



# Understanding Your IRS Individual Taxpayer Identification Number **ITIN**





## Table of Contents

|  |           |   |           |
|--|-----------|---|-----------|
| What's new:  | 4         | <b>GENERAL INFORMATION FOR COMPLETION OF FORM W-7/W-7(SP)</b>                               | <b>11</b> |
| Important Information to note:   | 4         | Line by Line Instructions for Completing Form W-7/W-7(SP).                                  | 11        |
| Reminders:   | 4         | Who can sign the Form W-7/W-7(SP) if the applicant is a dependent under 18 years of age?    | 14        |
| <b>GENERAL INFORMATION</b>   | <b>5</b>  | Who can sign the Form W-7/W-7(SP) if the applicant is a dependent 18 years of age or older? | 14        |
| What is an ITIN?   | 5         | Who can sign the Form W-7/W-7(SP) if the applicant cannot sign their own name?              | 14        |
| What is the purpose of an ITIN?  | 5         | <b>MAILING THE APPLICATION</b>  | <b>14</b> |
| When did IRS start issuing ITINs and why?  | 5         | Where should I mail my application?   | 14        |
| Are ITINs valid for identification?  | 5         | <b>ADDITIONAL INFORMATION</b>   | <b>14</b> |
| How do I know if I need an ITIN?   | 5         | Where can I go to get help with my ITIN application?  | 14        |
| Who must apply?  | 5         | Where can I obtain additional information to help me with my ITIN application?              | 15        |
| Examples of who needs an ITIN:   | 6         | Where can I call to get help with my Form W-7/W-7(SP) application?                          | 15        |
| How do I apply for an ITIN?  | 6         | <b>FREQUENTLY ASKED QUESTIONS AND ANSWERS</b>   | <b>15</b> |
| Should spouses and dependents apply for or renew their ITINs?                            | 6         | <b>EXHIBITS</b>   | <b>17</b> |
| What is an allowable tax benefit?  | 6         | Supporting documentation table  | 17        |
| When will my ITIN expire?  | 7         | Exceptions to the tax return filing requirement chart                                       | 18        |
| How do I renew my ITIN?  | 7         | Examples of completed form W-75 for "exceptions"  | 24        |
| What do I do if my name has changed since I received my ITIN?                            | 7         | Form W-7/W-7(SP) check list   | 30        |
| Deceased Taxpayers   | 7         | Sample letter from withholding agent  | 31        |
| Where can I get a Form W-7/W-7(SP)?  | 7         | SEVIS sample certification letter   | 32        |
| What information must be included on Form W-7/W-7(SP)?                                   | 7         | Copy of form W-7  | 33        |
| Where do I attach my Form W-7/W-7(SP)?   | 8         |   |           |
| Where do I file my Form W-7/W-7(SP)?   | 8         |   |           |
| What are Acceptance Agents?  | 8         |   |           |
| Will I have to pay to get an ITIN?   | 8         |   |           |
| When should I apply for my ITIN?   | 8         |   |           |
| How long does it take to get an ITIN?  | 8         |   |           |
| Can I get an ITIN if I am an undocumented alien?   | 8         |   |           |
| Can I e-file a tax return with an ITIN?  | 8         |   |           |
| Is the Form W-7 available in any foreign language?                                       | 8         |   |           |
| <b>DOCUMENTATION</b>   | <b>9</b>  |   |           |
| What are the documentation requirements when applying for an ITIN?                       | 9         |   |           |
| What documents are acceptable as proof of identity and foreign status?                   | 9         |   |           |
| What is a National Identification Card?  | 10        |   |           |
| <b>EXCEPTIONS</b>  | <b>10</b> |   |           |
| What are the "exceptions" to the requirement to attach a U.S. Federal income tax return? | 10        |   |           |
| <b>DEPENDENCY/EXEMPTION ISSUES</b>   | <b>11</b> |   |           |
| What are the rules for proof of residency for dependents?                                | 11        |   |           |
| <b>EMPLOYMENT ISSUES</b>   | <b>11</b> |   |           |
| Are ITINs valid for work purposes?   | 11        |   |           |
| Which aliens are eligible to receive Social Security Numbers?                            | 11        |   |           |
| What student visas qualify for employment?   | 11        |   |           |
| Which foreign students qualify for ITINs?  | 11        |   |           |



## UNDERSTANDING YOUR IRS INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER

IRS assistance is available to help you prepare your Form W-7/W-7(SP)

In the United States, call:  
**1-800-829-1040** (toll-free) or

Make an appointment at your local IRS Taxpayer Assistance Center (TAC) by calling 1-844-545-5640.

For listings of your local IRS TACs or IRS authorized Acceptance Agents, go to <https://www.irs.gov>.

Persons outside the U.S. may call  
**1-267-941-1000** for assistance  
(this is not a toll-free call).

### WHAT'S NEW:

**Renewal applications.** All Form W-7 renewal applications must include a U.S. federal tax return unless you meet an exception to the requirement. See Exceptions Tables, later, for more information.

**Expanded discussion of allowable tax benefit.** Spouses and dependents are not eligible for an ITIN or to renew an ITIN unless they are claimed for an allowable tax benefit or they file their own tax return. The discussion of allowable tax benefits has been expanded. See *Allowable tax benefit*, later, for more information.

**Child and dependent care credit (CDCC).** An ITIN may be assigned to an alien dependent from Canada or Mexico if that dependent qualifies a taxpayer for a child or dependent care credit (claimed on Form 2441). The Form 2441 must be attached to Form W-7 along with the U.S. federal tax return. See Pub. 503 information.

### IMPORTANT INFORMATION TO NOTE:

- Because of the Tax Cuts and Jobs Act (TCJA) of 2017, the deduction for personal exemptions was suspended for tax years 2018 through 2025. As a result, spouses and dependents are not eligible for an ITIN or to renew an ITIN unless they are claimed for an allowable tax benefit or they file their own federal return. The individual must be listed on an attached U.S. federal tax return with the schedule or form that applies to the allowable tax benefit. See "what is an allowable tax benefit?" later, for more information.
- A passport is a stand-alone document for proof of your "identity" and "foreign status" only. If you submit a valid passport (or copy certified by the issuing agency), you do not need to submit a combination of at least two or more other current documents from the Table on Page 17. However, any supplemental documentation to prove "Exception" criteria, must always be submitted along with your Form W-7.

**Note:** A passport without a date of entry into the United States will no longer be accepted as a stand-alone identification document for certain dependents. See Dependency/Exemption Issues on Page 11 for more information.

- You may not e-file a tax return(s) using an ITIN in the year in which it is received. If you apply for and receive an ITIN this year, you may not e-file any tax return using that ITIN (including prior year

returns) until next year. (See Page 8 for additional information on e-filing).

- The entry date in the U.S. (Line 6d, Form W-7) must contain the complete date on which you entered the United States for the purpose for which you are requesting an ITIN. The date should be entered in month/day/year format (mm/dd/yyyy). If you have not entered the U.S. enter "Never entered the United States" on this line.
- Copies of a passport must include the U.S. visa pages if a visa is required for your Form W-7 application. (For example, if you check reason box (f) or (g) on Form W-7, make sure to include a copy of the visa).
- Expired ITINs.** If your ITIN wasn't included on at least one U.S. federal tax return for the last three consecutive tax years, it will expire on December 31st of the third consecutive tax year, and must be renewed before being used again on a U.S. federal tax return. ITINs with middle digits (the fourth and fifth positions) "70," "71," "72," "73," "74," "75," "76," "77," "78," "79," "80," "81," "82," "83," "84," "85," "86," "87," or "88" have expired. In addition, ITINs with middle digits "90," "91," "92," "94," "95," "96," "97," "98," or "99," IF assigned before 2013, have expired.

**CAUTION:** If you previously submitted a renewal application and it was approved, you do not need to renew again.

### REMINDERS:

- All documents must be original documents or copies certified by the issuing agency.
- Apply using the most current Form W-7, Application for IRS Individual Taxpayer Identification Number or Form W-7(SP), Solicitud de Número de Identificación Personal del Contribuyente del Servicio de Impuestos Internos. All subsequent notices and correspondence will be sent to you in the language of the original Form W-7/W-7(SP) that you submit to IRS.
- All ITIN applications (including those submitted by Acceptance Agents) must have a valid U.S. Federal income tax return attached to Form W-7. ITINs will not be assigned prior to the taxpayer filing a valid U.S. Federal income tax return (Form 1040, 1040A, 1040EZ, 1040NR, 1040NR-EZ, 1040X), to pay or claim withheld taxes unless an "exception" to the tax return filing requirement is met (see "Exceptions" later in this publication) or you are renewing your ITIN.
- If an ITIN is being requested for a dependent under 14 years of age (18 if a student) then one of the supporting documents to prove "foreign status" and "identity" must be a Birth Certificate, unless a passport is submitted.
- Supply original proof of identity and foreign status documents or copies certified by the issuing agency – there are only 13 acceptable documents (see the "Supporting Documentation Table" later in this Publication). The IRS will only accept original documents or copies certified by the issuing agency. If you will need your documentation for any purpose within 60 days of submitting your ITIN application, you may wish to schedule an appointment to apply in person at designated IRS Taxpayer Assistance Centers (TACs) where your original documents or certified copies will be reviewed and returned to you immediately. See <https://www.irs.gov/help/contact-your-local-irs-office> for more information on services offered by TACs. If your documents have not been returned after 60 days, or if your mailing address has changed since submitting your application, you may call 1-800-829-1040 (toll-free within the United States). Taxpayers overseas can call 1-267-941-1000 (not a toll -free number) for assistance.
- First apply for a Social Security Number (SSN) if entering the U.S. with a green card or visa that permits you to obtain employment in the U.S. If the Social Security Administration (SSA) determines you aren't eligible for an SSN, a letter of denial must be obtained and attached to your Form W-7. This requirement applies if you are requesting an ITIN under an "exception". Refer to "Exceptions" for additional information for students, researchers and professors and individuals receiving honoraria payments.

7. Submit All Powers of Attorney (POA) to the IRS in English. Any POAs received in a foreign language will be considered invalid, unless accompanied by a certified English translation.
8. If you are a guardian or other legally responsible person, requesting an ITIN for your dependent under 18 years of age, (18 if a student), submit documentation along with Form W-7 to prove your relationship to the applicant. These documents can include adoption papers or court appointment papers showing legal guardianship. The dependent must be listed on the U.S. Federal income tax return that is attached to your Form W-7.
9. Mail Form W-7/W-7(SP), proof of identity documents and a valid U.S. Federal income tax return, if applicable, to:

Internal Revenue Service  
ITIN Operations  
P.O. Box 149342  
Austin, TX 78714-9342

If you are using a private delivery service and need to provide a street address, send your Form W-7 package to:

Internal Revenue Service  
ITIN Operations  
Mail Stop 6090-AUSC  
3651 S. Interregional, Hwy 35  
Austin, TX 78741-0000

**CAUTION:** If you are attaching your tax return to the Form W-7, do not use the mailing address in the instructions for your tax return. Do not send a "copy" of the return to any other IRS office.

You can apply for an ITIN by mail, or by appointment at any designated IRS TAC in the United States.

You can also apply through an Acceptance Agent, (see "What are Acceptance Agents?" later in this publication).

The IRS will send your ITIN in the form of an assignment letter. An ITIN does not change your immigration status or grant your right to work in the United States. An ITIN is for tax purposes only.

**Change of address.** It's important that the IRS is aware of your current mailing address. This address is used to mail notices about your Form W-7, including notification of your assigned ITIN, and return your original supporting documentation. If you move before you receive your ITIN, notify us of your current mailing address immediately, so we may update our records.

## GENERAL INFORMATION

### What is an ITIN?

An ITIN is a tax processing number, issued by the Internal Revenue Service, for certain resident and nonresident aliens, their spouses, and their dependents. It is a nine-digit number beginning with the number "9", has a range of numbers from "50" to "65", "70" to "88", "90" to "92" and "94" to "99" for the fourth and fifth digits and is formatted like a SSN (i.e. 9XX-7X-XXXX).

The ITIN is only available to individuals who are required to have a taxpayer identification number for tax purposes but who do not have, and are not eligible to obtain a SSN from the Social Security Administration (SSA). Only individuals who have a valid filing requirement or are filing a U.S. Federal income tax return to claim a refund of over-withheld tax are eligible to receive an ITIN. Generally, a U.S. Federal income tax return must accompany the ITIN application, unless the individual meets one of the "exceptions" (see "Exceptions", later).

ITINs are issued regardless of immigration status because both resident and nonresident aliens may have United States Federal tax filing and payment responsibilities under the Internal Revenue Code.

### What is the purpose of an ITIN?

ITINs are used for tax purposes only, and are not intended to serve any other purpose. IRS issues ITINs to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those not eligible for Social Security Numbers.

### An ITIN:

1. Does not authorize work in the U.S. or provide eligibility for Social Security Benefits or the Earned Income Tax Credit.
2. Is not valid for identification outside of the tax system.
3. Does not change immigration status.

An applicant must enter his/her ITIN in the space provided for the SSN when completing and filing a U.S. Federal income tax return (Form 1040, 1040A, 1040EZ, 1040NR, 1040NR-EZ, 1040X).

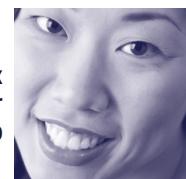
**NOTE:** Applicants are required to file their Form W-7/W-7(SP) with a valid U.S. Federal income tax return attached, unless they meet an exception to return filing (see "Exceptions").

### When did IRS start issuing ITINs and why?

In 1996, the U.S. Department of the Treasury issued regulations that introduced the ITIN, and required foreign persons to use an ITIN as their unique identification number on Federal tax returns (T.D. 8671, 1996-1 C.B.314). The regulations were intended to address the concern by the IRS and the U.S. Department of the Treasury that, without a unique number, taxpayers could not be identified effectively and tax returns could not be processed efficiently.

### Are ITINs valid for identification?

ITINs are not valid for identification outside of the tax system and should not be offered as identification for non-tax purposes. ITIN applicants are not required to apply in person.



### How do I know if I need an ITIN?

If you do not have a Social Security Number (SSN) and are not eligible to obtain a SSN, but you are required to furnish a tax identification number to file a U.S. Federal income tax return, be claimed as a spouse or dependent on a U.S. tax return or furnish a tax identification number for any other Federal tax purpose, you must apply for an ITIN. An alien individual cannot have an ITIN and a SSN.

