

BookSurge Royalty Payment Information Form



To receive royalty payments from BookSurge, please print, complete and return the following Payment Information Form.

Depending on your business and country of residence, complete Sections A, B or C and then complete the remaining sections of the document (Sections D and E). If you have any questions regarding this form, please contact our BookSurge/Vendor Relations Center via email at ap-vendorinfo@amazon.com. If you have any questions regarding royalty payments or calculations, please contact BookSurge Customer Service at customerservice@booksurge.com or 866.308.6235, option 6. After completing Section E, fax or mail your Payment Information Form to:

BookSurge
8329 West Sunset Road, Suite 220
Las Vegas, NV 89113-2218
Fax: 702-478-3166

Please double check this form to ensure all required information is complete and accurate. Completion of all fields is appreciated and helps to ensure accuracy; fields in red are required. You will not receive royalty payments if this form contains incomplete or inaccurate information.

Section A - Individual; US Only

Name (associated with your BookSurge account) _____
Checks Payable To _____ BookSurge Account ID _____
Address _____ City/Town _____
State/Province _____ Zip _____ Country _____
Phone Number _____ Fax Number _____
Contact Name _____ Email Address _____
Social Security # _____

Please note that a Social Security # is required to receive royalty payments.

OR

Section B - Incorporated Business; US Only

Business status is (please select one): Corporation Non-Profit LLC
Company Name _____ DBA Name _____
Checks Payable To _____ BookSurge Account ID _____
Address _____ City/Town _____
State/Province _____ Zip _____ Country _____
Main Phone Number _____ Main Fax Number _____
Federal Tax ID # _____ Website URL _____
Contact Name _____ Email Address _____
Describe your core line of business _____
If your company is doing business in the state of WA provide your UBI number _____

Please note that a Federal Tax ID # is required to receive royalty payments.

OR

Section C - International Clients - Please see an important message on page two regarding tax withholding for international clients

Business status is (please select one): Individual Sole Proprietor Partnership LLC LP
Name _____ Company Name _____
Checks Payable To _____ BookSurge Account ID _____
Address _____ City/Town _____
State/Province _____ Zip _____ Country _____
Phone Number _____ Fax Number _____
Contact Name _____ Email Address _____

Section D - Direct Deposit

Complete the banking information below to deposit U.S. Dollars into a U.S. Bank

U.S. Financial Institution _____

Branch Name & Address _____

Bank Transit Routing Number _____ Account Number _____

Account Type (please select one): **Checking** **Savings** **Other** _____

Name on Account _____

*Note: If you do not have a U.S. Bank Account, payments will be issued in the form of physical checks in U.S. dollars when you accrue \$25 in royalties. To request that your physical checks be held, please email ap-booksurge@amazon.com. You will need to notify ap-booksurge@amazon.com when you are ready for payment to be released. Payments must be at least \$25 in order to be released. You may check the royalties due to you through your online BookSurge account.

Section E - Income Tax Withholding Notice

This form represents W-9 information collected from individuals/companies receiving payment. Amazon is required by law to obtain this information. If you or your company refuses to provide Amazon with this information, your payments may be subject to 28% Federal income tax backup withholding, as well as a \$50 penalty imposed by the Internal Revenue Service under section 6723. I certify under penalty of perjury that the W-9 information provided is correct.

Print Name Signature

Title Date

*Note: **Amazon's standard payment term** - A check will print or funds electronically deposited 30 days after the end of the previous month, unless otherwise negotiated in a written contract.

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Submit your completed form to:

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An important message to our international clients -

Please note that royalties paid to a foreign entity or person are subject to tax withholding in the U.S. A foreign entity or person is someone who is not a resident or citizen of the U.S. or a green card holder. The general rate of tax withholding is set by U.S. tax rules and regulations and is currently 30% of royalties paid. This withholding tax rate can be reduced if the recipient (you) is resident in a jurisdiction that has a valid income tax treaty with the U.S. This reduced rate is only available if we receive the appropriate documentation from you. Without this documentation, the 30% withholding tax rate will apply. This documentation is either Form W-8BEN or Form W-8ECI issued by the Internal Revenue Service and includes a valid U.S. taxpayer identification number (obtained by filing Form W-7 or SS4). For more information on these forms and instructions and description of which form may be appropriate for you, please refer to the Internal Revenue Service website at www.irs.gov. We are required to receive a new form from you every three years.

Please submit your completed W-8BEN or W-8ECI to:

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