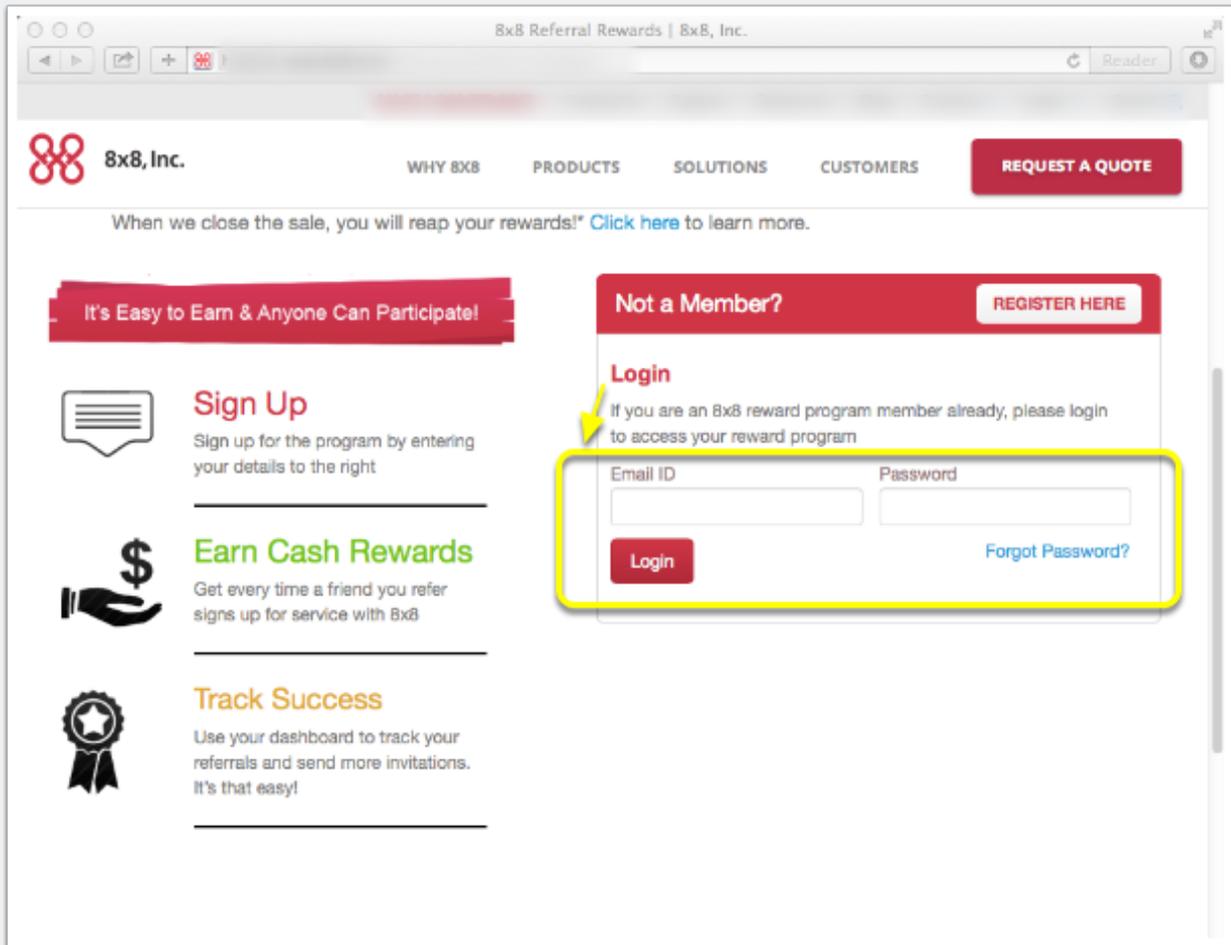


# Submit your W9 form securely to 8x8

Version 1.1 - Updated by 8x8 Referral Rewards department on February 27, 2015 at 3:40 PM.

