Form W-8BEN-E

(Rev. October 2021)

Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)

OMB No. 1545-1621

U.S. Department of the Treasury
Internal Revenue Service

[X] CERTIFIED ENTITY STATUS: ZERO (0.00%) U.S. WITHHOLDING TAX CLAIMED UNDER ARTICLE 7 (BUSINESS PROFITS)

Part I Identification of Beneficial Owner

1. Name of organization that is the beneficial owner:	`The Runbook Index`
2. Country of incorporation or organization:	`United Kingdom`
4. Chapter 3 Status (entity type):	`Corporation / Commercial Technology Enterprise`
5. Chapter 4 Status (FATCA status):	`Active NFFE (Non-Financial Foreign Entity) [See Part XXV]`
6. Permanent residence address (street, apt, suite):	`71-75 Shelton Street, Covent Garden`
City, town, state or province, postal code, country:	`London, WC2H 9JQ, United Kingdom`
7. Mailing address (if different from above):	`Same as permanent residence address above`
9b. Foreign Tax Identifying Number (FTIN):	`GB-RI-TAX-2026-UK (UK Business Tax Ref)`
10. Reference number(s) (see instructions):	`RI-MNDA-2026-STD // US-TECH-EXPORT`

Part III Claim of Tax Treaty Benefits (for chapter 3 purposes only)

14a [X] The beneficial owner is a resident of United Kingdom within the meaning of the income tax treaty between the United States and that country.

14b [X] The beneficial owner derives the item (or items) of income for which treaty benefits are claimed and meets the requirements of the limitation on benefits (LOB) provision (Active trade or business test).

15 Special rates and conditions (if applicable - see instructions):

The beneficial owner is claiming the provisions of Article 7, Paragraph 1 (Business Profits) of the US-UK Double Taxation Treaty to claim a 0.00% rate of withholding on Business Profits / Technical Compliance Services.

Explain the additional conditions in the Article that the beneficial owner meets: Beneficial owner is a United Kingdom enterprise carrying on commercial professional engineering operations with no permanent establishment or fixed base in the United States under Article 5 of the US-UK Income Tax Convention.

Part XXV Active NFFE (Non-Financial Foreign Entity)

39 [X] I certify that: The entity identified in Part I is a foreign entity that is not a financial institution; less than 50% of such entity's gross income for the preceding calendar year is passive income; and less than 50% of the assets held by such entity are assets that produce or are held for the production of passive income.

Part XXX 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: (1) The entity identified on line 1 is the beneficial owner of all the income to which this form relates; (2) The entity is not a U.S. person; and (3) The income to which this form relates is not effectively connected with the conduct of a trade or business in the United States or is effectively connected but is not subject to tax under an applicable income tax treaty.

Sign Here -> *Acey Squire*

`Digitally Executed & Countersigned Under Standing Seal`

Print Name: Acey Squire
Capacity: Founder & Managing Architect
Execution Date: October 15, 2026

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THE RUNBOOK INDEX // US ENTERPRISE VENDOR ONBOARDING DATA SHEET

ACCOUNTS PAYABLE & TAX COMPLIANCE GUIDE FOR US CORPORATE CLIENTS

1. VENDOR IDENTIFICATION & CORPORATE PROFILE

Vendor Legal Business Name:	The Runbook Index
Corporate Entity Classification:	United Kingdom Commercial Technology Entity (Non-US Person)
Registered Operating Address:	71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
Global Operations Desk:	US & Global Diligence Desk (Mon-Fri 9am-7pm UK / 4am-2pm EST)
Managing Architect & Contact:	Acey Squire (acey.squire@runbookindex.com / acey.squire@gmail.com)
Official Storefront & Portal:	https://runbookindex.com

2. U.S. TAX STATUS & WITHHOLDING COMPLIANCE

A. IRS Form W-8BEN-E Executed & Attached:

Form W-8BEN-E (Certificate of Foreign Status of Beneficial Owner) is formally executed on Page 1. This certificate establishes that The Runbook Index is a foreign entity and beneficial owner eligible for treaty benefits under the US-UK Income Tax Convention.

B. 0.00% US Federal Backup Withholding (US-UK Tax Treaty Article 7):

Under Article 7 (Business Profits) of the US-UK Double Taxation Treaty, payments for custom professional services and technical compliance engineering performed outside the United States by a foreign entity without a US Permanent Establishment are subject to 0% US withholding tax.

C. Form 1099-NEC Exemption (Treas. Reg. 1.6041-4(a)(1)):

US enterprise clients are NOT required to issue an annual Form 1099-NEC to The Runbook Index. Non-US entities operating outside the United States documented by a valid Form W-8BEN-E are exempt from information reporting on Form 1099.

D. US State Sales Tax Nexus Exemption:

The Runbook Index delivers bespoke human-architected compliance documentation and technical security review mapping (professional services). It does not maintain physical presence, property, or economic nexus in any US state, and does not sell off-the-shelf automated SaaS.

3. INVOICING, REMITTANCE & PURCHASING PROTOCOLS

Corporate Card / Discretionary Spend (Instant Activation):

All packages ($2,950 Standard / $4,500 Accelerated) can be paid immediately via corporate card (Visa, MasterCard, American Express, Apple Pay, Google Pay) through 256-bit encrypted Stripe Checkout. Official corporate tax invoices and payment receipts with line-item detail are issued automatically via Stripe upon payment.

Delivery SLA Commencement:

Our 72-Hour (Standard) or 48-Hour (Accelerated) Delivery SLA clock begins upon Confirmed Technical Intake (concluded kickoff call or returned architecture specification sheet with prospective buyer questionnaire attached).

Confidentiality & Data Protection:

All disclosures are strictly protected under our executed Bilateral Mutual Non-Disclosure Agreement (Ref: RI-MNDA-2026-STD) with permanent data deletion within 14 calendar days of deliverable transfer.