**Paper Filing Instructions for ITIN Process**

Thanks for making the payment of your Invoice.

Please find the attached Final Documents for TY 2023. Follow the instructions below to Paper file the return.

1. Print the Final copies of All Form 1040 and Form W7.
2. Sign page 2 of Form 1040 both Taxpayer and Spouse.
3. Applicant should sign on Form W7.
4. Along with this copies carry your Original passport to the TAC center.
5. Find your nearest TAC center and book an appointment using the link below [**https://apps.irs.gov/app/officeLocator/index.jsp**](https://apps.irs.gov/app/officeLocator/index.jsp) or call us for assistance in finding the same.
6. Please carry signed Form 1040, filled form W7, all W2’s and original passport and VISA of the applicant. Physical appearance of the applicant is mandatory.
7. They will verify and return back the original passport on the same day.

Please feel free to call us for any other assistance.

Thank you so much for your business and referrals.

**NOTE**:

1. The TAC Center may suggest you for an Extension Application based on your status, In such cases do let us know.
2. Let us know once you receive the ITIN, So that we can proceed with the State Filing.