

PO Box 2209 ■ Omaha, NE 68103-2209  
Fax: 866-468-6268

## REQUIRED FORMS

To open an account, please send us the following material:

- A completed Account Application (*the application is enclosed*)
- A copy of the following documents for each person applying for an account. **The full name and address must match in all the documents.**
  - Completed IRS Form W-8 BEN**  
Please include your country's tax identifying number, if any. (*The form is enclosed. You can also find it by going to [tdameritrade.com](http://tdameritrade.com) > Service > Form Library, then choosing "W-8BEN Substitute."*)
  - Passport** (*must be current*)  
If you do not have a passport, please send a government-issued photo ID, along with a letter stating that you do not have a passport.
  - Visa** (*must be current*)  
If your Visa has expired, please provide the expired Visa and extension paperwork.
  - Proof of Residence**
    - ◇ A utility bill (*gas, water, electricity*), bank statement, or household register. **We cannot accept a credit card statement, TV or satellite provider bill, cell phone bill, or landline bill** as proof of residence.
    - ◇ The document must be in English characters or a certified English translation. (*Spanish is acceptable as well.*)
  - Completed Letter Of Explanation for U.S. Mailing Address/U.S. Phone Number** (*required only if a mailing address/ phone number in the United States is listed on the application*)  
The letter should include the reason you have a U.S. address. (**A copy of the letter is enclosed.** *You can also find it by going to [tdameritrade.com](http://tdameritrade.com) > Service > Form Library, then choosing "W-8BEN Attachment A."*)

This material will be reviewed on a case-by-case basis.

## WHERE TO SEND THE FORMS:

- **Fax:** 866-468-6268
- **Mail:** 200 South 108th Ave. Omaha, NE 68154-2631, United States of America

## AFTER YOU SEND US THE FORMS:

- Please check your personal email for any possible updates or additional steps that may be needed.
- Please wait seven business days before calling to check on the status of an application.
- Once your account has been opened, you will receive a four-digit personal identification number (PIN) and your account number via regular mail. You will also be able to access your account by calling and speaking with a representative.

## FOR HELP OR MORE INFORMATION, PLEASE CALL:

**English:** 800-669-3900 (*24 hours/7 days a week*)

**Spanish:** 888-376-4684 (*9 a.m.-5 p.m. Eastern Time, weekdays*)

**Mandarin or Cantonese:** 877-888-1238 (*9 a.m.-6 p.m. Eastern Time, weekdays*)

If calling from outside of the U.S. please visit us online at <https://www.tdameritrade.com/contact-us> for assistance.

Investment Products: Not FDIC Insured \* No Bank Guarantee \* May Lose Value

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