



# VIMLAN TAX SERVICES, LLC.

NAVIGATING YOUR FINANCIAL SUCCESS

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Disregard this page or leave this page blank if you do not wish to apply for an individual tax identification number for any of your dependents.

## **NEW IRS-Issued ITIN (Individual Taxpayer Identification Number) Application Instructions**

***You can no longer have your dependents' and nonresident spouse's identity documents notarized by any notary, but rather only by the issuing agency of the identity document you are submitting with the ITIN application (W7 Form).*** The IRS has now made it official and final that it will ONLY accept unexpired identity documents with photos, to be notarized and certified by only the ISSUING AGENCY of the identity document. APOSTILLE STAMPS ARE NOT ACCEPTED BY THE IRS. See the complete release by the IRS [here](#). In all, there are 13 acceptable documents, which you can read about [here](#). All ITINS now expire after 5 years and require a new application process to renew or apply for new ITINS. Indian PAN cards will not work.

Thus, make copies of any of the required mentioned documents, and have them notarized. ***Spouses on L2 Visas are eligible for Social Security numbers, but must be in the US to apply for them. Otherwise, ITIN applications for L2 spouses can be rejected by the IRS on their basis of eligibility of attaining social security numbers.***

**Those submitting Passport and Visa Docs as part of ITIN Process, make copies of the following, for EACH ITIN applicant you are applying for:**

- 1) **Photo and address pages of the passport.** (Some passports do not have address pages).
- 2) ***I-94 (Departure Record), FRONT & REVERSE SIDE which is usually stapled inside the passport.***
  - If this is not available, then make sure to make a copy of the passport page where the Department of Homeland Security has stamped the entry date.
  - If either the I-94 and/or US Visa is expired, then a notarized I-797A Notice of Action, from the Dept. of Homeland Security, must be attached, with the new unexpired I-94 attached to that document at the bottom.
- 3) ***Valid & Unexpired US Entry Visa. (See prior bullet point on I-797A Notice of Action).***
- 4) When they notarize, instruct them to write: "This is a true and certified copy of the original."
- 5) Submit these documents by mail with your completed W7 and Tax Return to either Internal Revenue Service, ITIN Operation, PO Box 149342, Austin, TX 78714-9342, or via a courier service to Internal Revenue Service, ITIN Operation, Mail Stop 6090-AUSC 3651 S. Interregional, Hwy 35, Austin, TX 78741-0000 if using FedEx, UPS, etc.