If you are eligible for a SSN, you must first apply for one. Persons eligible to receive a Social Security Number are not eligible to receive an ITIN. Treasury regulations governing Internal Revenue Code Section 6109 require a valid taxpayer identification number for each person listed on the tax return. If the Social Security Administration denies the applicant's request for a SSN, they will issue a letter of denial. That letter must be attached to the Form W-7 when it is submitted to the IRS.

### Who must apply?

Any individual who is not eligible to obtain a SSN but who must furnish a taxpayer identification number to the IRS must apply for an ITIN on Form W-7/W-7(SP).

Do not complete Form W-7/W-7(SP) if you have a SSN or if you are eligible to obtain a SSN (i.e., A United States citizen or person lawfully admitted for employment).

Applicants must have a valid filing requirement and file a valid U.S. Federal income tax return with their ITIN applications, unless they meet one of the exceptions listed later in this publication.

**NOTE:** Exceptions relate to the tax return filing requirement. They do not relate to the tax purpose. Therefore, all individuals must have a tax purpose for requesting an ITIN, whether or not a U.S. Federal income tax return is submitted to the IRS with Form W-7.

To determine if you have a filing requirement, see **Publication 17**, Your Federal Income Tax, or **Pub. 519**, U.S. Tax Guide for Aliens.

## Examples of who needs an ITIN:

- A nonresident alien individual eligible to obtain the benefit of a reduced tax withholding rate under an income tax treaty. See **Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities**.
- A nonresident alien individual not eligible for a SSN who is required to file a U.S. Federal income tax return or who is filing a U.S. tax return only to claim a refund.
- A nonresident/resident alien individual not eligible for a SSN who elects to file a joint U.S. Federal income tax return with a spouse who is a U.S. citizen or resident.
- A U.S. resident alien (based on the substantial presence test) who files a U.S. Federal income tax return but who is not eligible for a SSN. For information about the substantial presence test, see **Pub. 519**.
- An alien spouse, claimed as an exemption on a U.S. Federal income tax return, who is not eligible to obtain a SSN. **Note: A spouse can be claimed as an exemption only for tax year 2017 and prior.**
- An alien individual eligible to be claimed as a dependent on a U.S. Federal income tax return but who is not eligible to obtain a SSN. To determine if an alien individual is eligible to be claimed as a dependent on a U.S. Federal income tax return, see **Pub. 501, Dependents, Standard Deduction, and Filing Information and Pub. 519. Note: A dependent can be claimed as an exemption only for tax year 2017 and prior.**
- A nonresident alien student, professor, or researcher who is required to file a U.S. Federal income tax return but who is not eligible for a SSN.

If you have an application for a SSN pending, do not file Form W-7/W-7(SP). Complete Form W-7/W-7(SP) only when the SSA notifies you that you aren't eligible for an SSN. Proof that the SSA denied your request for a SSN must be included with your submission of Form W-7/W-7(SP), whether you are attaching your U.S. Federal income tax return or requesting an ITIN under one of the "exceptions".

To request a SSN, use Form SS-5, "Application for a Social Security Card, (Original, Replacement or Correction)". This form can be obtained from the SSA or downloaded from the IRS web site at <https://www.ssa.gov/forms>. To find out if you are eligible to obtain a SSN, contact your nearest SSA Office.

**IMPORTANT NOTE:** If you are filing for an extension of time to file a United States Federal income tax return (Form 4868 or Form 2688) or making an estimated payment with Forms 4868, 2688, or Form 1040-ES/1040-ES (NR), "Estimated Tax for Individuals/Estimated Tax for Nonresident Aliens" do not file the Form W-7/W-7(SP) with these forms. Write **"ITIN TO BE REQUESTED"** wherever the ITIN or SSN is requested. An ITIN will be issued only after you have filed a valid U.S. Federal income tax return and have met all other requirements.

## How do I apply for an ITIN?

You must complete Form W-7/W-7(SP) and attach a valid U.S. Federal income tax return, unless you qualify for an exception. Include your original, or copy certified by the issuing agency of identity documents along with the "letter of denial" from the SSA (if applicable). Because you are filing your tax return as an attachment to your ITIN application, you should not mail your return to the address listed in the Form 1040, 1040A or 1040EZ instructions. Instead, send your return, Form W-7/W-7(SP) and proof of identity documents to the address listed in the Form W-7 instructions:

Internal Revenue Service  
ITIN Operations  
P.O. Box 149342  
Austin, TX 78714-9342

You may also apply using the services of an IRS-authorized Acceptance Agent or visit an IRS Taxpayer Assistance Center (TAC) instead of mailing the information to the IRS. Service at TACs is by appointment only. Appointments can be scheduled by calling 1-844-545-5640.

TACs are available to:

- Assist taxpayers in the preparation of the Form W-7/W-(SP).
- Answer questions about Form W-7/W-7(SP).
- Review and/or validate your identity. Designated TAC offices will verify original documentation and certified copies of documentation from the issuing agency for primary and secondary applicants and dependents in person. For dependents, TACs can verify passports, national identification cards, and birth certificates only.
- Forward your Form W-7/W-7(SP), and accompanying U.S. Federal income tax return, if applicable, to the IRS processing service center.

Telephone assistance is also available by calling the IRS toll-free number at 1-800-829-1040 (inside the United States) for information and help in completing your Form W-7/W-7(SP) and your tax return.

International applicants may call 1-267-941-1000 (not a number) for assistance. This number is not available for residents of the U.S.

**REMINDER:** Use the most current version of Form W-7 to avoid delays in processing or the application being returned to you. For your convenience, you can download Form W-7 from our world wide website at <https://www.irs.gov/pub/irs-pdf/fw7.pdf>, complete, print then sign the Form W-7.



## Should spouses and dependents apply for or renew their ITINs?

For tax years 2018 through 2025, spouses and dependents should not apply for or renew an ITIN unless they are claimed for an allowable tax benefit or if they file their own tax return. The individual must be listed on an attached U.S. individual federal tax return with the schedule or form that applies to the allowable tax benefit.

## What is an allowable tax benefit?

For tax years after December 31, 2017, spouses and dependents are **NOT** eligible for an ITIN or to renew an ITIN unless they are claimed for an allowable tax benefit or they file their own tax return. Spouses and dependents must be listed on an attached U.S. federal tax return and include the schedule or form that applies to the allowable tax benefit. An allowable tax benefit includes a spouse filing a joint return, head of household (HOH), American opportunity tax credit (AOTC), premium tax credit (PTC), child and dependent care credit (CDCC), or credit for other dependents (ODC).

**Head of household (HOH).** If Form W-7 is submitted to claim the HOH filing status, then an attached tax return that lists the applicant as a dependent is required. Dependent applicants must be your qualifying children or qualifying relatives and must either:

- Have lived with you for more than half the year (including temporary absences), or
- Be your parent.

See Pub 501 for more information.

**CAUTION:** An ITIN will not be assigned or renewed for a HOH qualifying person who is not also claimed as a dependent on an attached tax return.

**American opportunity tax credit (AOTC).** If Form W-7 is submitted to claim the AOTC, then an attached tax return and Form 8863 that list the applicant are required. Dependent applicants must be qualifying children or qualifying relatives of the taxpayer who claims the AOTC. See Pub. 970 for more information.

**Premium tax credit (PTC).** If Form W-7 is submitted to claim PTC; then an attached tax return that lists the applicant and Form 8962 are required. See Pub. 974 for more information.

**Child and dependent care credit (CDCC).** If Form W-7 is submitted to claim CDCC, then an attached tax return and Form 2441 that list the applicant as a qualifying person are required. See Pub. 503 for more information.

**Credit for other dependents (ODC).** If Form W-7 is submitted to claim the ODC, the applicant must be listed on an attached tax return with

the “Credit for other dependents” box checked next to their name. Dependent applicants must be your qualifying children or qualifying relatives who are U.S. residents or U.S. nationals. See Schedule 8812 (Form 1040) and its instructions for more information.

### When will my ITIN expire?

ITINs that haven't been included on a U.S. federal tax return at least once in the last three consecutive tax years will expire on December 31st of the third consecutive tax year, and must be renewed before being used again on a U.S. federal tax return. ITINs with middle digits (the fourth and fifth positions) “70,” “71,” “72,” “73,” “74,” “75,” “76,” “77,” “78,” “79,” “80,” “81,” “82,” “83,” “84,” “85,” “86,” “87” or “88” have expired. ITINs with middle digits “90,” “91,” “92,” “94,” “95,” “96,” “97,” “98,” “99” **IF assigned before 2013**, have expired. Expired ITINs must be renewed in order to avoid delays in processing your tax return. If you already submitted a renewal application and it was approved, you do not need to renew again. For more information, see *How do I renew my ITIN?* later, or visit <https://www.irs.gov/individuals/individual-taxpayer-identification-number>.

### How do I renew my ITIN?

ITINs only need to be renewed if there is a federal tax filing purpose for the ITIN. You must complete Form W-7/W-7(SP), attach a valid U.S. Federal income tax return, unless you qualify for an exception, and include your original identification documents or certified copy from the issuing agency along with the “letter of denial” from the SSA (if applicable). Send your complete package to:

Internal Revenue Service  
ITIN Operations  
P.O. Box 149342  
Austin, TX 78714-9342

Refer to “How Do I Apply for a new ITIN?” for services provided by Acceptance Agents, IRS Taxpayer Assistance Centers (TACs), and toll-free services.

Your Form W-7 ITIN renewal application will be processed at the IRS Austin Service Center listed above and your identification documents will be returned within 60 days of receipt and processing of the Form W-7/W7(SP). For additional information, see “How long does it take to get an ITIN?”.

**REMINDER:** Use the most current version of Form W-7 to avoid delays in processing or the application being returned to you. For your convenience, you can access fillable Form W-7 at <https://www.irs.gov/pub/irs-pdf/fw7.pdf>. Complete, print then sign the Form W-7.

### What do I do if my name has changed since I received my ITIN?

If the change affects your legal name, you will need to request a name change by sending a letter directly to the address listed under “Where do I file my Form W-7/W-7(SP)?”, later. Include an explanation of the circumstances leading to the change (marriage, divorce, etc.) and submit documentation to support your request. Examples include:

- A copy of a marriage license.
- A copy of a divorce certificate.
- An official court related document validating the name change.

### Deceased Taxpayers

When an ITIN is being requested for a deceased taxpayer, the word “Deceased” and the date of death should be written across the top of the Form W-7. In addition to meeting all requirements in the Form W-7 instructions for obtaining an ITIN, **additional documentation** to substantiate the death of the individual must be provided pursuant to the chart below.

| <b>IF YOU ARE</b>  | <b>THEN YOU MUST ATTACH</b>   |
|--|---|
| (a) The surviving spouse filing an original or amended joint return with your deceased spouse  | <ul style="list-style-type: none"> <li>■ Form W-7</li> <li>■ U.S. individual federal income tax return</li> <li>■ Documentation substantiating “identity” and “foreign status” of the deceased</li> </ul>   |
| (b) The court appointed executor or administrator of the deceased's estate filing an original tax return on behalf of the deceased             | <ul style="list-style-type: none"> <li>■ Form W-7</li> <li>■ U.S. individual federal income tax return</li> <li>■ Documentation substantiating “identity” and “foreign status” of the deceased along with</li> <li>■ A court certificate showing your appointment</li> </ul>            |
| (c) Not the surviving spouse claiming a refund on a joint return and there was no executor or administrator of the deceased's estate appointed | <ul style="list-style-type: none"> <li>■ Form W-7</li> <li>■ U.S. individual federal income tax return</li> <li>■ Documentation substantiating “identity” and “foreign status” of the deceased along with</li> <li>■ Form 1310</li> <li>■ A copy of the Certificate of Death</li> </ul> |

- If a Form W-7 is attached for a deceased taxpayer under 18 years of age, then one of the documents proving identity, foreign status and/or U.S. residency must be a birth certificate, unless a passport with a U.S. date of entry into the United States is submitted.

### Where can I get a Form W-7/W-7(SP)?

Forms can be obtained by:

- Calling 1-800-829-3676 within the continental United States only. Bulk quantities may also be ordered through this number.
- Using a personal computer to download Form W-7/W-7(SP) from our world wide web site at <https://www.irs.gov/pub/irs-pdf/fw7.pdf>
- Visiting the nearest IRS Taxpayer Assistance Center
- Writing to:

Internal Revenue Service  
National Distribution Center  
1201 N. Mitsubishi Motorway  
Bloomington, IL 61705-6613

### What information must be included on Form W-7/W-7(SP)?

Form W-7/W-7(SP) will request the following type of information:

- Application type (check box)
- Reason you're submitting Form W-7
- Applicant's full name (and birth name if different)
- Applicant's mailing address
- Applicant's foreign address
- Applicant's date and place of birth
- Applicant's country of citizenship
- Information about a passport or visa
- Previously assigned ITIN on Line 6f (if renewing)
- The signature of the applicant, or if the applicant is a dependent under the age of 18, it may be the signature of the parent, court appointed guardian or Power of Attorney. (see “Signature” later in this Publication).

**NOTE:** Applicants are required to file their Form W-7/W-7(SP) with a valid U.S. Federal income tax return attached, unless they meet an exception to return filing (see “Exceptions”).

General information for the completion of Form W-7/W-7(SP) begins on Page 11.



## Where do I attach my Form W-7/W-7(SP)?

If you are applying for an ITIN, and required to file a U.S. Federal income tax return with this form, attach Form W-7/W-7(SP) to the front of your return. If you are applying for more than one ITIN for the same return (such as for a spouse or dependents) attach all Forms W-7/W-7(SP) in the order that the individuals are listed on the tax return.

## Where do I file my Form W-7/W-7(SP)?

### By Mail:

Mail your completed application, your original U.S. Federal income tax return, if applicable, and any other substantiating or supporting identification documents listed on the Supporting Documentation Table to:

Internal Revenue Service  
ITIN Operations  
P.O. Box 149342  
Austin, TX 78714-9342

If you are using a private delivery service send your Form W-7 package to:

Internal Revenue Service  
ITIN Operations  
Mail Stop 6090-AUSC  
3651 S. Interregional, Hwy 35  
Austin, TX 78741-0000



**CAUTION:** Do not use the mailing address in the instructions for your U.S. Federal income tax return; use the address above. Do not send a copy of the return to any other IRS office.