## Login to the 8x8 Referral Rewards site.

Please visit <http://www.8x8.com/rewards> and enter your email ID and password.



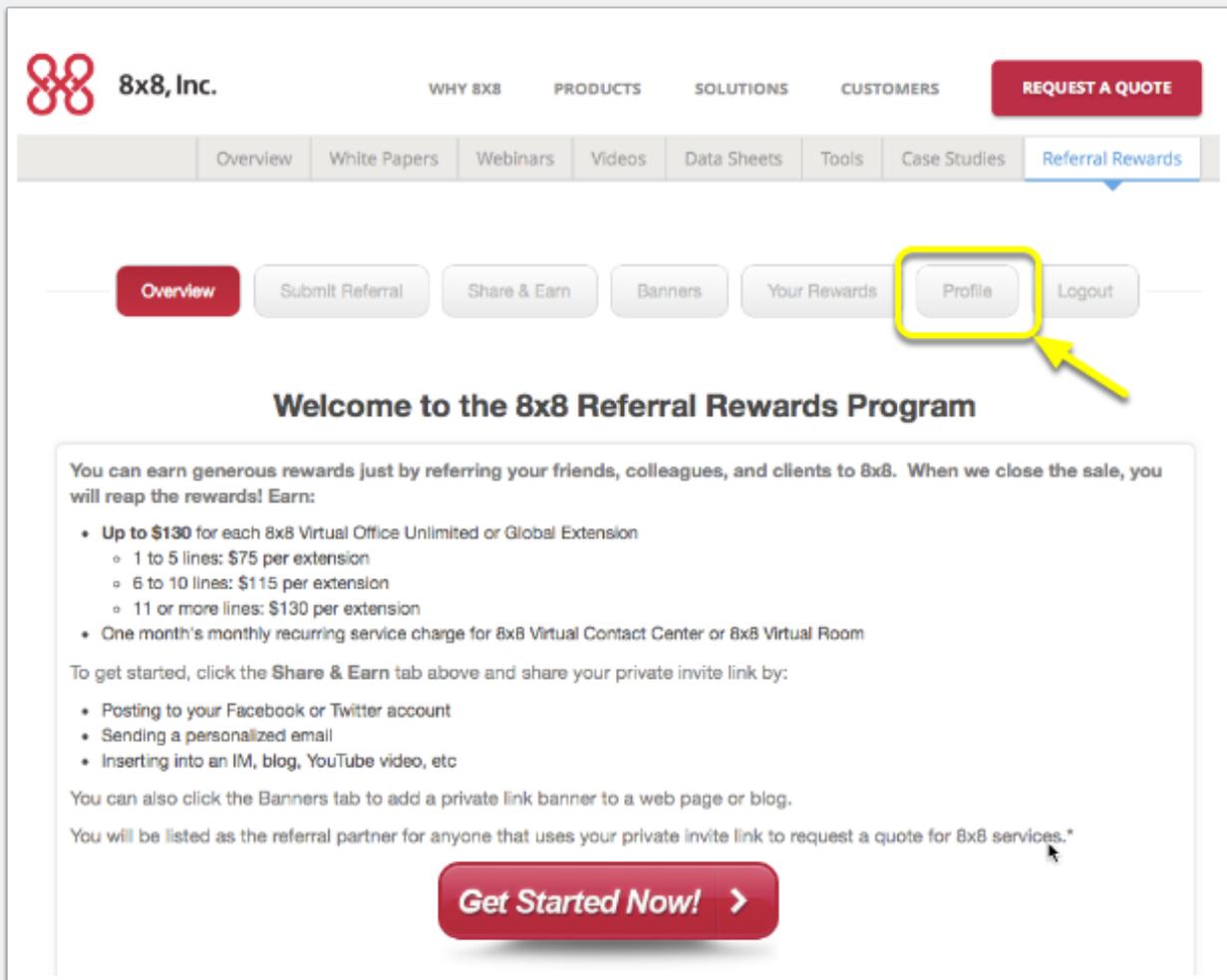
The screenshot shows a web browser window with the URL "8x8 Referral Rewards | 8x8, Inc." in the address bar. The page features the 8x8 logo and navigation links: "WHY 8x8", "PRODUCTS", "SOLUTIONS", "CUSTOMERS", and a "REQUEST A QUOTE" button. A banner at the top reads "When we close the sale, you will reap your rewards!\* [Click here](#) to learn more."

