Expedia TAAP

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.

(Rev. C	October 2021) ment of the Treasury	► For use by individuals. ► Go to www.irs.gov/FormW88E ► Give the withheld	Ig and Reporting Entities must use Form V for instructions and the	W-8BEN-E.) ion.	OMB No. 1545-1621
Do N	OT use this form	and and term to the initiality	ing agent of payer, bot	ior bena to are in	~	Instead use Form
• You	are NOT an indivi	dual				W-AREN-
• You	are a U.S. citizen	or other U.S. person, including a resident alier	individual			
• You	are a beneficial o	wher claiming that income is effectively come	cted with the conduct of	trade or business	within the Unite	ad States
(oth	er than personal s	lervices)				W-8E0
• You	are a beneficial o	wner who is receiving compensation for perso	nal services performed in	the United States		8233 or W-
• You	are a person acti	ng as an intermediary				W-8IM
Note: provid	lf you are reside ded to your jurisd	nt in a FATCA partner jurisdiction (that is, a M iction of residence.	lodel 1 IGA jurisdiction w	rith reciprocity), ce	rtain tax acco	unt information may b
Par	ti Identifi	cation of Beneficial Owner (see inst	ructions)			
1	Name of individ	ual who is the beneficial owner		2 Country of ci	tizenship	
<u>^</u>				*Select		
*	Permanent resi	sence address (street, apt. or suite no., or rura	route). Do not use a P.C	J. box or in-care-	of address.	
	City or town, st.	ate or province. Include postal code where apr	ropriate.		Country	
*					*Select	
4	Mailing address	(if different from above)				
	City or town, st	ate or province. Include postal code where app	propriate.		Country	
_					Select	
	U.S. taxpayer k	dentification number (SSN or TTN), if required (see instructions)			
60	Eoreign tax idea	tifuing number (see instructions)	Bb. Check if ETIN not	locally required		
0.	Torong Trace Toron	anying namow (we maddesona)	ob onecent menor	require a .		
7	Reference num	ber(s) (see instructions)	8 Date of birth (MM	-DD-YYYY) (see in	structions)	
W:	507602		*			
Par	till Claim o	of Tax Treaty Benefits (for chapter 3	purposes only) (see	instructions)		
9	I certify that the	beneficial owner is a resident of Select.		*	within the me	aning of the income ta
10	treaty between	the United States and that country.	The baseficial surror in	alaiming the provi	cione of Astisla	and passage
10	apecial rates a	of the treaty identified on line	9 above to claim a	% rate of withhold	ting on (specif	(and paragraph)
					ang on (oppoin	y type of incomp.
	Explain the add	itional conditions in the Article and paragraph	the beneficial owner mee	ts to be eligible for	the rate of wit	hholding:
_						
Pari	Certific	ation				
Under p	venaities of perjury, I dec	lare that I have examined the information on this form and to the	best of my knowledge and belief	it is true, correct, and con	plete. I further certi	ly under penalties of perjury th
I am relat	the individual that is	s the beneficial owner (or am authorized to sign for th	e individual that is the benefi	cial owner) of all the i	ncome or proces	ids to which this form
• The	person named on lin	e 1 of this form is not a U.S. person;				
• This	form relates to:					
(a) ir	come not effectively	connected with the conduct of a trade or business i	n the United States;			
(b) ir	noome effectively co	nnected with the conduct of a trade or business in th	e United States but is not su	bject to tax under an	applicable incon	te tax treaty;
(c) #	he partner's share of	a partnership's effectively connected taxable income	r; or			
(d) ti	he partner's amount	realized from the transfer of a partnership interest su	bject to withholding under se	iction 1446(f);		
	By clic	king continue, I acknowledge that I have read and ag	ree to the Adobe Terms of U	se, See	0.0	

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.

We're missing critical tax information, and won't be able to process commission payments until a tax form has been submitted and verified.	
Submitting a tax form	
Determine the appropriate tax form for your travel agency:	
If your agency operates in the United States, please submit a W9 form.	
 If your agency operates outside of the United States and is represented by an individual, please submit a W8-BEN form. 	
If your agency operates outside of the United States and is represented by a business entity, please submit a W8-BEN-E form.	
Please allow 5 business days for verification once your form has been submitted.	

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.

Expedia TAAP Sales Support

1800 726 618 (option 1) expedia-au@discovertheworld.com Office hours Mon – Fri 9am – 5pm AEDT **Expedia TAAP Call Center** 1800 726 618 Office hours 24 hours, 7 days a week