**In Person:** Designated IRS Taxpayer Assistance Centers (TACs) can verify original documentation and certified copies of the documentation from the issuing agency for primary and secondary applicants and their dependents. For dependents, TACs can verify passports, national identification cards, and birth certificates. These documents will be returned to you immediately. Service at TACs is by appointment only. Appointments can be scheduled by calling 1-844-545-5640. See <https://www.irs.gov/help/contact-your-local-irs-office> for a list of designated TACs that offer ITIN document authentication service. TACs that don't offer ITIN document authentication service will mail the original documents, Form W-7, and tax return to the IRS Austin Service Center for processing.

**Through Acceptance Agents:** You can also apply through an Acceptance Agent authorized by the IRS to facilitate the ITIN application process for you. To obtain a list of authorized Acceptance Agents in your area, visit the IRS website at <https://www.irs.gov/individuals/international-taxpayers/acceptance-agent-program>.

**REMINDER:** Keep a copy of your application for your records.

## What are Acceptance Agents?

Acceptance Agents (AAs) are persons (individuals or entities (colleges, financial institutions, accounting firms, etc.)) who have entered into formal agreements with the IRS that permit them to assist applicants in obtaining ITINs. An AA will need to submit original documentation or certified copies of the documentation from the issuing agency to the IRS for all applicants.

Certifying Acceptance Agents (CAAs) are individuals or entities who assume a greater responsibility. They are authorized to verify the applicant's claim of "identity" and "foreign status", by reviewing supporting documentation and verifying the authenticity, accuracy and completeness of the documents for primary and secondary taxpayers and dependents. CAAs can review, authenticate the original documents or certified copies from the issuing agency, and submit to the IRS the completed Form W-7, U.S. federal income tax return, if applicable, with a copy of documents for primary and secondary taxpayers, except for foreign military identification card. For dependents, CAAs can only verify passports and birth certificates. In addition, once the ITIN is issued, the CAA receives your number directly from IRS.

IRS does not charge a fee to obtain an ITIN, however, a person acting as an AA/CAA may charge a fee for their services. A list of authorized

Acceptance Agents is available on the IRS website at <https://www.irs.gov/individuals/international-taxpayers/acceptance-agent-program>.

**NOTE:** Acceptance Agents only assist in the application process and are not authorized to issue the ITIN directly.

## Will I have to pay to get an ITIN?

The IRS does not require payment of a fee for issuing an ITIN. However, fees may apply if you choose to use the services of an Acceptance Agent.

## When should I apply for my ITIN?

If you're applying for an ITIN, complete Form W-7/W-7(SP) as soon as you are ready to file your U.S. Federal income tax return, since you must attach the return to your application. However, if you meet one of the exceptions to the tax return filing requirement, submit your completed Form W-7/W-7(SP), along with your proof of "identity" and "foreign status" and the required supplemental documents to substantiate your qualification for the exception, as soon as possible after you determine you are covered by an exception. You can apply for an ITIN any time during the year; however, if the tax return you attach to Form W-7 is filed after the return's due date, you may owe interest and/or penalties. If your ITIN has expired and the ITIN will be included on a U.S. federal tax return, you must submit a renewal application. If your ITIN won't be included on a U.S. federal tax return, you don't need to renew your ITIN at this time.

**NOTE:** Spouses and dependents who are renewing their ITINs to claim an allowable tax benefit will need to attach a U.S. federal tax return to Form W-7/W-7(SP). See "Do spouses and dependents need to renew their ITINs?" earlier.

## How long does it take to get an ITIN?

If you qualify for an ITIN and your application is complete, you will receive a letter from the IRS assigning your tax identification number usually within seven weeks ([up to 11 weeks if requested during peak tax time](#) (January 15 through April 30) or from abroad). Applications mailed from abroad may take considerably longer. If you have not received a response within the referenced time period, you may call 1-800-829-1040 (toll-free within the United States) to request the status of your application. Taxpayers overseas can call 1-267-941-1000 (not a toll-free number).

## Can I get an ITIN if I am an undocumented alien?

[Yes](#), if you are required to file a U.S. Federal income tax return or qualify to be listed on another individual's tax return as a spouse or dependent, you must have either a valid SSN or an ITIN. Spouses and dependents can only be claimed as exemptions for tax years prior to 2018. If you are an undocumented alien and cannot get a SSN, you must get an ITIN for tax purposes. Remember, having an ITIN does not:

- Give you the right to work in the United States,
- Change your immigration status, or
- Entitle you to the Earned Income Tax Credit or Social Security benefits.

## Can I e-file a tax return with an ITIN?

Yes, however, you can only e-file a tax return using an ITIN in the calendar year following the year in which you receive it. For example, if you apply for and receive an ITIN this year, you may not e-file any tax return (including prior year returns) using that ITIN, until next year.

Due to IRS e-file limitations on prior year tax returns, you may only e-file returns for the current tax year and two prior tax years.

## Is the Form W-7 available in any foreign language?

Yes, this form is available in Spanish as Form W-7(SP), Solicitud de Número de Identificación Personal del Contribuyente del Servicio de Impuestos Internos.

## DOCUMENTATION

### What are the documentation requirements when applying for an ITIN?

The Form W-7 Application must be accompanied by the following documentation when applying for an ITIN:

1. For applicants requesting an ITIN, a valid U.S. Federal income tax return for which the ITIN is needed and, if applicable, the letter of denial from the SSA if not eligible to receive an SSN (See Employment Issues, later). However, if one of the exceptions to the tax return filing requirement applies, you must also attach the documentation that is required to support that exception.
2. The original documents or copies of documents certified by the issuing agency that substantiate the information provided on the Form W-7/W-7(SP). The supporting documentation must be consistent with the applicant's information provided on Form W-7/W-7(SP). For example, the name, date of birth and country of citizenship on the document you submit, must be the same as lines 1a, 1b, 4 and 6a of the Form W-7/W-7(SP).

**NOTE:** IRS will mail your original documents (passport, etc.) back to you at the mailing address you entered on your Form W-7. If you plan to move, ensure that you use a mailing address where you will be able to receive your mail. By visiting a designated IRS TAC office to apply for an ITIN, an IRS employee can review your original documents or certified copies and return them to you immediately. This alleviates any long delays waiting for your original documentation (passports, etc.) to be returned to you by mail. Service at TACs is by appointment only (see Page 7 for additional information on TAC offices).

Applicants are permitted to include a prepaid Express Mail or courier envelope for faster return delivery of their documents.

The documentation you present must:

1. Verify your identity by containing your name and photograph and support your claim of foreign status. (see "Supporting Documentation Table" in the Exhibits).
2. Be an original document
3. Be a copy of an original document if you do any of the following:
  - Have the copies certified by the issuing agency of the original record.
  - Officers at U.S. Embassies and Consulates overseas may provide certification and authentication services. Contact the Consular Section, American Citizens Services of the U.S. embassy or consulate in advance to determine the hours of operation for these services.
4. Notarized copies are only acceptable for dependents and spouses of U.S. military personnel applying from overseas without an SSN who need an ITIN. Military spouses use box "e" Form W-7 and dependents use box "d". A copy of the service member's U.S. military ID will be required or the applicant must be applying from an overseas APO/FPO address. A copy of the service member's U.S. military ID is required to be included with the application if the documents are notarized.

**NOTE:** Spouses and dependents can only be claimed as exemptions for tax years 2017 and prior.

5. Be current, i.e. not expired. The definition of "current" for applying for an ITIN is as follows:

- Birth certificates do not contain expiration dates and, therefore, will be considered current.
- Passports and National Identification cards displaying an "expiration" date will be considered current only if the date displayed on the document has not expired prior to the date the Form W-7/W-7(SP) is submitted.
- School records submitted as identification documentation will be accepted only if they are for a school term ending no more than 12 months from the date of the Form W-7 application. The school record must consist of an official report card or transcript issued by the

school or the equivalent of a Ministry of Education. The school record must also be signed by a school official or ministry official. The record must be dated and contain the student's name, course work with grades (unless under age 6), date of grading period(s) (unless under age 6), and school name and address. If a date of entry into the United States is required for the applicant, the school record must be from a U.S. facility, unless the applicant is a dependent of U.S. military personnel stationed overseas or is from Canada or Mexico and the applicant is claimed for an allowable tax benefit.

- Medical records are valid only for dependents under the age of 6. Medical records will be considered current if the date displayed on the medical record is not more than one (1) year from the date of last immunization or provider letter. The only acceptable medical record is a shot or immunization record which documents the patient's name and chronological dates of the patient's medical history and care. The record must contain the child's name, date of birth, and verifiable address. It must also document the name, address and phone number of the doctor, hospital, or clinic where the last treatment was administered. If this information is not included on the medical record you must provide a dated letter on official letterhead from the federal authority, physician, hospital or clinic who administered the latest care of the child. If a date of entry into the United States is required for the applicant on Form W-7 Line 6d, the medical record must be from a U.S. facility.

"Original" documents you submit will be returned to you. You do not need to provide a return envelope. "Copies" of documents will not be returned. If your original documents are not returned within 60 days, you may call the IRS (see "Telephone Help") to inquire as to the status. Applicants are permitted to include a prepaid Express Mail or courier envelope for faster return delivery of their documents. The IRS will then return the documents in the envelope provided by the applicant.

### What documents are acceptable as proof of identity and foreign status?

IRS has streamlined the number of documents the agency will accept as proof of identity and foreign status to obtain an ITIN. If you submit an original passport or a certified copy of a valid passport you do not need to submit any other documents from the list below.

However, passports without a date of entry into the United States for dependents who are not from Canada or Mexico, or dependents of U.S. military personnel stationed overseas cannot be used as a stand-alone document. Additional original documentation to verify U.S. residency must be provided by these applicants. See Dependency/Exemption Issues on Page 10.

**NOTE:** Copies of a passport must include the U.S. visa pages if a visa is required for your Form W-7 application.

If you do not have a passport, you must provide a combination of current documents (at least two or more) that show your name and photograph and support your claim of identity and foreign status. With the exception of children under 14 years of age (under 18 years of age if a student), at least one document you present must contain a recent photograph. If you are requesting an ITIN as a "dependent", documentation to prove "foreign status" and "identity" must include a civil "Birth Certificate", unless a Passport is submitted.



**NOTE:** If you submit copies of original documents that display information on both sides (front and back), the copy that is submitted must also show the information from both sides of the document.

Listed below are the only documents that will be accepted by IRS:

1. Passport (stand-alone document)\*
2. United States Citizenship and Immigration Services (USCIS) photo identification
3. Visa issued by the US Department of State
4. United States driver's license

5. United States military identification card
6. Foreign driver's license
7. Foreign military identification card
8. National identification card. The document must be current, and contain the individual's name, address, photograph, date of birth and expiration date (i.e. Mexican Matricula card)
9. U. S. State identification card
10. Foreign voter's registration card
11. Civil birth certificate \*\*
12. Medical records (dependents only – under 6 years of age);\*\*
13. School Records (dependents only under 18 years of age if a student) \*\*

\* Passport must have a date of entry into the United States for dependents, unless they are dependents from Canada or Mexico, or are dependents of U.S. military personnel stationed overseas

\*\*May be used to establish foreign status only if documents are foreign.

**NOTE:** You may subsequently be requested to provide a certified translation of foreign language documents.

If you have applied for a Social Security Number, but the Social Security Administration has denied your request, your ITIN application must also contain an official letter, form, or other documentation from the SSA providing proof that your application was denied. (This pertains only to persons who have been issued a Visa from the U.S. Department of State that enables them to obtain a SSN.) This proof must be attached to your Form W-7/W-7(SP) or your application for an ITIN will be rejected.

Students who enter the U.S. on an "F", "J", or "M" visa, but who will not be employed and are here only for the purpose of study, or persons present in the U.S. who are receiving only honoraria payments, do not have to go to the SSA to try and obtain a Social Security Number first. A letter from the Designated School Official (DSO), Responsible Officer (RO) or Authorized School Official can be submitted in lieu of a letter from the SSA when a U.S. Federal income tax return is attached or when an exception is being claimed. Student and Exchange Visitor Program (SEVP) approved institutions for non-resident alien students and exchange visitors and their dependents classified under section 101(a) (15)(F), (M) or (J) of the Immigration and Nationality Act {8 U.S.C. 1101(a) (15)(F), (M) or (J)} A certification letter is required for each Form W-7 application: primary, associated secondary (spouse) and dependent(s). (See the Exception Chart at the end of this publication.)

#### What is a National Identification Card?

Some foreign governments issue identification cards to their citizens. IRS will accept these cards as proof of identity and foreign status in combination with other documents described above if the card is current (i.e. not expired) and contains the applicant's name, address, photograph, and date of birth.

## EXCEPTIONS

### What are the “exceptions” to the requirement to attach a U.S. Federal income tax return?

ITIN applicants must attach a valid U.S. Federal income tax return to their Form W-7 application, there are limited circumstances under which an ITIN will be issued without an attached return. If any of the five exceptions listed below apply to you, you will not need to attach a tax return to your W-7/W-7(SP).

These exceptions are explained in detail in the Exhibit section at end of this Publication. If you claim an exception to the requirement to submit a valid original U.S. Federal income tax return with Form W-7/W-7(SP) you must submit proof of your claim instead of the tax return.

**NOTE:** Applicants with a VISA that is valid for employment, and who will be employed in the U.S., should first apply for a SSN with the Social Security Administration (SSA).

If you are unable to obtain a SSN after completing Form SS-5, a denial letter from the SSA must be attached to your Form W-7/W-7(SP) or your application will be rejected. Remember, you are not eligible for an ITIN if you are eligible to obtain a SSN.

### Exception 1. Third Party Withholding on Passive Income;

■ **Third Party Withholding on Passive Income.** IRS information reporting and/or tax withholding is required and apply to third parties (frequently banks and other financial institutions), who will request a TIN from you to enable them to comply with U.S. Treasury Regulations. To obtain an ITIN under this exception, you must include supporting documentation with your Form W-7/W-7(SP) showing that you own an asset that generates income subject to IRS information reporting and/or tax withholding requirements that will take place within the current tax year. An original letter or signed statement from your bank, financial institution or withholding agent must be attached.

