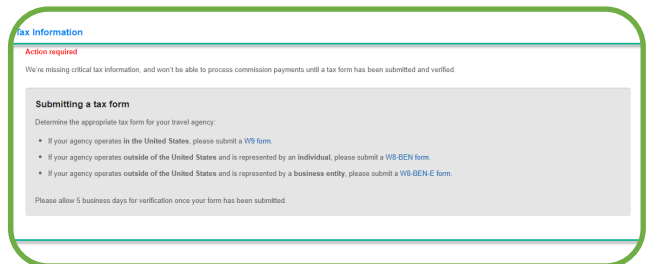
Once you selected the right tax form, accept the Adobe terms and conditions at the bottom of the page to start completing the form.



We've made it easy for you to complete the form, just follow the prompts. If information is missing, we will let you know before you can submit the form.

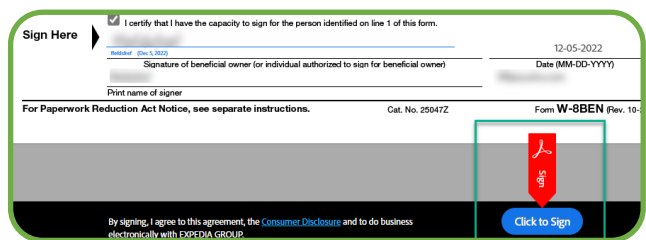
Step 2. Open the tax form relevant to you

- If your agency operates outside of the United States and is represented by a **Business Entity**, you need to submit a **W8-BEN-E form**. Select **'Corporation'** from the options.
- If your agency operates outside of the United States and is represented by an **Individual/Sole Trader**, please submit a **W8-BEN-E form**.



Step 4. Sign and accept the form submission

Once you have completed all the mandatory fields, you need to submit the form. Select 'Click to sign'.



Shortly after, you will receive an email from **Adobe Sign** <adobesign@adobesign.com> to verify the submission. **Your form is not submitted until the verification takes place.**