The main content area is divided into two columns. The left column contains three sections: "It's Easy to Earn & Anyone Can Participate!", "Sign Up" (with a speech bubble icon and text: "Sign up for the program by entering your details to the right"), "Earn Cash Rewards" (with a hand holding a dollar sign icon and text: "Get every time a friend you refer signs up for service with 8x8"), and "Track Success" (with a ribbon icon and text: "Use your dashboard to track your referrals and send more invitations. It's that easy!").

The right column features a "Not a Member?" header with a "REGISTER HERE" button. Below this is a "Login" section with the text: "If you are an 8x8 reward program member already, please login to access your reward program". A yellow box highlights the login form, which includes an "Email ID" input field, a "Password" input field, a "Login" button, and a "Forgot Password?" link. A yellow arrow points to the "Login" text above the form.

# Submit your W9 form securely to 8x8

## Click on "Profile" button



The screenshot shows the 8x8 Referral Rewards Program page. At the top left is the 8x8 logo and the text "8x8, Inc.". To the right are navigation links: "WHY 8x8", "PRODUCTS", "SOLUTIONS", and "CUSTOMERS". A red "REQUEST A QUOTE" button is in the top right. Below this is a horizontal menu with tabs: "Overview", "White Papers", "Webinars", "Videos", "Data Sheets", "Tools", "Case Studies", and "Referral Rewards". The "Referral Rewards" tab is active. Below the menu is a row of buttons: "Overview" (red), "Submit Referral", "Share & Earn", "Banners", "Your Rewards", "Profile" (highlighted with a yellow box and a yellow arrow), and "Logout".

### Welcome to the 8x8 Referral Rewards Program

You can earn generous rewards just by referring your friends, colleagues, and clients to 8x8. When we close the sale, you will reap the rewards! Earn:

- **Up to \$130** for each 8x8 Virtual Office Unlimited or Global Extension
  - 1 to 5 lines: \$75 per extension
  - 6 to 10 lines: \$115 per extension
  - 11 or more lines: \$130 per extension
- One month's monthly recurring service charge for 8x8 Virtual Contact Center or 8x8 Virtual Room

To get started, click the **Share & Earn** tab above and share your private invite link by:

- Posting to your Facebook or Twitter account
- Sending a personalized email
- Inserting into an IM, blog, YouTube video, etc

You can also click the **Banners** tab to add a private link banner to a web page or blog.

You will be listed as the referral partner for anyone that uses your private invite link to request a quote for 8x8 services.\*

[Get Started Now! >](#)

# Submit your W9 form securely to 8x8

Click "Send W9 Form Now" button

Overview Submit Referral Share & Earn Banners Your Rewards **Profile** Logout

### Manage Profile

#### Account Information

Make sure your address is complete and up-to-date to prevent any delays in processing your rewards payment.

Email Address:

First Name  Last name

Address 1  Address 2

City  State/Province

Zip Code  Country

Phone

**SUBMIT** >

#### W9 Form

To receive your reward, you must submit a W-9 tax form.