### Exception 2. Wages, Salary, Compensation and Honoraria

**Payments with Tax Treaty Benefits Claimed; Scholarships, Fellowships and Grants with Tax Treaty Benefits Claimed; Scholarships, Fellowships and Grants – No Tax Treaty Benefits Claimed; or Gambling Winnings with Tax Treaty Benefits Claimed**

■ **Wages, Salary or Compensation and Honoraria Payments\* - Tax Treaty Benefits claimed.** IRS information reporting and tax withholding is required by law and apply to third parties who will request a TIN from you to enable them to comply with U.S. Treasury Regulations. To obtain a TIN under this exception, you must attach a letter from the SSA denying your request for a Social Security Number.

\* Individuals present in the U.S. who are receiving honoraria payments only, do not have to apply for a SSN or submit letter of denial from the SSA. A letter from the Authorized School Official who extended the invitation will suffice.

■ **Scholarship, Fellowship or Grant Income.** IRS information reporting and/or tax withholding is required by law and apply to third parties who will request a TIN from you to enable them to comply with U.S. Treasury Regulations. Students on a F-1, J-1 or M-1 visa who will not be working while studying in the U.S., will not have to apply for a SSN. Student and Exchange Visitor Program (SEVP) approved institutions for non-resident alien students and exchange visitors, their spouses and dependents classified under section 101(a)(15)(F), (M) or (J) of the Immigration and Nationality Act {8 U.S.C. 1101(a) (15)(F), (M) or (J)} An original certification letter is required for each Form W-7 application: primary, associated secondary (spouse) and dependent(s).

■ **Gambling Winnings – Tax Treaty Benefits claimed.** If you are a nonresident alien visitor with gambling winnings, your Form W-7/W-7(SP) will be processed under an exception (2) only if submitted through the appropriate gaming official serving as an authorized ITIN Acceptance Agent.

### Exception 3. Third Party Reporting of Mortgage Interest

Under the Internal Revenue laws, most recipients (lenders) of home mortgage interest report the amount of interest they receive from the borrower to both the IRS and the borrower. This reporting is usually done on a Form 1098, Mortgage Interest Statement. First time filers who secure a home loan may seek an ITIN to provide to their lender.

### Exception 4. Third Party Withholding – Disposition by a Foreign Person of United States Real Property Interest

A tax withholding obligation is generally imposed on a buyer or other transferee (withholding agent) when a United States real property interest is acquired from a foreign person. This withholding serves to collect the tax that may be owed by the foreign person. In some instances, the foreign person may apply for a withholding certificate to reduce or eliminate withholding on the disposition of the real property. An ITIN would be needed for this transaction. This exception may also apply if you have a notice of non-recognition under Treasury Regulations section 1.1445-2(d)(2). See the Exception Tables for more details on Exception 4.

### Exception 5. TD-9363.

This exception may apply if you have an IRS reporting requirement under Treasury Decision 9363 and are submitting Form W-7, and supplemental documentation. See the Exception Tables for more details on Exception 5.

## DEPENDENCY/EXEMPTION ISSUES

(See IRS Publication 501, Dependents, Standard Deduction, and Filing Information, for who qualifies to be claimed as a dependent.)

### What are the rules for proof of residency for dependents?

Residents of Mexico, Canada, or U.S. nationals must use the same rules as U.S. citizens to determine who is a dependent and for which dependents exemptions can be claimed. For residents of the Republic of Korea (South Korea) there are two additional requirements, and for students and business apprentices from India they must also be able to claim the benefits of the United States-India tax treaty. See Pub. 501 for additional information and to determine who may qualify as a dependent.

**NOTE:** Dependents can be claimed as exemptions only for tax years 2017 and prior.

The dependent for which the Form W-7 is being submitted must be listed on the attached U.S. Federal income tax return.

If a passport does not have a date of entry into the United States, and reason for applying is "d," the applicant is required to provide additional original documentation to verify U.S. residency as listed below (unless the applicant is from Canada or Mexico or is a dependent of U.S. military personnel stationed overseas):

- **If under 6 years of age:** A U.S. medical record, U.S. school record, or U.S. state identification card that lists the applicant's name and U.S. address, or a U.S. visa.
- **If at least 6 years of age but under 18 years of age:** A U.S. school record, U.S. state identification card, or driver's license that lists the applicant's name and U.S. address, or a U.S. visa.
- **If 18 years of age or older:** A U.S. school record, rental statement from a U.S. property, utility bill for a U.S. property, or a U.S. bank statement, U.S. state identification card or driver's license that lists the applicant's name and U.S. address, or a U.S. visa.

**NOTE:** If your request for an Adoption Taxpayer Identification Number (ATIN) has been denied your dependent may be eligible for an ITIN. If you live abroad and are requesting an ITIN for a foreign child who has been adopted or legally placed in your home pending adoption, remember to include a copy of the legal documents evidencing your relationship to the child.

## GENERAL INFORMATION FOR COMPLETION OF FORM W-7/W-7(SP)

### Line by Line Instructions for Completing Form W-7/W-7(SP).

Please ensure that each line on Form W-7 is completed. If any of the fields are left blank or the information is not valid, the Form W-7 application will be suspended or rejected for incomplete or missing information. Enter N/A on the lines that do not pertain to you.

**NOTE:** If you discover that you have made an error on a Form W-7 that has already been submitted to the IRS, please do not file another Form W-7 with the correct information. Instead, wait until you have received correspondence from the IRS requesting the documentation or information and send it with your reply.

### Application Type:

You must check only one box to indicate whether you are a first-time applicant applying for a new ITIN, or seeking to renew an existing ITIN. If you check "Renew an Existing ITIN", you must also complete Lines 6e and 6f of Form W-7/W-7(SP).

|   |
|---|
| Application Type (Check one box):               |
| <input type="checkbox"/> Apply for a New ITIN   |
| <input type="checkbox"/> Renew an Existing ITIN |

### Reason You're Submitting Form W-7/W-7(SP):

New and renewing ITIN applicants must check a box to indicate the reason they are submitting Form W-7. If more than one box applies to you, check the box that best explains your reason for submitting the Form.

**Note:** If you check box "a" or "f", then box "h" may also be checked. Treaty Country and Treaty Article must also be present, if applicable. Refer to IRS Publication 901, "U.S. Tax Treaties," if you need additional information.

## EMPLOYMENT ISSUES

### Are ITINs valid for work purposes?

ITINs do not authorize individuals to work in the United States and are not valid for employment purposes. However, if you are required to file a U. S. Federal income tax return and are ineligible to receive a SSN, you must obtain an ITIN.

### Which aliens are eligible to receive Social Security Numbers?

Certain aliens by virtue of their nonimmigrant status are authorized to work in the United States. Some of the individuals must apply to the United States Citizenship and Immigration Services (USCIS) for an Employment Authorization Document (EAD). Any nonresident alien holding an EAD, or who is already authorized to work in the United States, is eligible to receive a SSN.

If you have an EAD, do not complete a Form W-7/W-7(SP) application unless the SSA has rejected your request for a SSN. Supporting documentation from the SSA substantiating the denial must be attached to your application. For more information on who is eligible to receive a Social Security Number, refer to the Social Security Administration website at <http://www.socialsecurity.gov>.

### What student visas qualify for employment?

Students who enter the United States under certain U.S. visas may be eligible to work in the United States. For more information on who is eligible to work and who must apply for an EAD, refer to the U.S. Citizenship and Immigration Services (USCIS) web site at <https://www.uscis.gov>.

### Which foreign students qualify for ITINs?

The employment rules for foreign students in the United States are set forth in appropriate United States Customs and Immigration Services (USCIS) laws and regulations. Information on these laws and regulations can be obtained from the nearest USCIS office, the USCIS website at <https://www.uscis.gov>, or the appropriate office of the foreign students' university or learning institution. Generally, foreign students eligible to work in the United States, and who will be employed, should apply for a SSN. However, if they are denied a SSN, they may be eligible to apply for an ITIN by attaching the documentation from the SSA, substantiating the denial, to their Form W-7. (See the Exception Chart in the back of this publication for additional information on F-1, J-1 and M-1 students).

**Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- |   |   |
|---|---|
| <input type="checkbox"/> Nonresident alien required to get an ITIN to claim tax treaty benefit<br><input type="checkbox"/> Nonresident alien filing a U.S. federal tax return<br><input type="checkbox"/> U.S. resident alien ( <b>based on days present in the United States</b> ) filing a U.S. federal tax return<br><input type="checkbox"/> Dependent of U.S. citizen/resident alien<br><br><input type="checkbox"/> Spouse of U.S. citizen/resident alien | If d, enter relationship to U.S. citizen/resident alien (see instructions) ► _____<br><br>If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► _____<br><br>If f, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► _____<br><br>If g, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► _____<br><br>If h, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► _____ |
|---|---|

Additional information for a and f: Enter treaty country ► \_\_\_\_\_ and treaty article number ► \_\_\_\_\_

| <b>IF</b>  | <b>THEN</b>   |
|--|---|
| Box "a" or Box "f" is checked <b>and</b> a tax treaty benefit is being claimed | The "treaty country" and "treaty article number" must be entered in the space provided under box h.   |
| Box "d" is checked   | The relationship to US citizen/resident alien must be present in the space provided.  |
| Box "d" or "e" is checked  | The full name and SSN or ITIN of the U.S. person who is the citizen/resident alien must be present in the space provided.   |
| Box "h" is checked   | The information describing in detail the reason that the ITIN is being requested must be present in the space provided.<br><br>Note: Statements such as "Renewing an ITIN" or "ITIN renewal" are not valid reasons. |
| Box "f" or "g" is checked  | A copy of the individual's visa must be attached unless they are entering the U.S. from Canada, Bermuda, Bahamas, Cayman Islands or Turks and Caicos Islands.   |

**Note:** See "Exhibits" at the end of this publication for examples of completed Forms W-7

#### Line 1 – Name:

**L.1a.** Enter your legal name as it appears on your documents. This entry should reflect your name as it will appear on a United States Federal income tax return. **Caution:** Your ITIN will be established using this name. If you do not use this name on your tax return, the processing of the tax return may be delayed until discrepancies are resolved.

**Note:** Renewing applicants whose legal names have changed since the original assignment of their ITIN must submit documentation to support the legal name change. See "What do I do if my name has changed since I received my ITIN?", earlier. Attach the supporting documentation to Form W-7.

|   |                              |                            |                           |
|---|------------------------------|----------------------------|---------------------------|
| Name<br>(see instructions)<br>Name at birth if<br>different . . . ► | 1a First name<br><b>Mary</b> | Middle name<br><b>Jane</b> | Last name<br><b>Doe</b>   |
|   | 1b First name<br><b>Mary</b> | Middle name<br><b>Jane</b> | Last name<br><b>Smith</b> |

**L.1b.** If an entry is present, it must reflect the applicant's name as it appears on their birth certificate.

#### Line 2 - Applicant's Mailing Address:

If a mailing address is used that is different from the address where the applicant normally resides (Line 3), then the address must include the street, city/town, province (if any), state/country and zip/foreign postal code.

|                                |   |
|--------------------------------|---|
| Applicant's<br>mailing address | 2 Street address, apartment number, or rural route number. If you have a P.O. box, see page 4.<br><b>1234 Market Street Apt. 1AAA</b> |
|                                | City or town, state or province, and country. Include ZIP code or postal code where appropriate.<br><b>Philadelphia, PA 19104</b>     |

**Note:** Do not use a P.O. Box or an "in care of" (c/o) address instead of a street address if you are entering just a "country name" on Line 3.

#### Line 3 – Foreign Address:

Enter your complete foreign address (non-U.S.) including street, city/town, province (if any), country and foreign postal code, in the country where you permanently or normally reside outside of the U.S.\* If the foreign address is the same as the address on line 2, re-enter the address on line 3. If you're claiming a benefit under an income tax treaty with the United States, the income tax treaty country must be the same as the country listed on line 3. If you do not have a permanent residence due to relocation to the U.S., enter only the "name" of the foreign country where you last resided \*\*. However, if reason for applying "b" is checked, you must provide the complete foreign mailing address.

Do not enter a post office box or an "in care of" (c/o) address on this line. If you do your application may be rejected.

|   |   |
|---|---|
| <b>Foreign (non-U.S.) Address</b><br>(see instructions) | 3 Street address, apartment number, or rural route number. <b>Don't use a P.O. box number.</b><br><b>120 White House Way</b>        |
|   | City or town, state or province, and country. Include postal code where appropriate.<br><b>Southgate, Sheffield S72 1HF England</b> |

\*

|   |  |
|---|--|
| <b>Foreign (non-U.S.) Address</b><br>(see instructions) | 3 Street address, apartment number, or rural route number. <b>Don't use a P.O. box number.</b><br><br><b>England</b> |
|   | City or town, state or province, and country. Include postal code where appropriate.                                 |

\*\*

**Line 4 – Birth Information:**

Enter your date of birth in month/day/year format (i.e. July 7, 19xx would be entered as 07/07/19xx) and your country of birth. If available, provide the city and state or province. You must identify the country in which you were born. To be eligible for an ITIN, your birth country must be recognized as a foreign country by the U.S. Department of State.

|                          |   |                                  |  |
|--------------------------|---|----------------------------------|--|
| <b>Birth information</b> | 4 Date of birth (month / day / year)<br><b>07 / 07 / 19XX</b> | Country of birth<br><b>Italy</b> | City and state or province (optional)<br><b>Venice</b> |
|--------------------------|---|----------------------------------|--|

**Line 5 – Gender:**

Check the appropriate box for your gender.

|  |
|--|
| 5 <input type="checkbox"/> Male            |
| <input checked="" type="checkbox"/> Female |

**Line 6 – Other Information:****L.6a. Country(ies) of Citizenship.**

Enter the complete country name in which you are a citizen. Two (2) countries may be listed where dual citizenship applies. If two countries are listed, separate the countries with a slash (/). Enter the complete country name(s); do not abbreviate.

|  |
|--|
| 6a Country(ies) of citizenship<br><b>Italy</b> |
|--|

**L.6b. Foreign Tax Identification Number.**

If your country of residence has issued you a tax identification number, enter that number on line 6b. For example, if you are a resident of Canada you would enter your Canadian Social Insurance Number.

|  |
|--|
| 6b Foreign tax I.D. number (if any)<br><b>XXXXXXXXXXXX</b> |
|--|

**L.6c. Type of U.S. Visa**

Enter only U.S. nonimmigrant visa information. Include the USCIS classification, number of the visa, and the expiration date in month/day/year format. For example, if you have a F-1 visa that is numbered 11111111, you would enter it as "F-1", followed by the visa's expiration date in MM/DD/YYYY format. Individuals who checked reason box "f" (student, professor or researcher) must submit a passport evidencing a valid visa issued by the US Department of State.

|  |
|--|
| 6c Type of U.S. visa (if any), number, and expiration date<br><b>F-1 No. 11111111 01 / 31 / 20XX</b> |
|--|

**L.6d. Identification Documents.**

Check the appropriate box. If the "other" box is checked, then write-in the type of documentation in the space provided. If the applicant presents a valid passport, then no other documents are necessary to prove "identity" and "foreign status". A passport with a date of entry into the United States is the only stand-alone document for dependents. If you do not have a passport, you must use the documents listed under the Supporting Documentation Table and you will be required to provide more than one current document to verify your identity and foreign status. With the exception of children under 14 years of age (under 18 years of age if a student), at least one document you present must contain a recent photograph. A birth certificate must be one of the documents used to prove "foreign status" and "identity" for a dependent under the age of 18 unless a valid passport is presented.

|  |  |  |
|--|--|--|
| 6d Identification document(s) submitted (see instructions) | <input checked="" type="checkbox"/> Passport | <input type="checkbox"/> Driver's license/State I.D.                           |
| <input type="checkbox"/> USCIS documentation               | <input type="checkbox"/> Other _____         | Date of entry into<br>the United States<br>(MM/DD/YYYY): <b>06 / 30 / 20XX</b> |
| Issued by: <b>Austria</b>                                  | No.: <b>XXXXXXXX</b>                         | Exp. date: <b>04 / 07 / 20XX</b>   |

**REMINDER:** If you are submitting multiple documents use only the information from one of those documents to complete Line 6d. Enter the information for the second document on a separate sheet of paper and attach to Form W-7/W-7(SP).

