**Instructions and Checklist for ITIN application process**

**Taxcare Inc.** can certify the Identity/foreign status docs [eg: Passport copy] for TP/spouse/dependents

Clear copy of Passport:

1. First page
2. Visa copy, USA entry date stamp [ mostly on same page]
3. Birth certificate - for children under 18
4. School certificate/ records [Certificate from school/ Latest mark list etc.] for **students less than 18**

Make sure they [applicant/s] are INELIGIBLE for Social security #

Adult ITIN applicants require 1 & 2 above

Children under 18 require all 1-4 above

Send /email the W2 and any other income and deductible expenses statements along with the

updated checklist 2020.

Our email is [**bpt1040@gmail.com**](mailto:bpt1040@gmail.com) OR [**bp@tax4less.org**](mailto:bp@tax4less.org)

Checklist (word document) can be downloaded from

[**www.tax4less.org**](http://www.tax4less.org)

**mytaxtech.com**

[**https://www.taxteckforless.com**](https://www.taxteckforless.com)

**ITIN applicant/s may be interviewed in our office, over zoom, skype or other electronic video conference.**

**Once the tax return and ITIN application have been processed, we will email you the tax docs and ITIN applications for verification of your physical signature(s) [for out-of-state tax payers]. Once you sign the tax forms and W7 application, mail it back to us for processing and certification before sending it to the IRS office.**

**Local tax payers get their full packets after our certification for mailing it to ITIN processing office in Texas**

**IRS mailing instructions :**

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