



**Author Questionnaire**

Monday, August 13, 2007 9:35 AM

**From:** "PublishAmerica Pre-Production Team" <Megan@publishamerica.com>  
**To:** undisclosed-recipients

Dear Author,

Welcome to PublishAmerica!

Below is our author questionnaire. Please fill it out completely and return it with all requested materials by 14 days from today.

It is important to send all hard copy material in **ONE** package, and all electronic material in **ONE** email, with the title of your book in the subject line.

**TO ENSURE THE MOST EFFICIENT MOVEMENT OF YOUR MANUSCRIPT THROUGH THE PRODUCTION PROCESS, PLEASE DO NOT SEND ANYTHING UNTIL YOU ARE READY TO SEND EVERYTHING.**

If you have any questions about this questionnaire, see our FAQ page at <http://www.publishamerica.com/AQ>

For answers to all other questions, please visit: <http://www.publishamerica.com/support/>.

We are happy and proud to be publishing your book.

Sincerely,  
Megan Battista  
Pre-Production  
PublishAmerica, LLLP

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For your convenience, please follow these instructions for answering the questions:

- Print this message
- Click REPLY
- Delete everything below the double line below
- Read the questions
- Put your answers here:

1. a.
- b.
- 2.
- 3.
- 4.
- 5.
- 6.
7. Labels printed and/or attached?
8. Back cover text (no more than 150 words for synopsis and 50 words for biography):
9. Cover suggestion:
10. Manuscript attached/included?
11. Where did you hear about PublishAmerica?
12. In what genre would you place your book?

13. Will you be sending author photos for this book? Yes or No

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Delete these lines and everything below them  
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Author Questionnaire - EMail Section

- 1. a. Your legal name
- b. Your name as you wish it to appear on the title page  
        (pen name, pseudonym or nickname)
- 2. Title of manuscript, plus subtitle if applicable
- 3. Your date and place of birth
- 4. Citizenship and social security number (for tax purposes only), for United State Citizens only.

We are required by the U.S. Department of the Treasury to request that our foreign authors fill out a so-called W-8 form. You will find the form here: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>. This is for non United State Citizens only.

Regulations under the Internal Revenue Code, which covers the U.S. tax laws, require us to withhold 30 percent of a foreign author's royalty amount if we are not in possession of that author's signed W-8 form. This is a one-time occurrence: once you have filled out and mailed the form to us, you will not be subject to any further formalities as far as the U.S. government is concerned, and your royalties will not be taxed under U.S. law.

While government forms may seem intimidating, this one is really very simple. Here's how you fill it out:

- Part I, question 1: your name;
- question 2: your country;
- question 3: check box "Individual";
- question 4: your address;
- question 5: ignore;
- question 6: ignore;
- question 7: ignore;
- question 8: ignore;
- Part II, question 9a: your country;
- question 9b through 9e: ignore;
- question 10: ignore;
- Part III, question 11: ignore;
- Part IV: sign and date.

This is all the guidance you need, but for those who are interested in more background, see <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>.

After you have signed the form, please put it in an envelope, and at your earliest convenience mail it to PublishAmerica, Royalties Administration, P.O. Box 151, Frederick, MD 21702, USA.

- 5. Home address (please include zip code and city)
- 6. Home telephone number and e-mail address

7. As a courtesy to you, PublishAmerica will be happy to create and mail an announcement letter to people who know you well enough to be interested in your success as a writer: personal friends, colleagues, relatives, etc. If you would like for us to do so, please prepare a list (names, and addresses) of those individuals. If you