Enter the name of the State or Country or other issuer, the identification number (if any) appearing on the document(s), the expiration date, and the date on which you entered the United States for the purpose for which you are requesting ITIN. The "entry date in U.S." must contain the complete date on which you entered the United States (if applicable). The date should be entered in month/day/year format. If you have not entered the U.S. enter "N/A" on this line. You may subsequently be requested to provide a certified translation of foreign language documents.

#### L.6e/6f. Previous ITIN or Internal Revenue Service Number (IRSN).

If you previously received an ITIN and/or an Internal Revenue Service Number (IRSN) from the IRS, check the "Yes" box and complete line 6f. If you never had an ITIN or an IRSN, or if you don't know your ITIN or IRSN, check the No/Don't Know box.

|   |  |      |            |   |   |   |             |   |   |   |           |   |      |   |   |   |   |   |   |   |   |     |
|---|--|------|------------|---|---|---|-------------|---|---|---|-----------|---|------|---|---|---|---|---|---|---|---|-----|
| 6e  | Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)? |      |            |   |   |   |             |   |   |   |           |   |      |   |   |   |   |   |   |   |   |     |
| <input type="checkbox"/> <b>No/Don't know.</b> Skip line 6f.  |  |      |            |   |   |   |             |   |   |   |           |   |      |   |   |   |   |   |   |   |   |     |
| <input checked="" type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions). |  |      |            |   |   |   |             |   |   |   |           |   |      |   |   |   |   |   |   |   |   |     |
| 6f  | Enter ITIN and/or IRSN ►   | ITIN | X          | X | X | - | X           | X | - | X | X         | X | IRSN | □ | □ | □ | - | □ | □ | □ | □ | and |
| name under which it was issued ►  |  |      | Mary       |   |   |   | Jane        |   |   |   | Smith     |   |      |   |   |   |   |   |   |   |   |     |
|   |  |      | First name |   |   |   | Middle name |   |   |   | Last name |   |      |   |   |   |   |   |   |   |   |     |

An IRSN is a nine-digit number issued by the IRS to persons who file a return and make a payment without providing a taxpayer identifying number. You would have been issued this number if you filed a U.S. Federal income tax return and did not have a Social Security Number. This temporary TIN will appear on any correspondence the IRS sent you concerning that return.

If you're submitting Form W-7 to renew your ITIN, you must include your previously assigned ITIN on line 6f to avoid delays in processing your Form W-7.

#### L.6g. Name of college/university/or company – (must be completed only if reason box "f" is checked).

If you checked reason box "f", you must provide the name of the educational institution and the city and state in which it is located. You must also indicate your length of stay.

If you are temporarily in the United States for business purposes, you must provide the name of the company with whom you are conducting your business and the city and state in which it is located. Also enter your length of stay in the U.S.

Reason box f:

|   |                                     |   |
|---|-------------------------------------|---|
| f | <input checked="" type="checkbox"/> | Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception |
|---|-------------------------------------|---|

Line 6g

|                  |  |                  |
|------------------|--|------------------|
| 6g               | Name of college/university or company (see instructions) ► | ABC University   |
| City and state ► |  | Philadelphia, PA |
| Length of stay ► |  | 4 Years          |

## SIGNATURE

#### Who can sign the Form W-7/W-7(SP) if the applicant is a dependent under 18 years of age?

If the applicant is under 18 years of age the applicant, their parent or court appointed guardian can sign if the child can not. The individual (if other than the applicant) must type or print his or her name in the space provided and check the appropriate box that indicates their relationship to the applicant. If the individual is signing as a court-appointed guardian, a copy of the court-appointment papers showing the legal guardianship must be attached.

Adults other than a parent or court appointed guardian can sign the Form W-7, only if a Form 2848, *Power of Attorney and Declaration of Representative*, has been signed by a parent or court-appointed guardian authorizing the individual to sign for the applicant.

#### Who can sign the Form W-7/W-7(SP) if the applicant is a dependent 18 years of age or older?

If an applicant is 18 years of age or older, the applicant or a court appointed guardian can sign or appoint a parent or another individual to sign. The individual (if other than the applicant) must type or print their name in the space provided and check the appropriate box that indicates their relationship to the applicant. If the individual is signing as a court-appointed guardian, a copy of the court-appointment papers showing the legal guardianship must be attached. Individuals other than the applicant or a court-appointed guardian must attach a Form 2848 from the applicant or court-appointed guardian authorizing them to sign the Form W-7.

**Note:** All Powers of Attorney (POAs) submitted to the IRS must be in English. Any POAs received in a foreign language will be considered invalid unless accompanied by a certified English translation. The POA must clearly state the purpose for which it is intended under the "tax matters" section. Refer to the IRS web site at <https://www.irs.gov/forms-pubs/about-form-2848> for additional information on Power of Attorney.

#### Who can sign the Form W-7/W-7(SP) if the applicant cannot sign their own name?

If an applicant cannot sign their name, then they must sign their mark, for example an "X" or a thumbprint, in the presence of a witness. The witness's signature is also required and must be identified as a witness.

## MAILING THE APPLICATION

#### Where should I mail my application?

Mail your Form W-7/W-7(SP) to the following address:

Internal Revenue Service  
ITIN Operations  
P.O. Box 149342  
Austin, TX 78714-9342

If you are using a private delivery service and need to provide a street address, send your form W-7 package to:

Internal Revenue Service  
ITIN Operations  
Mail Stop 6090-AUSC  
3651 S. Interregional, HWY 35  
Austin, TX 78741-0000

## ADDITIONAL INFORMATION

#### Where can I go to get help with my ITIN application?

You may call the IRS toll-free number at 1-800-829-1040 (inside of the United States) for information about where to go to get help in completing your Form W-7/W-7(SP) and U.S. Federal income tax return. International applicants may call 1-267-941-1000 (not a toll-free number) for assistance. (This number is not available for residents of the U.S.)

You may schedule an appointment to visit a designated\* IRS Taxpayer Assistance Center (TAC) by calling 1-844-545-5640. IRS personnel are available to:

- Assist taxpayers in the preparation of the Form W-7/W-7(SP);
- Answer questions about Form W-7/W-7(SP);

- Review and/or validate your original documents or certified copies;
- Help you respond to an IRS notice regarding your application for an ITIN; and
- Forward your Form W-7/W-7(SP), and accompanying U.S. Federal income tax return if appropriate (see "Exceptions") to the Austin Service Center.

\*To find a list of local IRS TACs, proceed to the IRS website at <https://www.irs.gov/help/contact-your-local-irs-office>.

You may also use the services of an IRS-authorized Acceptance Agent. For more information, see "What are Acceptance Agents?", earlier.

### **Where can I obtain additional information to help me with my ITIN application?**

For details on resident and nonresident alien status and the tests for residency (including the substantial presence test), see Publication 519. For details on individuals who can be claimed as dependents and on obtaining a SSN for a dependent, see Publication 501 and Publication 519.

These publications are available free from the IRS. To order the publications:

- Call 1-800-829-3676 within the continental United States only. Bulk quantities may also be ordered through this number.
- Request a copy by mail by writing to:

IRS  
National Distribution Center  
1201 N. Mitsubishi Motorway  
Bloomington, IL 61705-6613

- Visit your nearest IRS TAC (Taxpayer Assistance Center)
- Download a copy from the IRS web site at <https://www.irs.gov/publications>.

### **Where can I call to get help with my Form W-7/W-7(SP) application?**

If after reading the Form W-7/W-7(SP) instructions and our free publications, you are still not sure how to complete your application or have additional questions, you may call IRS for assistance at any of the telephone numbers listed below.

- Inside the United States at 1-800-829-1040. Assistance provided to callers from Alaska and Hawaii will be based on the hours of operation in the Pacific Time zone.
- Outside the United States only, you may call 1-267-941-1000 (not a toll-free number).

## **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **What are the documentation requirements when applying for an ITIN?**

The applicant will need to submit documentation that is current (has not expired), and that proves both identity and foreign status (i.e. contains name, address, photograph and supports the foreign status claim.)

For the definition of "current" for ITIN purposes, see "Documentation". A passport is the only document that can stand-alone and provide all of the information required. However, for dependents, the passport is a stand-alone document only if it contains a date of entry into the United States. If no date of entry into the United States is present, proof of U.S. residency must also be submitted, unless the applicant is from Canada or Mexico or is a dependent of a U.S. military service member stationed overseas. If a passport is not submitted, the applicant will need to provide at least two separate documents as proof of identity and foreign status (one being a civil birth certificate for a dependent under age 18). With the exception of children under 14 years of age (under 18 years of age if a student), at least one must include a recent photograph.

### **Does the "National Identity" card include the "Mexican Matricula" card as acceptable identification for applying for an ITIN?**

The Matricula card is an acceptable form of identification when applying for an ITIN.

### **Can I send in a photocopy of my documentation?**

You may only send in photocopies of original documentation that have been certified by the issuing agency.

### **What are the rules for the Earned Income Tax Credit (EITC) as they relate to an ITIN?**

A taxpayer using an ITIN is not eligible for EITC. To claim the EITC the claimant must file a return as a citizen or legal resident of the United States on Form 1040. In addition, the claimant, spouse and qualifying child(ren) listed on the return must have valid "work related" Social Security Numbers. If the claimant is married, he or she must file a return using the Married Filing Joint status (for the exception to this rule, see Publication 501, Marital Status – "Married Persons Living Apart").

### **What are the rules for the Child Tax Credit (CTC) and Additional Child Tax Credit (ACTC) as they relate to an ITIN?**

Beginning with tax year 2018, your child must have a Social Security Number (SSN) issued by the Social Security Administration before the due date of your tax return (including extensions) to be claimed as a qualifying child for the Child Tax Credit (CTC) or Additional Child Tax Credit (ACTC). Children with an ITIN can't be claimed for either credit. Refer to Schedule 8812 (Form 1040) and its instructions for more information.

### **What are the rules for the Credit for Other Dependents (ODC) as they relate to an ITIN?**

If your child doesn't have a valid SSN, your child may still qualify you for the Other Dependents Credit (ODC). This is a non-refundable credit of up to \$500 per qualifying person. If your dependent child lived with you in the United States and has an ITIN, but not an SSN, issued by the due date of your 2018 return (including extensions), you may be able to claim the Other Dependents Credit (ODC) for that child. Refer to the instructions of your federal tax return for more information.

### **Can an ITIN be used to file a delinquent or amended return for prior years?**

An ITIN can be used for any valid, delinquent or amended tax returns (income, estate, gift or refund claim). Furnishing an ITIN on a return does not eliminate your need to satisfy the eligibility standards for claiming specific tax benefits. If the U.S. Federal income tax return you attach to Form W-7 is filed after the return's due date, you may owe interest and/or penalties. You should file your current year tax return by the prescribed due date.

### **Are ITINs valid for dependents if I file a delinquent U.S. Federal income tax return?**

ITINs will be accepted for dependents on current and delinquent returns. Dependents can be claimed only when the dependency tests are met.

**NOTE:** Dependents can be claimed as exemptions only for tax years 2017 and prior.

### **What steps do I have to take when I have an ITIN and become eligible for a Social Security Number?**

Make proper application for a SSN and upon receipt advise the IRS in writing of your new SSN. Your correspondence should be sent to the address listed for filing your U.S. Federal income tax return. The new SSN will become the primary number and must be used for all future filing purposes. The IRS will void the ITIN. All prior tax information under the ITIN will be associated with the new SSN.

### **What do I do if I think I once had a SSN, but I'm not sure?**

Check with the SSA before applying for an ITIN. The SSA website is located at <https://www.ssa.gov/>.

**What documentation will I need to advise the IRS that the Social Security Administration will not provide me with a SSN?**

If you are eligible to obtain a SSN, the IRS will not issue you an ITIN unless you can document that the SSA denied your request for a SSN. Supporting documentation (such as a letter or statement) from the SSA substantiating the denial must be attached to your application. If you are a student on an F-1, J-1 or M-1 visa who will not be working while studying in the U.S., you will no longer have to apply for a SSN first. You will be permitted to provide a letter from your Designated School Official (DSO) or Responsible Officer (RO), stating that you will not be securing employment in the U.S. or receiving any type of income from personal services. Additionally, you will be permitted to provide a letter from your Authorized School Official if you have been invited to the United States for a specific presentation and will be receiving an honoraria payment.