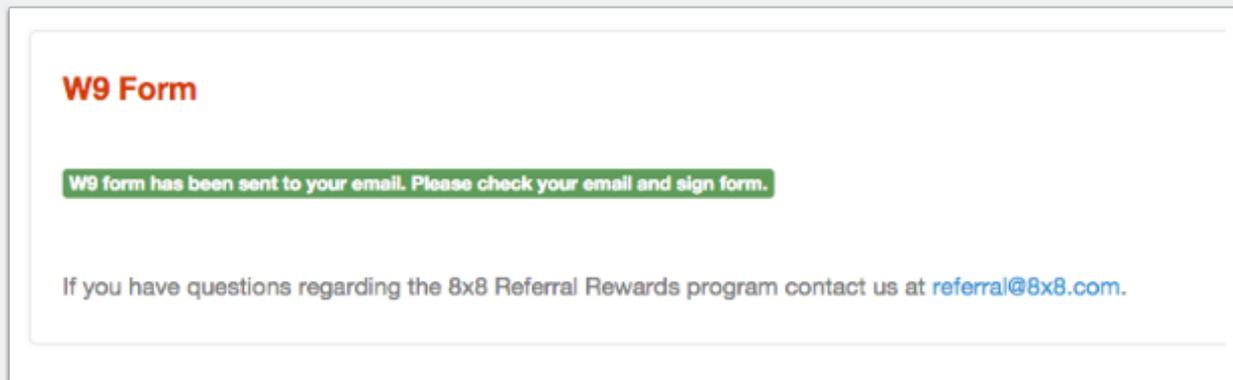
**Send W9 Form Now**

If you have questions regarding the 8x8 Referral Rewards program contact us at [referral@8x8.com](mailto:referral@8x8.com).

# Submit your W9 form securely to 8x8

**After you click the "Send W9 Form Now" button, please check your email.**

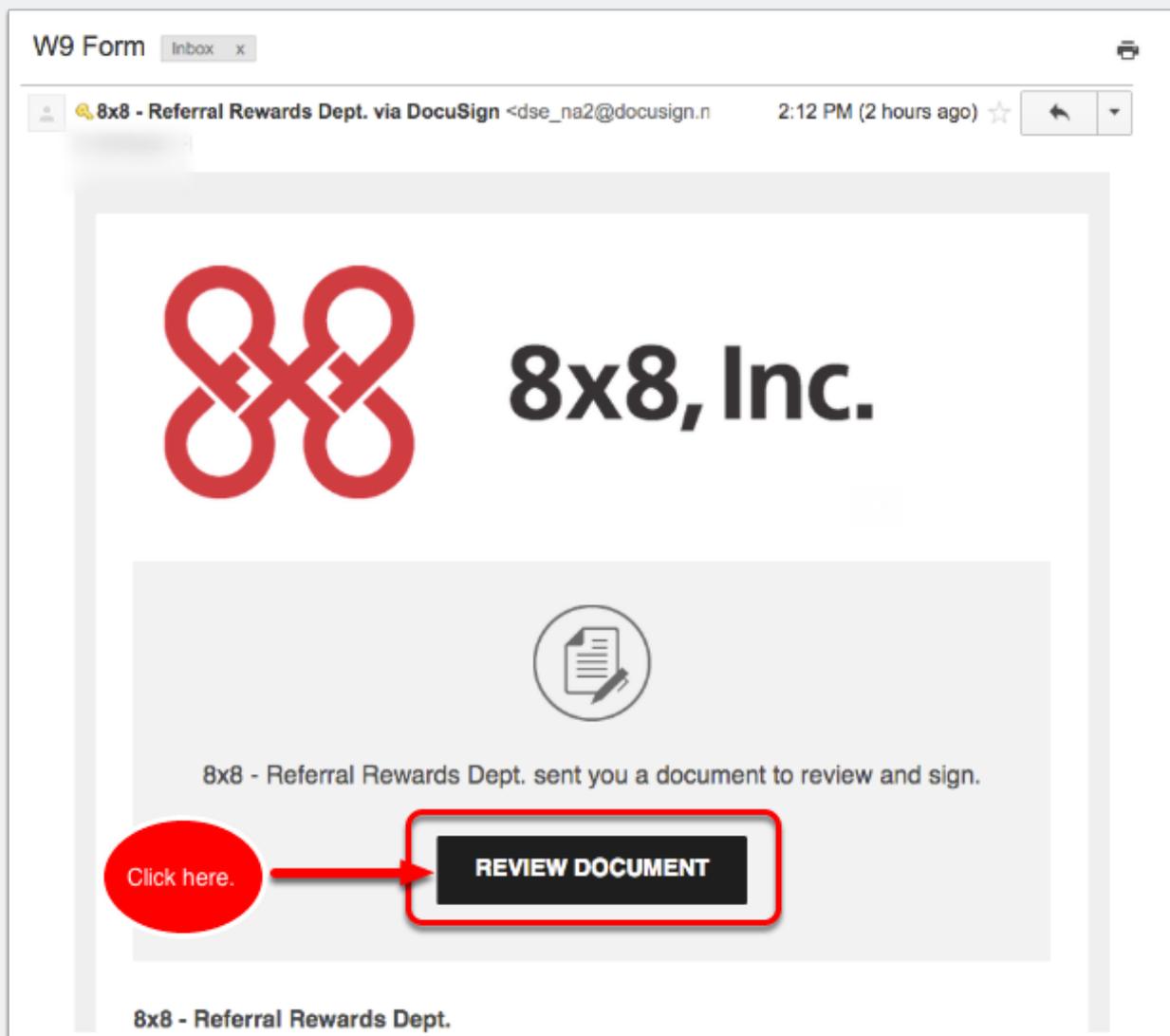
In the 8x8 Referral Rewards site, you will see the message in green if you've successfully clicked the "Send W9 Form Now" button.



