

## **ITIN APPLICATION PROCESS**

Sirrom Tax is a Certifying Acceptance Agent (CAA) for the IRS who is authorized to verify your claim of identity and foreign status and submit Form W-7, Application for IRS Taxpayer Identification Number (ITIN), on your behalf. We are allowed to use Form W-7 as evidence that we have reviewed and verified your original documentation, or a certified copy from the issuing agency of those documents, through face-to-face or video electronic interviews.

**What is our Fee?** \$400 per ITIN

**When you submit your documents to us, we must have them as follows:**

- § colored documents
- § entire portions of documents visible
- § document cannot be blurry

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

IRS streamlined the number of documents the agency accepts as proof of identity and foreign status to obtain an ITIN. There are 13 acceptable documents. Each document must be current and contain an expiration date. IRS will accept documents issued within 12 months of the application if no expiration date is normally available. Documents must also show your name and photograph and support your claim of foreign status. Below is the list of the **only** acceptable documents: **\*\*We require at least 2 items from this list, even if you are only required to submit the Passport only!**

- **Passport (stand-alone document) \***
- National identification card (must show photo, name, current address, date of birth, and expiration date)
- U.S. driver's license
- Civil birth certificate (required for dependents under 18 years of age)
- Foreign driver's license
- U.S. state identification card
- Foreign voter's registration card
- U.S. military identification card
- Foreign military identification card
- Visa
- U.S. Citizenship and Immigration Services (USCIS) photo identification
- Medical records (dependents only - under 6)
- School records (dependents only - under 14, under 18 if a student)

**\*A passport is the only document that proves both identity and foreign status. For dependents, the passport must have a date of entry 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 is not submitted, a combination of two or more documents must be submitted to meet the document requirements.**

**Dependents without an entry date on passport need to show additional documentation as proof of residency. Applicants will be required to submit (along with the passport) either:**

**§ 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 processing times: Allow 7 weeks for the IRS to notify you of your ITIN application status (9 to 11 weeks if you submit the application during peak processing periods (January 15 through April 30) or if you're filing from overseas). If you haven't received your ITIN or correspondence at the end of that time, you can call the IRS to find out the status of your application 800-829-1040 or (267) 941-1000.*

Please don't hesitate to contact us if you have any questions.

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