

DESIGNATED IRS TAXPAYER ASSISTANCE CENTERS:

Chicago

230 S. Dearborn St.
Chicago, IL 60604
(312) 292-4912
Monday-Friday - 8:30 am-4:30pm
---Open until 6:00 p.m. on 4/14 & 4/15

Downers Grove

2001 Butterfield Rd.
Downers Grove, IL 60515
(630) 493-5291
Monday-Friday - 8:30 am-4:30pm
---Open until 6:00 p.m. on 4/14 & 4/15

Orland Park

14479 John Humphrey Dr
Orland Park, IL 60462
(708) 873-8310
Monday-Friday - 8:30am- 4:30pm
---Open until 6:00 p.m. on 4/14 & 4/15

Schiller Park

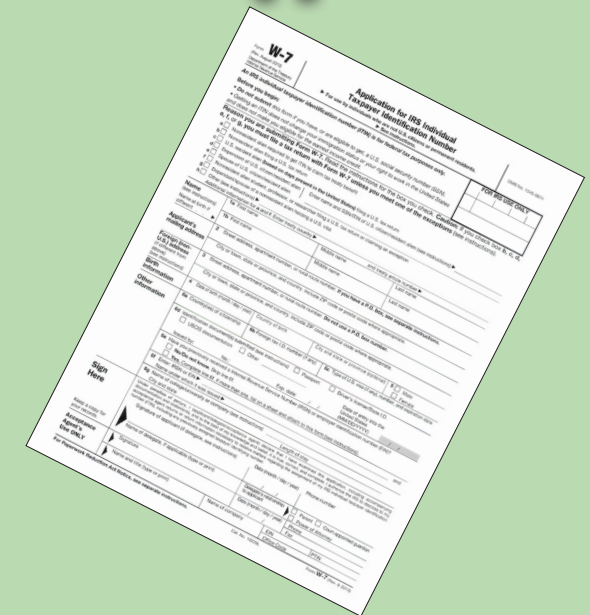
5100 River Road
Schiller Park, IL 60176
(847) 671-7541
Monday-Friday - 8:30 a.m.-4:30 p.m.
---Open until 6:00 p.m. on 4/14 & 4/15

Springfield

3101 Constitution Dr
Springfield, IL 62704
(217) 862-6015
Monday-Friday - 8:30am-4:30pm

Form W-7 ITIN Application

THIS PAMPHLET DOES NOT CONSTITUTE LEGAL ADVICE. Students who are confronted with legal problems or who need specific advice are encouraged to seek assistance from a LICENSED ATTORNEY at STUDENT LEGAL SERVICE.



STUDENT LEGAL SERVICE
324 Illini Union
Office Hours: 8:30-Noon & 1-4:30pm, M-F
www.odos.illinois.edu/sls

*A Program of the Office of the Dean of Students
Student Affairs at Illinois.*

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How To Apply (from irs.gov)

Your application must include all of the following.

1. Your completed Form W-7. If you submit a Form W-7, all later ITIN notices and correspondence that you receive will be in English. If you prefer to receive them in Spanish, please submit Form W-7(SP).

2. Your original, valid tax return(s) for which the ITIN is needed. Attach Form W-7 to the front of your tax return. If you are applying for more than one ITIN for the same tax return (such as for a spouse or dependent(s)), attach all Forms W-7 to the same tax return. After your Form W-7 has been processed, the IRS will assign an ITIN to the return and process the return.

There are exceptions to the requirement to include a U.S. tax return. If you claim one of these exceptions, you must submit the documentation required instead of a tax return. See the Exceptions Tables, in the *W-7 Instructions on irs.gov*.

3. The original documents, or certified copies of these documents from the issuing agency, that support the information provided on the Form W-7. The supporting documentation must be consistent with the applicant's information provided on Form W-7. For example, the name, date of birth, and country(ies) of citizenship must be the same as on Form W-7, lines 1a, 4, and 6a.

You can submit copies of original documents if you do any of the following.

-Have the copies certified by the issuing agency. *(For a passport, this is your country's Consulate or Embassy here in the U.S.)*

All *italicized* words were added by SLS.

-Have the officers at U.S. Embassies and Consulates overseas provide certification and authentication services.

Contact the Consular Section, American Citizens Services of the U.S. Embassy or Consulate in advance to determine the hours of operation for these services.

-Certified copies. A certified document is one that the original issuing agency or a *Designated IRS Taxpayer Assistance Center* provides and certifies as an exact copy of the original document and contains an official stamped seal from the Agency or the notation of the *IRS employee*.

You may be able to request a certified copy of documents at an embassy or consulate. However, services may vary between countries, so it is recommended that you contact the appropriate consulate or embassy for specific information.

Original documents you submit will be returned to you at the mailing address shown on your Form W-7. You do not need to provide a return envelope.

Applicants are permitted to include a prepaid Express Mail or courier envelope for faster return delivery of their documents. The IRS will then return the documents in the envelope provided by the applicant.

If your original documents are not returned within 60 days, you can call the IRS. If you will need your documents for any purpose within 60 days of submitting your ITIN application, you may wish to apply in person at an IRS Taxpayer Assistance Center.

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In Illinois, the only IRS Taxpayer Assistance Centers that can authenticate your identification documents are:

Chicago
Downers Grove
Orland Park
Schiller Park
Springfield

Springfield is the only one south of the Chicago metropolitan area. Addresses and contact information are on the back of this pamphlet. *(This section is a summary of information on irs.gov)*

Individual Taxpayer Identification Number (ITIN) Authenticating Taxpayer Assistance Centers

- All ITIN applicants, including children, must appear in person at the time the Form W-7, Application for IRS Individual Taxpayer Identification Number, is submitted to have their passport and/or national identification card returned the same day.
- This office will review and certify original passports and national identification cards only.
- All other original documentation and copies of documents certified by issuing agencies will be forwarded with the Form W-7 application to the IRS ITIN Office.

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