# Submit your W9 form securely to 8x8

**In your email, open this message. Then, click "Review Document" button.**

After you click the button, you will be sent to the DocuSign secure web site to begin filling out your W9 form.



# Submit your W9 form securely to 8x8

## Check the box, and click "Continue."

1) Check the box to agree to use Electronic Records and Signatures. 2) Then, click Continue button.

The screenshot shows a web browser window displaying a DocuSign document review page. The page title is "Please Review & Act on These Documents". The document is a W-9 form titled "Request for Taxpayer Identification Number and Certification". The sender is identified as "8x8 - Referral Rewards Dept. 8x8 Partners". The recipient is "8x8, Inc. Powered by DocuSign".

At the top of the document preview, there is a checkbox labeled "I agree to use Electronic Records and Signatures" which is highlighted with a red box and a red circle with the number "1". To the right of this checkbox is a "CONTINUE" button, also highlighted with a red circle and the number "2".

The W-9 form fields include:

- 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
- 2 Business name/disregarded entity name, if different from above
- 3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
  - Individual/sole proprietor or single-member LLC
  - C Corporation
  - S Corporation
  - Partnership
  - Trust/estate
  - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
  - Other (see instructions) ▶
- 4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):
  - Exempt payee code (if any) \_\_\_\_\_
  - Exemption from FATCA reporting code (if any) \_\_\_\_\_
  - (Applies to accounts maintained outside the U.S.)
- 5 Address (number, street, and apt. or suite no.)
- Requester's name and address (optional)
- 6 City, state, and ZIP code
- 7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**

		-			-			
--	--	---	--	--	---	--	--	--

**or**

**Employer identification number**

		-						
--	--	---	--	--	--	--	--	--

**Part II Certification**

# Submit your W9 form securely to 8x8

## Fill in the W-9

Please include:

1. Name
2. Business name
3. Federal tax classification
4. Exemptions (if applicable)
5. Address
6. City, State, and ZIP code
7. Social security number or Employer identification number

DocuSign Envelope ID: 76C97027-E386-4F44-9268-9A8CFC73C95F

Form **W-9**  
Request for Taxpayer Identification Number and Certification  
Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Johnny Appleseed**

2. Business name/disregarded entity name, if different from above  
**Oranges and Bananas, LLC**

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)   
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions)

4. Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3)  
Exempt payee code (if any)   
Exemption from FATCA reporting code (if any)   
(Applies to accounts maintained outside the U.S.)

