



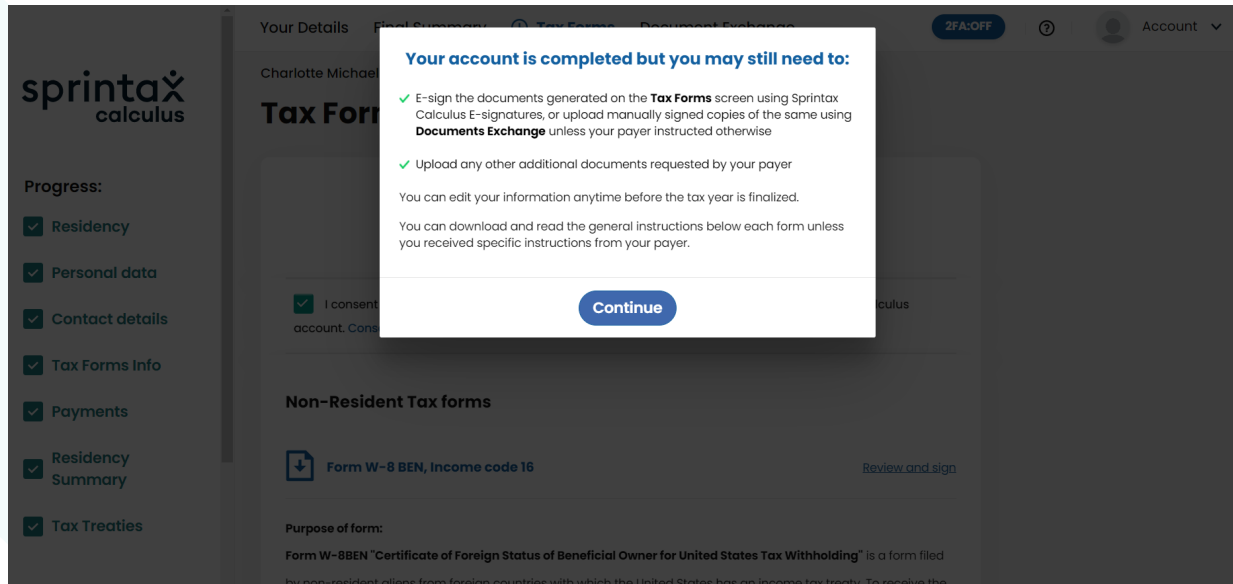
sprintax

Electronic signature
and multi-factor
authentication
guide



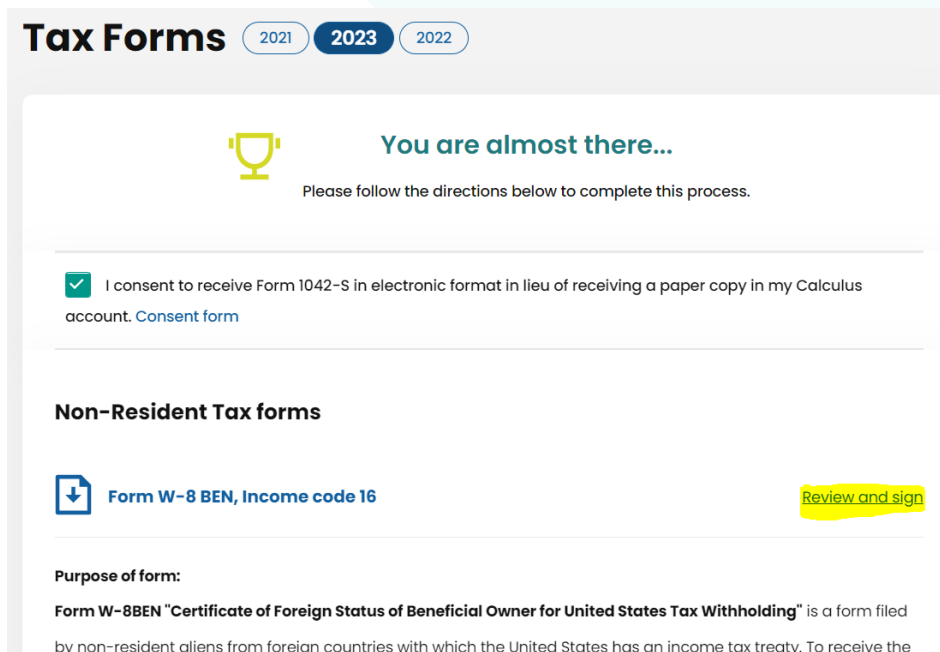
Getting Started

You can only sign documents if your file is complete and you have access to the Tax Forms page:



Step 1

When you access your Tax Forms page, you will see the form you need to sign with text “Review and sign”. You have to click on this text to proceed to the next step.



Step 2

Multi-factor authentication is required in order to place a signature on your form. You can activate MFA from the MFA menu on the top of your screen at any time, even before your file is complete:

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2FA:OFF



Account ▾

Or you will be requested to activate MFA if you choose to sign the document electronically.

Enable Two-Factor Authentication



Keep unauthorized users out of your account by using both your password and your phone. Setup your two-factor authentication codes in 3 steps. You will only be asked to enter validation code when you try to login.

