



## Do you need to renew your ITIN?

- For those who have ITINS with middle digits 70 - 82: have you renewed your ITIN?
- Have you used your ITIN on a tax return for any of the past three years (e.g. 2015, 2016, and 2017)?

If you answered no to either question, you will need to renew your ITIN in order to file a tax return for any year. **Ask us how you can do this!**

**If your ITIN's middle digits are 83, 84, 85, 86, or 87, it will expire 12/31/2019.** You can renew now or during the next filing season. Since it is not yet expired, the renewal does not have to be done today in order to file your 2018 or prior year return. Once it has expired, you will need to renew it in order to file for any year.

**Important!** If one person in the family must renew, the rest of the family may also renew at the same time. Otherwise, if an ITIN is not expiring it may not be renewed. There is a rolling renewal schedule, and you must wait until your ITIN is scheduled for renewal.



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# Tax preparer: Don't forget these steps!

Note: the online W-7 training is required to prepare Form W-7 for an ITIN application.

1. Prepare the tax return. (If it includes an ITIN application, complete the W-7 fields as best you can. If it includes a renewal, enter the ITIN printed on the card/letter. You will not be prompted to complete a W-7, which will be completed later with the taxpayer.)
2. **Get the tax return QR'd.** Print the return, staple W-2s, and get signatures as usual.
3. **Make sure the return is set to paper.** Tax returns with an ITIN application/renewal can't be e-filed. **Do not give the client an IRS pre-addressed envelope.**
4. Give the taxpayer our **ITIN flyer** and explain that they need to come back to one of our CFCs during ITIN hours to complete and submit the W-7, required documentation, and tax return(s). Also give them our **yellow ITIN tri-fold brochure** so they know what documentation they may submit to the IRS as proof of identity and foreign status. **Explain that the tax return has been prepared but not submitted and that they must complete this second step.** **Note:** even if the taxpayer would like to make an appointment with the IRS, we recommend they come during one of our ITIN days at the CFCs to make sure their W-7 and other paperwork is correct and ready.

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