5. Address (number, street, and apt. or suite no.)  
**123 Main St.** Requestor's name and address (optional)

6. City, state, and ZIP code  
**San Jose, CA 95111**

7. List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.  
**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number  
  
or  
Employer identification number  
**01 1234567**

**Part II Certification**  
Under penalties of perjury, I certify that:  
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and  
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and  
3. I am a U.S. citizen or other U.S. person (defined below); and  
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  
**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person  Date **2/27/2015 | 3:30 PM PT**

# Submit your W9 form securely to 8x8

## Enter a digital representation of your signature

Click the yellow "Sign" button. A pop-up screen called "Adopt Your Signature" will appear. On this page, 1) type in your full name (both first and last name); 2) type your initials; & 3) click "Adopt and Sign."

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Employer identification number	
01	1234567

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here** Signature of U.S. person 

Date ▶ 2/27/2015 | 3:31 PM PT

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/w9](http://www.irs.gov/w9).

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

## Adopt Your Signature

Confirm your name, initials, and signature.

**Full Name**  **Initials**

Select Style Draw

Preview

DocuSigned by:  
  
OCE6

DS  
 Change Style

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

# Submit your W9 form securely to 8x8

Once you've completed the W-9 form, click the "Finish" button.

DocuSign Envelope ID: 78C97027-E386-4F44-9268-9A6CFC73C96F

Form **W-9**  
Rev. December 2014  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Johnny Appleseed**

2 Business name/disregarded entity name, if different from above  
**Oranges and Bananas, LLC**

3 Check appropriate box for federal tax classification; check only one of the following seven bases:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)   
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).  
Exempt payee code (if any)   
Exemption from FATCA reporting code (if any)   
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
**123 Main St.**

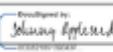
6 City, state, and ZIP code  
**San Jose, CA 95111**

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN); if you do not have a number, see How to get a TIN on page 3.  
**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number  
  
OR  
Employer identification number  
**01 1234567**

**Part II Certification**  
Under penalties of perjury, I certify that:  
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and  
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and  
3. I am a U.S. citizen or other U.S. person (defined below); and  
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  
**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person  Date 2/27/2015 | 3:38 PM PT

**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/irb](http://www.irs.gov/irb).  
**Purpose of Form**  
An individual or entity (Form W-9 requested) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:  
• Form 1099-INT (interest earned or paid)  
• Form 1099-DIV (dividends, including those from stocks or mutual funds)  
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)  
• Form 1099-C (canceled debt)  
• Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.  
By signing the filled-out form, you:  
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).  
2. Certify that you are not subject to backup withholding, or  
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trust is not reportable to the

send the completed document.

**FINISH** OTHER ACTIONS

# Submit your W9 form securely to 8x8

## Click "Continue," and you're done.

Congratulations. You have filled out the W-9. 8x8 will securely receive this document automatically. Thank you for participating in the 8x8 Referral Rewards program.

The image shows a screenshot of a W-9 form completion interface. A white overlay box with a blue border is centered on the screen, containing the text "YOU'RE DONE SIGNING" in bold. Below this, it says "A copy of this document has been sent to your email address. You can also download or print using the icons above." There are two icons: a download arrow and a printer icon. A red rectangular box highlights a black button with the word "CONTINUE" in white. The background shows the W-9 form with various fields filled out. The form includes sections for "Print or type See Specific Instructions or" and "Part I Taxpayer Identification Number (TIN)". The TIN section is partially filled with "01" and "1234567".

DocuSig

YOU'RE DONE SIGNING

A copy of this document has been sent to your email address. You can also download or print using the icons above.

CONTINUE

Individual/sole proprietor or single-member LLC  C Corporation  S Corporation  Partnership  Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Other (see instructions) ▶

5 Address (number, street, and apt. or suite no.) 123 Main St.

6 City, state, and ZIP code San Jose, CA 95111

7 List account number(s) here (optional)

Requester's name and address (optional)

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

01 1234567