**What do I do if I think I once had a temporary Internal Revenue Service Number (IRSN)?**

If you had a temporary Internal Revenue Service Number (IRSN), but are unsure or cannot recall the number, indicate on Line 6f of Form W-7/W-7(SP) that you might have previously had such a number(s) and the name under which you think the number was issued. IRS will perform research to locate your number as part of the processing of your W-7/W-7(SP).

**What do I do if my address has changed since I received my ITIN?**

If you change your street address or mailing address, you should complete a Form 8822 (Change of Address) and send it directly to the IRS address in that form's instructions.

**Will the IRS issue ITINs to individuals that are experiencing delays in securing a SSN?**

The IRS will not issue ITINs in such situations. If a person is entitled to a Social Security Number, then they are not eligible for an ITIN.

## EXHIBITS

### SUPPORTING DOCUMENTATION TABLE

An "X" in the "Foreign Status" and/or "Identity" column, indicates that the supporting documentation satisfies that category.

An **original passport** is the only stand-alone document that proves both "foreign status" and "identity". If a passport is not submitted, a combination of at least two other current (unexpired) documents that show the applicant's name and photograph, and supports their claim of foreign status must be provided. With the exception of children under 14 years of age (under age 18 if a student), at least one document submitted must contain a recent photograph. **Note:** For dependents, the passport must have a date of entry into the United States to be a stand-alone document, unless the dependent is from Canada or Mexico or a dependent of U.S. military personnel stationed overseas. If a passport without a date of entry into the United States is submitted for a dependent, they must also submit additional original documents to prove U.S. residency. See **Dependency/Exemption Issues** in this Publication.

| Type of Supporting Documentation   | Foreign Status | Identity |
|--|----------------|----------|
| PASSPORT (the only stand-alone document) *   | X              | X        |
| United States Citizenship and Immigration Services (USCIS) Photo Identification  | X              | X        |
| Visa issued by the US Department of State.   | X              | X        |
| United States Driver's License   |                | X        |
| United States Military identification Card   |                | X        |
| Foreign Driver's License   |                | X        |
| Foreign Military Identification Card   | X              | X        |
| National Identification Card (must be current, and contain name, photograph, address, date of birth and expiration date) | X              | X        |
| United States State Identification Card  |                | X        |
| Foreign Voter's Registration Card  | X              | X        |
| Civil Birth Certificate (Required if under age 18 unless a passport is presented)  | X **           | X        |
| Medical Records (valid only for dependents under age 6)  | X **           | X        |
| School Records (valid only for dependents under age 18)  | X **           | X        |

\* Passport must have a date of entry into the United States for dependents, unless from Canada or Mexico or dependents of U.S. military personnel stationed overseas

\*\* May be used to establish foreign status only if documents are foreign.

## **EXCEPTIONS TO THE TAX RETURN FILING REQUIREMENT CHART**

### **EXCEPTION #1**

#### **Third Party Withholding on Passive Income**

Information reporting and withholding requirements apply to third parties (frequently banks and other financial institutions) who will request an ITIN to enable them to file information reports that are required by law.

- Form 8805, Foreign Partner's Information Statement of Section 1446 Withholding Tax;
- Form 1042-S, Foreign Person's United States Source Income Subject to Withholding from Distributions from Pensions, Dividends, Annuities, Interest, Retirement, Profit-Sharing Plans, IRA, Insurance Contracts, etc.;
- Form 1099-INT, Interest Income
- Schedule K-1, Partner's share of income, Credits, Deductions, etc.

**NOTE: Federal Tax Withholding and/or IRS Information Reporting must take place within the current tax year.**

| <b>Third Party Withholding on Passive Income</b> | <b>Persons who are eligible to Claim Exception 1 include:</b>   | <b>Documentation to be submitted by individuals who are eligible to claim Exception 1:</b>  |
|--|---|---|
|  | <b>1(a)</b> Individuals who are partners of a U.S. or foreign partnership that invests in the U.S. and who own assets that generate income subject to IRS information reporting and/or Federal tax withholding requirements; or   | <b>1(a)</b> To support Exception 1(a), submit a copy of the portion of the partnership or LLC Agreement; displaying the partnership's EIN (Employer Identification Number) and showing that the applicant is a partner in a partnership that is conducting business in the United States.   |
|  | <b>1(b)</b> Individuals who have opened an interest bearing bank deposit account that generates income which is effectively connected with their U.S. trade or business and is subject to IRS information reporting and/or Federal tax withholding; or  | <b>1(b)</b> To support Exception 1(b), submit an original signed letter from the Bank on their official letterhead, displaying your name and stating that you have opened a business account which is subject to IRS information reporting and/or federal tax withholding on the interest generated during the current tax year.  |
|  | <b>1(c)</b> Individuals who are "resident aliens" for tax purposes and have opened up an interest bearing bank deposit account that generates income subject to IRS information reporting and/or withholding of Federal income tax; or  | <b>1(c)</b> To support Exception 1(c), submit an original signed letter from the Bank on their official letterhead, displaying your name and stating that you have opened an individual deposit account which is subject to IRS information reporting and/or federal tax withholding on the interest generated during the current tax year.   |
|  | <b>1(d)</b> Individuals who are receiving distributions during the current year of income such as pensions, annuities, rental income, royalties, dividends, etc., and are required to provide an ITIN to the withholding agent (i.e. investment company, insurance company, financial institution, etc.) for the purposes of tax withholding and/or reporting requirements. | <b>1(d)</b> To support Exception 1(d), submit an original signed letter or document from the withholding agent, on official letterhead, showing the individual's name and evidencing that an ITIN is required to make distributions to the individual during the current tax year, which are subject to Federal tax withholding and/or IRS reporting requirements. Self-generated income statements will only be accepted with a copy of the contract or a letter with a post-marked envelope addressed from the withholding agent. |

## **EXCEPTION #2**

**Wages, Salary, Compensation and Honoraria payments with Tax Treaty Benefits Claimed; or  
Scholarships, Fellowships and Grants with Tax Treaty Benefits Claimed; or  
Scholarships, Fellowships and Grants No Tax Treaty Benefits Claimed; or  
Gambling Winnings with Tax Treaty Benefits Claimed.**

Information Reports for which the ITIN is being requested. Information reports include but are not limited to:

- Form 1042-S, Foreign Person's United States Source Income Subject to Withholding

**NOTE: Federal Tax Withholding and/or IRS Information Reporting must take place within the current tax year.**

|  |  |  |
|--|--|--|
| <b>2a. Wages, Salary, Compensation and Honoraria* payments</b><br><br><i>Claiming the Benefits of a Tax Treaty</i> | <p>Persons who are eligible to <b>Claim Exception 2(a)</b> include:</p> <ul style="list-style-type: none"><li>■ Individuals claiming the benefits of a tax treaty who are either exempt or subject to a reduced rate of withholding of tax on their wages, salary, compensation and honoraria payments,<br/>and</li><li>■ Who will be submitting Form 8233 to the payer of the income.</li></ul> | <p>Documentation to be submitted by individuals who are eligible to claim <b>Exception 2(a)</b>.</p> <ul style="list-style-type: none"><li>■ An original letter of employment from the payer of the income, or</li><li>■ A copy of the employment contract, or</li><li>■ A letter requesting your presence for a speaking engagement, etc.</li></ul> <p><b>along with:</b></p> <ul style="list-style-type: none"><li>■ Information on the Form W-7/W-7(SP) application that the person is entitled to claim the benefits of a tax treaty, and</li><li>■ A copy of the completed Form 8233 must have the applicant and withholding agent information completed.</li></ul> <p>* Individuals present in the U.S. who are receiving honoraria payments, do not have to obtain a letter of denial from the SSA. A letter from the Authorized School Official stating the purpose of the visit and that the individual will be receiving payment in the form of an honoraria will suffice.</p> |
|--|--|--|

## EXCEPTION #2 (CONT.)

**NOTE: Federal Tax Withholding and/or IRS Information Reporting must take place within the current tax year.**

| 2b. Scholarships,<br>Fellowships and<br>Grants | Persons who are eligible to Claim Exception 2(b) include:  | Documentation you must submit if you're eligible to claim Exception 2(b):  |
|--|--|--|
| <i>Claiming the Benefits of a Tax Treaty</i>   | <p><i>Individuals claiming the benefits of a tax treaty who:</i></p> <ul style="list-style-type: none"> <li>■ Are either exempt from or subject to a reduced rate of tax on their income from scholarships, fellowships, or grants (that is, foreign students, scholars, professors, researchers, foreign visitors, or any other individual); and</li> <li>■ Will be submitting Form W-8BEN to the withholding agent</li> </ul> <p><b>Note.</b> Students and Exchange Visitor Program (SEVP)-approved institutions for nonresident alien students and exchange visitors and their spouses and dependents classified under section 101(a)(15)(F), (M), or (J) of the Immigration and Nationality Act {8 U.S.C. 1101 (a) (15)(f), (M), or (J)}: A certification letter is required for each Form W-7 application: primary, associated secondary (spouse), and dependent(s)<sup>1</sup></p> <p><b>1</b>The certification letter from an SEVP-approved institution serves as a substitute for submission of orginal supporting identification documents with Form W-7. The certification letter must:</p> <ul style="list-style-type: none"> <li>■ Be on original, official college, university, or institution letterhead with a verifiable address;</li> <li>■ Provide the applicant's full name and Student Exchange Visitor's Information System (SEVIS) number;</li> <li>■ Certify the applicant's registration in SEVIS;</li> <li>■ Certify that the student presented an unexpired passport, visa, or other identification documents for review (Exception; a U.S. visa isn't required if the foreign address is in Canada or Mexico);</li> <li>■ List the identification documents provided to verify identity and foreign status;</li> <li>■ Be signed and dated by a SEVIS official: Principal Designated School Official (PSDO), Designated School Official (DSO), Responsible Officer (RO), or Alternate Responsible Officer (ARO) of a certified school exchange program with a verifiable contact telephone number;</li> <li>■ Attach copies of documents used to verify the applicant's identify and foreign status from the approved list of documents presented in the Form W-7 instructions (passport must include a copy of the valid visa issued by the U.S. Department of State). A U.S. visa isn't required if the foreign address is in Canada or Mexico;</li> <li>■ Attach a copy of Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status and/or a copy of Form 1-20, Certificate of Eligibility for Nonimmigrant Student Status;</li> <li>■ Form W-7 must include the treaty country and article number that supports claiming a tax treaty benefit; and</li> <li>■ Include a letter from the DSO or RO stating that the applicant won't be securing employment in the United States or receiving any type of income from personal services.</li> </ul> | <ul style="list-style-type: none"> <li>■ An original letter or official notification from the college or univisity awarding the noncompensatory scholarship, fellowship, or grant; or</li> <li>■ A copy of a contract with a college, university, or educational institution;<br/>along with</li> <li>■ An original or copy certified by the issuing agency of passport showing the valid visa issued by the U.S. Department of State,</li> <li>■ Evidence (information) on the Form W-7 that you're entitled to claim the benefits of a tax treaty,</li> <li>■ A copy of the Form W-8BEN that was submitted to the withholding agent, and</li> <li>■ A letter from the Social Security Administration<sup>2</sup> stating that you're ineligible to receive a social security number (SSN).</li> </ul> <p><sup>2</sup>If you're a student on an F-1, J-1, or M-1 visa who won't be working while studying in the United States, you won't have to apply for a SSN. You will be permitted to provide a letter from the Designated School Official (DSO) or Responsible Officer (RO) stating that you won't be securing employment in the United States or receiving any type of income from personal services.</p> |

## EXCEPTION #2 (CONT.)

**NOTE: Federal Tax Withholding and/or IRS Information Reporting must take place within the current tax year.**

| 2c. Scholarships,<br>Fellowships and<br>Grants   | Persons who are eligible to Claim Exception 2(c) include:  | Documentation you must submit if you're eligible to claim Exception 2(c):   |
|--|--|---|
| <i>Not Claiming the Benefits of a Tax Treaty</i> | <p><i>Individuals (that is, foreign students, scholars, professors, researchers, or any other individuals receiving noncompensatory income from scholarships, fellowships, or grants that's subject to IRS information-reporting and/or withholding requirements during the current year).</i></p> <p>Note. Students and Exchange Visitor Program (SEVP)-approved institutions for nonresident alien students and exchange visitors and their spouses and dependents classified under section 101(a)(15)(F), (M), or (J) of the Immigration and Nationality Act {8 U.S.C. 1101 (a) (15)(f), (M), or (J)}: A certification letter is required for each Form W-7 application: primary, associated secondary (spouse), and dependent(s)<sup>1</sup></p> <p>1The certification letter from an SEVP-approved institution serves as a substitute for submission of orginal supporting identification documents with Form W-7. The certification letter must:</p> <ul style="list-style-type: none"> <li>■ Be on original, official college, university, or institution letterhead with a verifiable address;</li> <li>■ Provide the applicant's full name and Student Exchange Visitor's Information System (SEVIS) number;</li> <li>■ Certify the applicant's registration in SEVIS;</li> <li>■ Certify that the student presented an unexpired passport, visa, or other identification documents for review (Exception; a U.S. visa isn't required if the foreign address is in Canada or Mexico);</li> <li>■ List the identification documents provided to verify identity and foreign status;</li> <li>■ Be signed and dated by a SEVIS official: Principal Designated School Official (PSDO), Designated School Official (DSO), Responsible Officer (RO), or Alternate Responsible Officer (ARO) of a certified school exchange program with a verifiable contact telephone number;</li> <li>■ Attach copies of documents used to verify the applicant's identify and foreign status from the approved list of documents presented in the Form W-7 instructions (passport must include a copy of the valid visa issued by the U.S. Department of State). A U.S. visa isn't required if the foreign address is in Canada or Mexico;</li> <li>■ Attach a copy of Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status and/or a copy of Form 1-20, Certificate of Eligibility for Nonimmigrant Student Status;</li> <li>■ Form W-7must include the treaty country and article number that supports claiming a tax treaty benefit; and</li> <li>■ Include a letter from the DSO or RO stating that the applicant won't be securing employment in the United States or receiving any type of income from personal services.</li> </ul> | <ul style="list-style-type: none"> <li>■ An original letter or official notification from the educational institution (that is, college or universarity) awarding he noncompensatory scholarship, fellowship, or grant; or</li> <li>■ A copy of a contract with a college, university, or educational institution; <ul style="list-style-type: none"> <li>along with</li> </ul> </li> <li>■ An original or copy certified by the issuing agency of passport showing a valid visa issued by U.S. Department of State (a U.S. visa isn't required if the foreign address is in Canada or Mexico);</li> <li>■ An original letter from the DSO or RO stating that you're receiving noncompensatory income from scholarships, fellowships, or grants that's subject to IRS information-reporting and/or federal tax withholding requirements during the current year (this letter must be attached to your Form W-7 or your application for an ITIN will be denied); and,</li> <li>■ A letter from the Social Security Administration<sup>2</sup> stating that you're ineligible to receive a social security number (SSN).</li> </ul> <p><sup>2</sup>If you're a student on an F-1, J-1, or M-1 visa who won't be working while studying in the United States, you won't have to apply for a SSN. You will be permitted to provide a letter from the DSO or RO stating that you won't be securing employment in the United States or receiving any type of income from personal services.</p> |

