

How to Obtain an ITIN

What is an ITIN?

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service (IRS). IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number and are not eligible to obtain a Social Security Number (SSN) from the Social Security Administration (SSA).

How do I apply for an ITIN?

Use the latest revision of Form W-7, [Application for IRS Individual Taxpayer Identification Number](#) to apply. Attach a valid federal income tax return, unless eligible for an exception, and include the original proof of identity or copies certified by issuing agency and foreign status documents.

Because filing a tax return is considered an attachment to the ITIN application, do not mail a tax return to the address listed in the Form 1040, 1040A or 1040EZ instructions. Instead, send the tax return, Form W-7 and proof of identity and foreign status documents to:

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

Individuals may also apply using the services of an IRS-authorized [Acceptance Agent](#) or visit some key IRS [Taxpayer Assistance Center](#) instead of mailing information to the IRS in Austin. Taxpayer Assistance Centers (TACs) in the United States provide in-person help with ITIN applications on an appointment basis only. The IRS's ITIN Unit in Austin issues all numbers through the mail.

When should I apply for an ITIN?

Individuals should complete Form W-7 as soon as they are ready to file a federal income tax return, since the return will need to be attached to the ITIN application.

If an exception to the tax filing requirement is met, submit Form W-7, along with the documents providing identity and foreign status without a tax return. Individuals are also required to include supplemental documents to verify qualification for the exception, as soon as possible after determining eligible for the exception.

Individuals can apply for an ITIN any time during the year. However, if the tax return attached to Form W-7 is filed after the return's due date, individuals may owe interest and/or be subject to penalties. File the current year's return by the due date to avoid this situation.

Expiring ITINs

- The PATH Act requires that certain ITINs expire.
- ITINs with middle digits of 70, 71, 72 or 80 will expire at the end of 2018.
- Individuals only need to renew an expiring ITIN if it will be included on a U.S. tax return or claim for refund filed in 2018.
- Passports for dependents from a country other than Canada or Mexico or dependents of U.S. military members overseas must have a date-of-entry stamp; otherwise additional documents are required.

MILE HIGH UNITED WAY'S 2-1-1 HELP CENTER



Dial **2-1-1** | Text **898-211** ‡ | Search our database or chat with us at unitedwaydenver.org/2-1-1

Where can I get help with my ITIN application?

Call the IRS toll-free at 1-800-829-1040 if in the United States. If outside the United States, call (267) 941-1000 (not a toll-free number) for information and help in completing Form W-7 and tax return or to check on the status of an application six weeks after submitting Form W-7.

Assistance is also available at selected IRS [Taxpayer Assistance Centers](#) in the United States to provide in-person help with ITIN applications on an appointment-only basis. Individuals may also use the services of an IRS-authorized [Acceptance Agent](#).

How and when can I expect to receive my ITIN?

If an individual qualifies for an ITIN and the application is complete, a letter from the IRS will be received by mail usually within seven weeks assigning a tax identification number. If an ITIN has not be received nor other correspondence from the IRS within seven weeks after application, call the IRS toll-free number at 1-800-829-1040 (within the United States) or (267) 941-1000 (outside of the United States).

Related Resources in Mile High United Way's 2-1-1 Database:

[Individual Taxpayer Identification Numbers](#)

Source: Internal Revenue Service (<https://www.irs.gov/individuals/international-taxpayers/general-itin-information>)

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‡Standard message and data rates may apply. Text STOP to opt-out. For end user privacy and terms and conditions of texting with 898-211, go to preventionpaystext.com/policies.

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