

What is an ITIN?

An Individual Taxpayer Identification Number (ITIN) is a number issued by the Internal Revenue Service (IRS) and used to file a tax return. It looks like a Social Security Number but is only for filing a tax return.

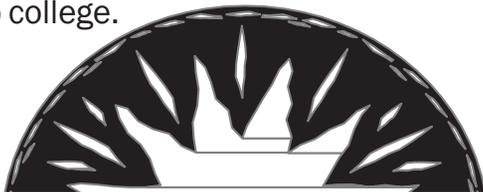
Example: "9XX-XX-XXXX"

Is there a cost to get an ITIN?

No, an ITIN is free! The IRS does not charge for issuing an ITIN, and we will complete all the paperwork for free.

Why should I file a tax return?

- You may get a refund.
- Tax returns prove your income, your residence in the U.S., your "good moral character" and whether you are married--important issues for immigration.
- You need to show a tax return when you try to buy a house, get a loan or go to college.



Will the IRS report me to the Department of Homeland Security?

The IRS cannot report you to the DHS for obtaining an ITIN. Only a court can make the IRS release information about you if you are in deportation proceedings or under suspicion for terrorist activities.

Other Notes:

- Each person applying for an ITIN must sign their own application (W-7) unless they are under the age of 18. If the applicant is under 18, he or she can choose to have a parent or guardian sign for them. This means that you may have to mail the W-7 to the applicant or applicant's parents for signing *before* completing the process.
- Clients may call the ITIN taxpayer hotline to check the status of their application or request duplicate ITIN letters: (800) 908-9982.
- You may need to renew your ITIN based on a rolling renewal schedule. You will complete a new W-7 and provide original ID documents. You do not have to attach a tax return to your renewal.

Call 2-1-1 for information
or visit
www.communitytaxcenters.org



ITIN: Individual Taxpayer Identification Number



How to file your taxes if you or your dependents do not have a Social Security Number

How do I use an ITIN?

You may use your ITIN to:

- File an income tax return
- Claim your spouse, children or other dependents that you support on your tax return
- Claim the Child Tax Credit
- Start a wage record for possible future Social Security benefits
- An ITIN is for tax purposes only. Use your ITIN on the tax return where your Social Security Number is required



An ITIN does NOT:

- Give you the right to work in the U.S.
- Allow you to claim the Earned Income Tax Credit
- Change your immigration status
- Allow you to claim Social Security or other public benefits (like food stamps, TANF, or Medicaid)

How do I get an ITIN?

Complete IRS Form W-7 and attach it to an original tax return. You may apply for an ITIN at any time.

To get an ITIN, each person who applies must show proof of foreign status and identity by presenting two of the following*, one of which must include a photo for adults:

- Current passport*
- U.S. CIS photo ID
- Birth certificate
- Visa issued by the U.S. Dept. of State
- Foreign government driver's license
- National identification card
- Foreign voter registration card
- U.S. or foreign military ID card
- U.S. driver's license
- U.S. state identification card
- School transcript dated in past 12 months, signed by school, with student name, course work with grades, school name & address
- Medical record with vaccinations dated in past 12 months with child's name, date of birth & address, clinic/doctor name, address and phone

The documents must be originals. They also must be current; **they cannot be expired.**

* An unexpired passport meets both requirements. In this case one document is acceptable.

If the applicant is under 14, or under 18 and a student, they must provide a birth certificate and a schoolwork transcript. If applicant is under 6, they must provide a birth certificate and medical record.

How long will it take?

The ITIN application takes six to eight weeks to process. It is important to answer any letters from the IRS, or you may have to re-apply.

What happens when I get a valid Social Security Number (SSN)?

- Your ITIN will be revoked
- All earnings reported with your ITIN will be moved to your Social Security account

W-7 Application for IRS Individual Taxpayer Identification Number
 (Rev. January 2015) Department of the Treasury Internal Revenue Service
 OMB No. 1545-0074

FOR IRS USE ONLY

An IRS individual taxpayer identification number (ITIN) is for federal tax purposes only.

Before you begin:

- Do not submit this form if you have, or are eligible to get, a U.S. social security number (SSN).
- Getting an ITIN does not change your immigration status or your right to work in the United States and does not make you eligible for the earned income credit.

Reason you are submitting Form W-7. Read the instructions for the box you check. Caution: If you check box b, c, d, e, f, or g, you must file a tax return with Form 1041 or Form 1042 unless you meet one of the exceptions (see instructions).

a Nonresident alien required to get ITIN to claim tax credit
 b Nonresident alien filing a U.S. tax return
 c U.S. resident alien (based on days present in the United States) who is not a U.S. citizen (see instructions)
 d Dependent of U.S. citizen/resident alien (see instructions)
 e Spouse of U.S. citizen/resident alien
 f Nonresident alien student, professor, or other individual filing a U.S. tax return claiming an exception
 g Dependent/spouse of a nonresident alien filing a U.S. tax return claiming an exception
 h Other (see instructions)

Additional information for a and f Enter country: _____

Name (see instructions)
 1a First name Middle name Last name
 1b First name Middle name Last name

Applicant's mailing address
 2 Street address, apartment number, or rural route number. If you have a P.O. box, see page 4.
 City or town, state or country, zip code, and postal office name, if appropriate.

Foreign (non-U.S.) address (if different from above) (see instructions)
 3 Street address, apartment number, or rural route number, or P.O. box number.
 City or town, state, province, and country (e.g., de Zaire) or postal code with country name, if appropriate.

Birth information
 4 Date of birth (month / day / year) (see instructions) 5 Country of birth (see instructions) 6 Male Female

Other information
 6a Country(ies) of citizenship 6b Foreign tax I.D. number (if any) 6c Type of U.S. visa (if any), number, and expiration date
 6d Identification document(s) submitted (see instructions) Passport Driver's license/State I.D. USCIS documentation Other _____ Issued by: No. _____ Issued in: United States
 6e Have you ever been a U.S. temporary resident? Yes No If yes, enter date of departure from U.S. (month / day / year) and U.S. identification number (if any) (see instructions)
 6f Enter EIN (see instructions) which it applies to (see instructions) and
 6g Name (see instructions) of the business (see instructions) City/State (see instructions)

Sign Here
 Under penalty of perjury, I, the applicant, declare under oath that the information provided is true, correct, and complete. I authorize the IRS to disclose to my acceptance agent returns or return information necessary to resolve matters regarding the assignment of my IRS individual taxpayer identification number (ITIN), including the previously assigned taxpayer identification number.
 Signature of applicant (if delegate, see instructions) Date (month / day / year) Phone number _____
 Name of delegate, if applicable (type or print) Delegate's relationship to applicant Parent Court-appointed guardian Power of Attorney
 Signature Date (month / day / year) Phone () _____
 Name and title (type or print) Name of company EIN : _____ Office Code _____

For Paperwork Reduction Act Notice, see page 5. Cat. No. 10229L Form W-7 (Rev. 1-2010)

We can help!