---

## **EXCEPTION #2**

**Wages, Salary, Compensation and Honoraria payments with Tax Treaty Benefits Claimed; or**

**Scholarships, Fellowships and Grants with Tax Treaty Benefits Claimed; or**

**Scholarships, Fellowships and Grants No Tax Treaty Benefits Claimed; or**

**Gambling Winnings with Tax Treaty Benefits Claimed. (continued)**

**NOTE: Federal Tax Withholding and/or IRS Information Reporting must take place within the current tax year.**

|  |  |  |
|--|--|--|
| <b>2d. Gambling Income</b><br><br><i>Claiming the Benefits<br/>of a Tax Treaty</i> | Persons who are eligible to Claim Exception 2(d) include:<br><ul style="list-style-type: none"><li>■ Nonresident Aliens visiting the U.S. who have gambling winnings; and</li><li>■ Who are claiming the benefits of U.S. Tax Treaty for an exempt or reduced rate of Federal tax withholding on that income; and</li><li>■ Who will be utilizing the services of a gaming official acting as an IRS ITIN Acceptance Agent</li></ul> | Documentation must be submitted through the services of an appropriate gaming official serving as an IRS ITIN Acceptance Agent to apply for an ITIN under Exception 2(d).<br><br><b>Note:</b> If you do not secure the services of a gaming official, you may still file a Form 1040NR at the end of the tax year with a Form W-7/W-7(SP), attaching a copy of the Form 1042-S displaying the amount of tax withheld. Your 1040NR return should also display the tax treaty article number and country under which you are claiming the treaty benefits. |
|--|--|--|

---

## **EXCEPTION #3**

### **Third Party Reporting of Mortgage Interest**

Information reporting and/or withholding requirements apply to third parties (frequently banks and other financial institutions) who will request an ITIN to enable them to file information reports that are required by law.

- Form 1098, Mortgage Interest Statement.

**NOTE: Federal Tax Withholding and/or IRS Information Reporting must take place within the current tax year.**

|   |  |
|---|--|
| <b>Exception 3</b><br><b>Third Party Reporting of<br/>Mortgage Interest</b> | If you are eligible to claim Exception 3, you must submit documentation showing evidence of a home mortgage loan. This would include a copy of the contract of sale or similar documentation showing evidence of a home mortgage loan on real property located in the United States. |
|---|--|

---

## EXCEPTION #4

### Third Party Withholding – Disposition By a Foreign Person of United States Real Property Interest

Information reporting and withholding requirements apply to third parties (frequently banks and other financial institutions) who will request an ITIN to enable them to file information reports that are required by law.

- Form 8288, U.S. Withholding Tax Return for Dispositions by Foreign Persons of U.S. Real Property Interests,
- Form 8288-A, Statement of Withholding on Dispositions by Foreign Persons of U.S. Real Property Interests.
- Form 8288-B, Application for Withholding Certificate for Dispositions by Foreign Persons of U.S. Real Property Interests.

**NOTE:** Federal Tax Withholding and/or IRS Information Reporting must take place within the current tax year.

|  |   |   |
|--|---|---|
| <p><b>Exception 4</b></p> <p><b>Third Party Withholding – Disposition By a Foreign Person of United States Real Property Interest.</b></p> | <p>A withholding obligation is generally imposed on a buyer or other transferee (withholding agent) when a United States real property interest is acquired from a foreign person. In some instances, the foreign person may apply for a withholding certificate to reduce or eliminate withholding on the disposition of real property. This exception may also apply if you have a notice of non-recognition<sup>1</sup> under Treasury Regulations section 1.1445-2(d)(2).</p> | <p>Documentation to be submitted by individuals who are eligible to claim <b>Exception 4</b> includes:</p> <ul style="list-style-type: none"><li>■ A completed Form 8288, Form 8288-A, or Form 8288-B; and</li><li>■ A copy of the real estate sales contract or Settlement Statement (HUD-1).</li><li>■ In the case of notice of non-recognition<sup>1</sup>, document(s) that evidence a transaction for which a notice of non-recognition is applicable.</li></ul> <p><b>Note:</b> For the seller of the property, copies of the sales contract or Settlement Statement (HUD-1), and copies of Forms 8288 and 8288-A submitted by the buyer need to be attached to Form W-7.</p> <p><sup>1</sup> For notices of non-recognition, the document must show the date of the transaction, the parties involved, and the type of transfer that took place. For example, for transfers involving real estate, valid documents include the deed, Direction to Convey form, or a document that identifies the replacement property in a like-kind exchange. For transfers involving stock, an example of a valid document is the document that facilitates the transaction.</p> |
|--|---|---|

---

## EXCEPTION #5

### Filing Under TD-9363

**NOTE:** Federal Tax Withholding and/or IRS Information Reporting must take place within the current tax year.

|  |   |  |
|--|---|--|
| <p><b>Reporting Obligations under Treasury Decision 9363</b></p> | <p>Persons who are eligible to Claim <b>Exception 5</b> include:</p> <p>Individuals who are required by law to comply with Treasury Decision 9363 (TD-9363) and who must obtain an ITIN to meet this requirement.</p> | <p>Documentation to be submitted by individuals who are eligible to claim <b>Exception 5</b> includes:</p> <p>Along with your Form W-7, include an original signed letter from your employer on corporate letterhead stating that an ITIN is needed for TD 9363, and you have been designated as the person responsible for ensuring compliance with IRS information-reporting requirements.</p> |
|--|---|--|

## EXAMPLES OF COMPLETED FORM W-75 FOR "EXCEPTIONS"

### Exception 1 – Third Party Withholding on Passive Income

#### An Interest in a U.S. Partnership – No Tax Treaty Benefits

**Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit  
b  Nonresident alien filing a U.S. federal tax return  
c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return  
d  Dependent of U.S. citizen/resident alien      } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
e  Spouse of U.S. citizen/resident alien      } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception  
g  Dependent/spouse of a nonresident alien holding a U.S. visa  
h  Other (see instructions) ► **Exception 1(a) - A Partnership Interest**

Additional information for a and f: Enter treaty country ► \_\_\_\_\_ and treaty article number ► \_\_\_\_\_

#### Pension Income – No Tax Treaty Benefits

**Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit  
b  Nonresident alien filing a U.S. federal tax return  
c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return  
d  Dependent of U.S. citizen/resident alien      } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
e  Spouse of U.S. citizen/resident alien      } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception  
g  Dependent/spouse of a nonresident alien holding a U.S. visa  
h  Other (see instructions) ► **Exception 1(d) - Pension Income**

Additional information for a and f: Enter treaty country ► \_\_\_\_\_ and treaty article number ► \_\_\_\_\_

#### Pension Income – With Tax Treaty Benefits

**Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit  
b  Nonresident alien filing a U.S. federal tax return  
c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return  
d  Dependent of U.S. citizen/resident alien      } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
e  Spouse of U.S. citizen/resident alien      } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception  
g  Dependent/spouse of a nonresident alien holding a U.S. visa  
h  Other (see instructions) ► **Exception 1(d) - Pension Income**

Additional information for a and f: Enter treaty country ► **United Kingdom** and treaty article number ► **18**

#### Royalty Income – With Tax Treaty Benefits

**Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit  
b  Nonresident alien filing a U.S. federal tax return  
c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return  
d  Dependent of U.S. citizen/resident alien      } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
e  Spouse of U.S. citizen/resident alien      } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception  
g  Dependent/spouse of a nonresident alien holding a U.S. visa  
h  Other (see instructions) ► **Exception 1(d) - Royalty Income**

Additional information for a and f: Enter treaty country ► **Italy** and treaty article number ► **12**

## EXCEPTION 2

- a. Wages, Salaries, Compensation and Honoraria Payments – With Tax Treaty Benefits
- b. Scholarships, Grants, Fellowships – With Tax Treaty Benefits
- c. Scholarships, Grants, Fellowships – No Tax Treaty Benefits
- d. Gambling Winnings – With Tax Treaty Benefits

**Wages – With Tax Treaty Benefits - Also attach a Letter from the Social Security Administration denying your request for a Social Security Number. (Remember to complete information for Company and Length of Stay on Line 6g.)**

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► \_\_\_\_\_

### Exception 2(a) - Wages

Additional information for a and f: Enter treaty country ► **Slovenia** and treaty article number ► **15**

|                          |  |  |   |
|--------------------------|--|--|---|
| <b>Other Information</b> | <b>6a</b> Country(ies) of citizenship<br><b>Slovenia</b>   | <b>6b</b> Foreign tax I.D. number (if any) | <b>6c</b> Type of U.S. visa (if any), number, and expiration date<br><b>B-1 No. 11223344 06/13/20XX</b> |
|                          | <b>6d</b> Identification document(s) submitted (see instructions) <input checked="" type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D.<br><input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____   |  |   |
|                          | Date of entry into the United States (MM/DD/YYYY): <b>04/27/20XX</b>   |  |   |
|                          | Issued by: <b>Slovenia</b> No.: <b>XXXXXXXXXX</b> Exp. date: <b>09/22/20XX</b>   |  |   |
|                          | <b>6e</b> Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)?<br><input checked="" type="checkbox"/> <b>No/Don't know.</b> Skip line 6f.<br><input type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).          |  |   |
|                          | <b>6f</b> Enter ITIN and/or IRSN ► <b>ITIN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <b>IRSN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> and name under which it was issued ► _____<br>First name _____ Middle name _____ Last name _____ |  |   |
|                          | <b>6g</b> Name of college/university or company (see instructions) ► <b>World Pharmaceuticals</b><br>City and state ► <b>San Diego, CA</b> Length of stay ► <b>3 months</b>  |  |   |

**Wages – With Tax Treaty Benefits - Also attach a Letter from the Social Security Administration denying your request for a Social Security Number. (Remember to complete information for University and Length of Stay on Line 6g.)**

### Professor with Wages

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► \_\_\_\_\_

### Exception 2(a) - Wages - Teaching

Additional information for a and f: Enter treaty country ► **France** and treaty article number ► **20**

|                          |   |  |   |
|--------------------------|---|--|---|
| <b>Other Information</b> | <b>6a</b> Country(ies) of citizenship<br><b>France</b>  | <b>6b</b> Foreign tax I.D. number (if any) | <b>6c</b> Type of U.S. visa (if any), number, and expiration date<br><b>H-1B No. 345678891 01/01/20XX</b> |
|                          | <b>6d</b> Identification document(s) submitted (see instructions) <input checked="" type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D.<br><input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other  |  |   |
|                          | Date of entry into the United States  |  |   |
|                          | Issued by: <b>France</b> No.: <b>XXXXXXXXXX</b> Exp. date: <b>02/27/20XX</b> (MM/DD/YYYY): <b>01/31/20XX</b>  |  |   |
|                          | <b>6e</b> Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)?<br><input checked="" type="checkbox"/> <b>No/Don't know.</b> Skip line 6f.<br><input type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions). |  |   |
|                          | <b>6f</b> Enter ITIN and/or IRSN ► <b>ITIN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <b>IRSN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> and name under which it was issued ► _____   |  |   |
|                          | First name _____ Middle name _____ Last name _____  |  |   |
|                          | <b>6g</b> Name of college/university or company (see instructions) ► <b>The XYZ Institute for International Learning</b><br>City and state ► <b>New York, NY</b> Length of stay ► <b>60 Days</b>  |  |   |

**Honoraria Payment – With Tax Treaty Benefits – There is no requirement to attach a Letter from the Social Security Administration denying your request for a Social Security Number. A letter from the Authorized School Official will suffice. (Remember to complete information for University and Length of Stay on Line 6g.)**

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien      If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien      If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► **Exception 2(a) - Honoraria Payment**

Additional information for a and f: Enter treaty country ► **France** and treaty article number ► **14**

|                          |   |  |   |
|--------------------------|---|--|---|
| <b>Other Information</b> | <b>6a</b> Country(ies) of citizenship<br><b>France</b>  | <b>6b</b> Foreign tax I.D. number (if any) | <b>6c</b> Type of U.S. visa (if any), number, and expiration date<br><b>B-1 No. 56565656 04/28/20XX</b> |
|                          | <b>6d</b> Identification document(s) submitted (see instructions) <input checked="" type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D.<br><input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other  |  |   |
|                          | Date of entry into the United States  |  |   |
|                          | Issued by: <b>France</b> No.: <b>XXXXXXXXXX</b> Exp. date: <b>04/30/20XX</b> (MM/DD/YYYY): <b>05/14/20XX</b>  |  |   |
|                          | <b>6e</b> Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)?<br><input checked="" type="checkbox"/> <b>No/Don't know.</b> Skip line 6f.<br><input type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions). |  |   |
|                          | <b>6f</b> Enter ITIN and/or IRSN ► <b>ITIN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <b>IRSN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> and name under which it was issued ► _____   |  |   |
|                          | First name _____ Middle name _____ Last name _____  |  |   |
|                          | <b>6g</b> Name of college/university or company (see instructions) ► <b>Any Place University</b><br>City and state ► <b>Any Place, NY</b> Length of stay ► <b>3 Days</b>  |  |   |

**Scholarship Income – With Tax Treaty Benefits (Also complete information for University and Length of Stay on Line 6g.)**

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien      If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien      If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► **Exception 2(b) - Scholarship Income**

