

What documents do I need to bring to my appointment?

Every applicant must bring **original** identification. Documents **cannot be expired**.

If you have a spouse or dependent(s) with a Social Security number, please bring the original Social Security card(s) to your appointment.

The IRS requires original documents for all dependents applying for ITINs. Bring these with you when meeting with a Certified Acceptance Agent or include them when mailing your application.

Need help applying for an ITIN or filing your taxes?

If your family income is less than \$65,000 per year (or less than \$45,000 per year for individuals), you could be eligible for free tax preparation at one of Just Harvest's Volunteer Income Tax Assistance (VITA) sites!

Appointments are available from January to April. Visit pa211.org to schedule a tax appointment.

IRS Approved Documents
<i>Passport</i> (If you have a passport, this is the ONLY document required.)
OR
If you do <i>not</i> have a passport, you must present your <i>Birth Certificate</i> AND one of the following documents:
<ul style="list-style-type: none">• National Identification Card (For example, Mexico's Matricula Consular)• Foreign Voter ID Card• Medical records (Only for dependents under 6 years old. The record must contain the child's name, date of birth, and address. The record must also include the name, address, and phone number of the doctor, hospital, or clinic where the treatment was performed.)• School Report Card (Only for students under 18 years old. Report card must be for the current school year and must include the date, student's name, grades, school name and address.)• Foreign Military ID Card• Visa issued by the United States• Photo ID from the U.S. Citizenship and Immigration Services (USCIS)• U.S. Driver's License• Foreign Driver's License• U.S. State Photo ID• U.S. Military ID Card



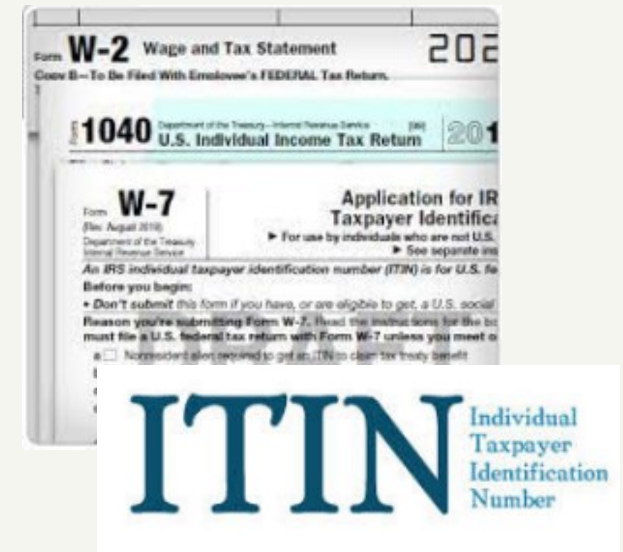
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What is an Individual Taxpayer Identification Number (ITIN)?



What is an ITIN?

The ITIN, or Individual Taxpayer Identification Number, is issued by the Internal Revenue Service. Some people refer to the ITIN as the “tax number,” “IRS number” or “TIN number.” The number is issued only to people who do not have and do not qualify for a Social Security Number. The main purpose of the ITIN is to declare your income. Therefore, with only a few exceptions, you must submit your tax return along with your ITIN application.

Like a Social Security Number, the ITIN has 9 digits. All ITINs begin with the number 9, while no Social Security Number starts with a 9. The format of the ITIN is: 9xxx-xx-xxxx.

Why should I file a tax return?

- If you make over a certain amount of money or owe taxes, you have a legal obligation to file a tax return.
- Filing taxes is evidence of good moral character and continuous presence in the United States.
- You could get a cash refund if your employer withheld excess taxes during the year of if you have a dependent or dependents that qualify for the Child Tax Credit.
- Some immigration applications require you to present your tax returns.

Will the IRS share my information with immigration?

No. The IRS does not share information with other departments of the US Federal government. The IRS cannot report you to immigration for having applied for or receiving an ITIN.

However, the courts can request information about you from the IRS if you have an open deportation order, or if you are suspected of terrorist activities.

Can I apply for ITINs for my spouse or dependents?

Yes. Your spouse and dependents (partner, children, or other relatives) may also be eligible to apply for an ITIN. If you are legally married, you can present a joint tax return with your spouse. Any dependents you claim will need to qualify under the IRS rules for dependents. These rules take into account the income, age, and residence of the dependent, among other factors. Each dependent must present the required identification documents to apply. See other side for a list of acceptable documents.

How do I apply for an ITIN?

All ITIN applications must include Form W-7 and a completed tax return. The IRS takes ITIN applications at its Taxpayer Assistance Centers, by mail, and through an IRS Certifying Acceptance Agent (CAA). The IRS does NOT take online applications.

Form W-7 and your tax return must either be mailed to the IRS with original identification documents, or taken to a CAA for approval. If you meet with a CAA, they will send Form W-7 and your tax return to the IRS but you will not have to mail your identification documents. It is free to apply for an ITIN, but you may have to pay taxes to the IRS.

In most cases, you will receive your ITIN in 6-8 weeks.

Can I use my ITIN to work?

No. The primary purpose of the ITIN is to file a tax return and pay taxes. The ITIN does not change your immigration status and does not authorize you to work.

The ITIN does not allow you to claim Social Security benefits, public benefits, or the Earned Income Tax Credit (also known as the EITC). However, you can claim the Child Tax Credit.

You can use your ITIN to open a bank account and to establish credit under your own name.