1. Download Google or MS Authenticator mobile app

[GET IT ON Google Play](#) [Download on the App Store](#)


[Continue](#)

Step 3

Multi-factor authentication process

1. Press 'Continue' on the screen in Step 2 in your browser
2. You will see a QR code on your screen

Enable Two-Factor Authentication

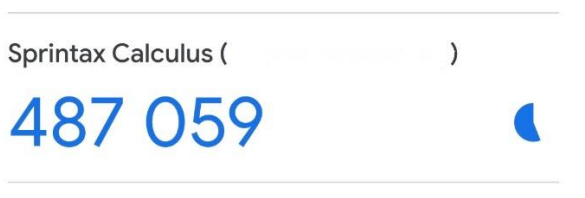


2. Scan the QR code using Google or MS Authenticator
3. Enter and verify the authentication code generated by the app

2FA Code:

[Verify](#)

3. Download an authenticator application on your mobile (MS Authenticator or Google Authenticator)
4. Go to Settings/Add new account in the authenticator application
5. Scan the QR code on the screen in your browser (point 2)
6. Check if your new account with the name “Sprintax Calculus” is created on the authenticator app on your mobile



7. Go back to your browser, enter the 6–digit code from the MFA app and press the “Verify” button

You will notice that the 2FA will reflect ‘On’.

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2FA:ON



Account ▾

Important: The 6–digit code in the Authenticator app refreshes every 30 seconds. When you are asked to enter the 6–digit code, it needs to be within the 30 seconds limit, otherwise, you’ll be prompted to enter the code again. **Please, do not delete the Sprintax Calculus account in the Authenticator app to maintain access to your Sprintax Calculus profile.**

Step 4

Digital signature process

1. Press “Review and sign” as shown in Step 1
2. You will be required to enter the 6–digit code from your authenticator again (points 6 and 7)

Two-Factor Authentication Required

Please enter the 6 digits from your authentication app on your device

Verify

3. You will see the 'Review and sign' screen below:

Review and sign

To sign this form online, please:

Click on "Download" to download and review this form;
If the information is correct, read and agree to both statements below, and
Use the E-sign button to draw your signature on the signature pad.

The signed form will automatically become available to the withholding institution.

Download form

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,
The person named on line 1 of this form is not a U.S. person,
The income to which this form relates is:
(a) not effectively connected with the conduct of a trade or

Cancel

4. You must download your form by selecting the button "Download form" and review for any inconsistencies
5. You must read and check the tick boxes for both declaration and agreement, and only then you will see a new button "E-sign"

Review and sign

To sign this form online, please:

Click on "Download" to download and review this form;
If the information is correct, read and agree to both statements below, and
Use the E-sign button to draw your signature on the signature pad.

The signed form will automatically become available to the withholding institution.

Download form

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,
The person named on line 1 of this form is not a U.S. person,

E-Sign **Cancel**

6. Add signature screen

When you select the icon, a new screen pops up labelled “Please, place your signature” where you can place your signature with an e-pen, PC mouse or any other graphic tool you may have. Once done, hit the ‘Confirm’ button.



View and location of the signed forms:

Signed W-8BEN form:

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
 - (c) the partner's share of a partnership's effectively connected taxable income; or
 - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

Sign Here I certify that I have the capacity to sign for the person identified on line 1 of this form.

Signature

Signature of beneficial owner (or individual authorized to sign for beneficial owner)

Charlotte Michael
Print name of signer

12-21-2022
Date (MM-DD-YYYY)

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 25047Z Form **W-8BEN** (Rev. 10-2021)

Identity statement in pdf file. This is the second page of the signed form.

Signatures

Document checksum: 15f2fa2401aef5915b0aeb3884dd4dc291b71604

Signer name	E-mail address	IP address	Time	Signature
			2021-11-04 15:03:14+00:00	<i>Signature</i>

The signed forms are also automatically uploaded in the Documents Exchange:

Document exchange 2021 **2023** 2022

This section is intended as your document exchange system. Uploading scanned copies of your documents will allow your payer to access documents remotely without the need for you to visit the offices and provide hard copies.

Upload

Supported file types include JPG, PNG and PDF. File size should not exceed 8MB


1) Document Type *

Please choose an option

2) Drag your file here to start uploading.

or

Available documents

 **Form W-8 BEN, Income code 16 (E-signed)** [Download](#)

Disable MFA

If you wish to disable MFA after you have activated it for your account, click MFA at the top of the page once you are logged.

Your Details Final Summary Tax Forms **Document Exchange**

2FA:ON ⓘ Account ▾

Click **"Confirm"** and enter a 6-digit code from your Authenticator's app.

Two-Factor Authentication Required

Please enter the 6 digits from your authentication app on your device

The logo for Sprintax, featuring the word "sprintax" in a lowercase, sans-serif font. The letter "x" is stylized with a small circle above it and a horizontal line through it, resembling a cross or a plus sign.

sprintax

Sprintax Inc
415 Lafayette Street
Floor 2
New York
NY 10003