Additional information for a and f: Enter treaty country ► **Norway** and treaty article number ► **16**

|                          |   |  |   |
|--------------------------|---|--|---|
| <b>Other Information</b> | <b>6a</b> Country(ies) of citizenship<br><b>Norway</b>  | <b>6b</b> Foreign tax I.D. number (if any) | <b>6c</b> Type of U.S. visa (if any), number, and expiration date<br><b>F-1 No. 12345678 01/31/20XX</b> |
|                          | <b>6d</b> Identification document(s) submitted (see instructions) <input checked="" type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D.<br><input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____ Date of entry into the United States _____             |  |   |
|                          | Issued by: <b>Norway</b> No.: <b>XXXXXXXXXX</b> Exp. date: <b>01 / 31 / 20XX</b> (MM/DD/YYYY): <b>04 / 07 / 20XX</b>  |  |   |
|                          | <b>6e</b> Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)?<br><input checked="" type="checkbox"/> <b>No/Don't know.</b> Skip line 6f.<br><input type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions). |  |   |
|                          | <b>6f</b> Enter ITIN and/or IRSN ► <b>ITIN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <b>IRSN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> and name under which it was issued ► <b>First name</b> <b>Middle name</b> <b>Last name</b>                     |  |   |
|                          | <b>6g</b> Name of college/university or company (see instructions) ► <b>Any Town University</b><br>City and state ► <b>Any Town, NJ</b> Length of stay ► <b>4 Years</b>   |  |   |

### Grant Income – With Tax Treaty Benefits (Also complete information for University and Length of Stay on Line 6g.)

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien      If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien      If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► **Exception 2(b) - Grant Income**

Additional information for a and f: Enter treaty country ► **Spain** and treaty article number ► **22**

|                          |   |  |   |
|--------------------------|---|--|---|
| <b>Other Information</b> | <b>6a</b> Country(ies) of citizenship<br><b>Spain</b>   | <b>6b</b> Foreign tax I.D. number (if any) | <b>6c</b> Type of U.S. visa (if any), number, and expiration date<br><b>F-1 No. 34343434 09/03/20XX</b> |
|                          | <b>6d</b> Identification document(s) submitted (see instructions) <input checked="" type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D.<br><input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____ Date of entry into the United States _____             |  |   |
|                          | Issued by: <b>Spain</b> No.: <b>XXXXXXXXXX</b> Exp. date: <b>12 / 18 / 20XX</b> (MM/DD/YYYY): <b>03 / 22 / 20XX</b>   |  |   |
|                          | <b>6e</b> Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)?<br><input checked="" type="checkbox"/> <b>No/Don't know.</b> Skip line 6f.<br><input type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions). |  |   |
|                          | <b>6f</b> Enter ITIN and/or IRSN ► <b>ITIN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <b>IRSN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> and name under which it was issued ► <b>First name</b> <b>Middle name</b> <b>Last name</b>                     |  |   |
|                          | <b>6g</b> Name of college/university or company (see instructions) ► <b>The Learning University</b><br>City and state ► <b>Philadelphia, PA</b> Length of stay ► <b>3 Years</b>   |  |   |

### Scholarship Income – No Tax Treaty Benefits (Also complete information for University and Length of Stay on Line 6g.)

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien      If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien      If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► **Exception 2(c) - Scholarship Income**

Additional information for a and f: Enter treaty country ► \_\_\_\_\_ and treaty article number ► \_\_\_\_\_

|                          |   |  |   |  |
|--------------------------|---|--|---|--|
| <b>Other Information</b> | <b>6a</b> Country(ies) of citizenship<br><b>Argentina</b>   | <b>6b</b> Foreign tax I.D. number (if any) | <b>6c</b> Type of U.S. visa (if any), number, and expiration date<br><b>J-1 No. 01010101 12/01/20XX</b> |  |
|                          | <b>6d</b> Identification document(s) submitted (see instructions)<br><input checked="" type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D.<br><input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other   |  | Date of entry into the United States  |  |
|                          | Issued by: <b>Argentina</b> No.: <b>XXXXXXXXXX</b> Exp. date: <b>05/19/20XX</b> (MM/DD/YYYY): <b>01/10/20XX</b>   |  |   |  |
|                          | <b>6e</b> Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)?<br><input checked="" type="checkbox"/> <b>No/Don't know.</b> Skip line 6f.<br><input type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions). |  |   |  |
|                          | <b>6f</b> Enter ITIN and/or IRSN ► <b>ITIN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> <b>IRSN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> and name under which it was issued ► _____                       |  |   |  |
|                          | First name _____ Middle name _____ Last name _____  |  |   |  |
|                          | <b>6g</b> Name of college/university or company (see instructions) ► <b>University of Classic Study</b>   |  |   |  |
|                          | City and state ► <b>Atlanta, GA</b> Length of stay ► <b>3 Years</b>   |  |   |  |

## Gambling Winnings – Tax Treaty Benefits Claimed – (Form W-7 must be submitted through a gaming official who is an IRS authorized Acceptance Agent)

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions** (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien      If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien      } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► **Exception 2(d) - Gambling Winnings**

Additional information for a and f: Enter treaty country ► **United Kingdom** and treaty article number ► **22**

## EXCEPTION 3 – MORTGAGE INTEREST

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions** (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien      If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien      } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► **Exception 3 - Mortgage Interest**

Additional information for a and f: Enter treaty country ► \_\_\_\_\_ and treaty article number ► \_\_\_\_\_

## EXCEPTION 4 – DISPOSITION OF A REAL PROPERTY INTEREST

### (FIRPTA – Foreign Investment in Real Property Tax Act)

Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions** (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien      If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien      } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► **Exception 4 - Disposition of Real Property**

Additional information for a and f: Enter treaty country ► \_\_\_\_\_ and treaty article number ► \_\_\_\_\_

## EXCEPTION 5 – TREASURY DECISION 9363

**Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_  
e  Spouse of U.S. citizen/resident alien } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► **Exception 5 - T.D. 9363** \_\_\_\_\_

Additional information for a and f: Enter treaty country ► \_\_\_\_\_ and treaty article number ► \_\_\_\_\_

## **FORM W-7/W-7(SP) CHECK LIST**

Prior to submitting your Form W-7 and attached documentation (if applicable) did you remember to:

1. Verify that you are completing the most current version of the Form W-7/W-7(SP).
2. Verify that the entries on the Form W-7/W-7(SP) do not conflict with the supporting documentation presented.
3. Ensure that the entries are typewritten or printed clearly and legibly in ink.
4. Ensure that you checked the appropriate box indicating the “Reason you are Submitting Form W-7/W-7(SP).”
5. Verify that the name on Line 1 matches the name on the supporting documentation.
6. Enter your complete mailing address on line 2.
7. Enter your permanent foreign address on Line 3, or if you have relocated to the United States, just enter the name of the foreign country where you last resided. **Reminder: A complete foreign address is required if reason for applying "b" is checked.**
8. Verify that the country of birth is present on Line 4, and that the date of birth is entered in a month/day/year (MM/DD/YYYY) format.
9. Place an “X” in the appropriate “gender” box on line 5.
10. Ensure that you entered your complete visa information (if applicable) on line 6c.
11. Check that you entered your complete date of entry into the United States (if applicable) in a month/day/year (MM/DD/YYYY) format.
12. Check that all Form W-7/W-7(SP) applications have a signature that matches the signature on the supporting documentation, or in the case of a delegate, reflects the delegate’s relationship to the applicant.
13. Enter the date of the application in a month/day/year (MM/DD/YYYY) format.
14. Submit:
  - Your completed valid U.S. Federal income tax return (if applicable) or documents substantiating that you meet an exception to the tax return filing requirement.
  - A letter, form or other documentation from the Social Security Administration (if applicable) stating that you are not eligible to receive a SSN
  - A letter from the Designated School Official or Responsible Officer (if applicable) stating that you are here for the purposes of study and will not be receiving income for personal services, or Authorized School Official in the case of an honoraria payment.
  - Supporting documentation proving your identity and foreign status and, if applicable, residency.
15. Attach Power of Attorney (POA) (if applicable) – Form 8821 or Form 2848.
16. Mail your package to:

Internal Revenue Service  
ITIN Operations  
P.O. Box 149342  
Austin, TX 78714-9342

or if using an overnight private delivery service:

Internal Revenue Service  
ITIN Operations  
Mail Stop 6090-AUSC  
3651 S. Interregional, Hwy 35  
Austin, TX 78741-0000

## **SAMPLE LETTER FROM WITHHOLDING AGENT**

**(To Be Used as a Guide for Providing Required Information)**

(Written on Official Letterhead of Withholding Agent)

To: IRS

ITIN POLICY SECTION

To Whom it May Concern:

This is to certify that \_\_\_\_\_

Name of Account Holder

has an account with this organization which will be generating income during the current tax year that is subject to IRS information reporting requirements and/or withholding of Federal income tax. The applicant, therefore, is requesting an ITIN to provide to us for our reporting, withholding and distribution procedures.

Sincerely,

---

Date of Signature

Signature of Official

---

Printed Name of Official

---

## **SEVIS SAMPLE CERTIFICATION LETTER**

**For SEVP-Approved Colleges, Universities, and Institutions Transmitting Form W-7, Application for Individual Taxpayer Identification Number (ITIN)**

(College, University, or Institution Letterhead)

Original with address

Internal Revenue Service

ITIN Operations

P.O. Box 149342

Austin, TX 78714-9342

This letter certifies:

- 1.The attached completed Form W-7, Application for IRS Individual Taxpayer Identification Number and supporting documentation is for \_\_\_\_\_ (Insert Full Name of Applicant) with SEVIS number \_\_\_\_\_ (Insert SEVIS Number);
- 2.The name and SEVIS number have been verified by the undersigned;
- 3.The applicant is not eligible for an SSN; and
- 4.The applicant's supporting original documents or copies certified by the issuing agency to establish identity and foreign status has been personally reviewed by the undersigned.

The applicant provided the following original or copies certified by the issuing agency documents to establish the applicant's identity and foreign status:

(List documents here)

Attachments

Form W-7, Application for IRS Individual Taxpayer Identification Number

Copy of Form DS-2019 Certificate of Eligibility for Exchange Visitor Status (J-1 Status)

Copy of I-20 Certificate of Eligibility for Nonimmigrant Student Status

Copies of each identification document certified

The undersigned is the (select applicable) for the above named college/university/institution that is an approved member of The Student and Exchange Visitor Program (SEVP).

Principal Designated School Official (PDSO)

Designated School Official (DSO)

Responsible Officer (RO)

Alternate Responsible Officer (ARO)

# COPY OF FORM W-7

## Application for IRS Individual Taxpayer Identification Number

**W-7**

Form  
(Rev. August 2019)  
Department of the Treasury  
Internal Revenue Service

### Application for IRS Individual Taxpayer Identification Number

► For use by individuals who are not U.S. citizens or permanent residents.  
► See separate instructions.

OMB No. 1545-0074

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

**Before you begin:**

• **Don't submit** this form if you have, or are eligible to get, a U.S. social security number (SSN).

Application type (check one box):

- Apply for a new ITIN  
 Renew an existing ITIN

**Reason you're 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 U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
- b  Nonresident alien filing a U.S. federal tax return
- c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return
- d  Dependent of U.S. citizen/resident alien      } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- e  Spouse of U.S. citizen/resident alien      } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► \_\_\_\_\_
- f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- g  Dependent/spouse of a nonresident alien holding a U.S. visa
- h  Other (see instructions) ► \_\_\_\_\_

Additional information for a and f: Enter treaty country ► \_\_\_\_\_ and treaty article number ► \_\_\_\_\_

|  |  |                                      |   |  |  |
|--|--|--------------------------------------|---|--|--|
| <b>Name</b><br>(see instructions)  | 1a First name  | Middle name                          | Last name   |  |  |
|  | 1b First name  | Middle name                          | Last name   |  |  |
| <b>Applicant's Mailing Address</b>   | 2 Street address, apartment number, or rural route number. <b>If you have a P.O. box, see separate instructions.</b>   |                                      |   |  |  |
|  | City or town, state or province, and country. Include ZIP code or postal code where appropriate.   |                                      |   |  |  |
| <b>Foreign (non-U.S.) Address</b><br>(see instructions)  | 3 Street address, apartment number, or rural route number. <b>Don't use a P.O. box number.</b>   |                                      |   |  |  |
|  | City or town, state or province, and country. Include postal code where appropriate.   |                                      |   |  |  |
| <b>Birth Information</b>   | 4 Date of birth (month / day / year)<br>/ /  | Country of birth                     | City and state or province (optional)   | 5 <input type="checkbox"/> Male<br><input type="checkbox"/> Female |  |
| <b>Other Information</b>   | 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) <input checked="" type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D.<br><input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____  |                                      | Date of entry into the United States (MM/DD/YYYY): / /  |  |  |
|  | Issued by:   | No.:                                 | Exp. date: / /  | / /  |  |
|  | 6e Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)?<br><input checked="" type="checkbox"/> <b>No/Don't know.</b> Skip line 6f.<br><input type="checkbox"/> <b>Yes.</b> Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).   |                                      |   |  |  |
|  | 6f Enter ITIN and/or IRSN ► <b>ITIN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <b>IRSN</b> <input type="text"/> - <input type="text"/> - <input type="text"/> and name under which it was issued ► _____   |                                      |   |  |  |
|  | First name _____ Middle name _____ Last name _____   |                                      |   |  |  |
| 6g Name of college/university or company (see instructions) ► _____<br>City and state ► _____ Length of stay ► _____ |  |                                      |   |  |  |
| <b>Sign Here</b>   | Under penalties of perjury, I (applicant/delegate/acceptance agent) declare that I have examined this application, including accompanying documentation and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I authorize the IRS to share information with my acceptance agent in order to perfect this Form W-7, Application for IRS Individual Taxpayer Identification Number. |                                      |   |  |  |
| Keep a copy for your records.  | 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 | <input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian<br><input type="checkbox"/> Power of attorney |  |  |
| <b>Acceptance Agent's Use ONLY</b>   | Signature  | Date (month / day / year)            | Phone   |  |  |
|  |  | / /                                  |   |  |  |
|  | Name and title (type or print)   | Name of company                      | EIN   | PTIN   |  |
|  |  |                                      | Office code   |  |  |

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 10229L

Form W-7 (Rev. 8-2019)

