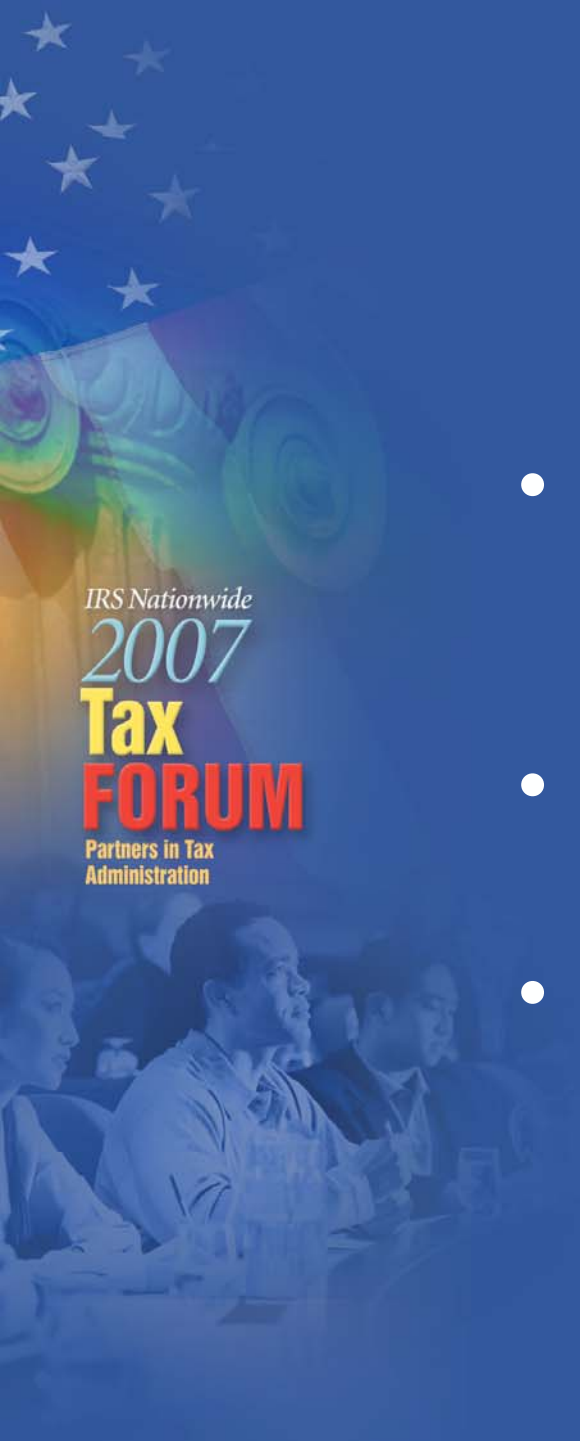
Using the Form W-7 to Secure the Individual Taxpayer Identification Number

ITIN Program Office
Atlanta, GA

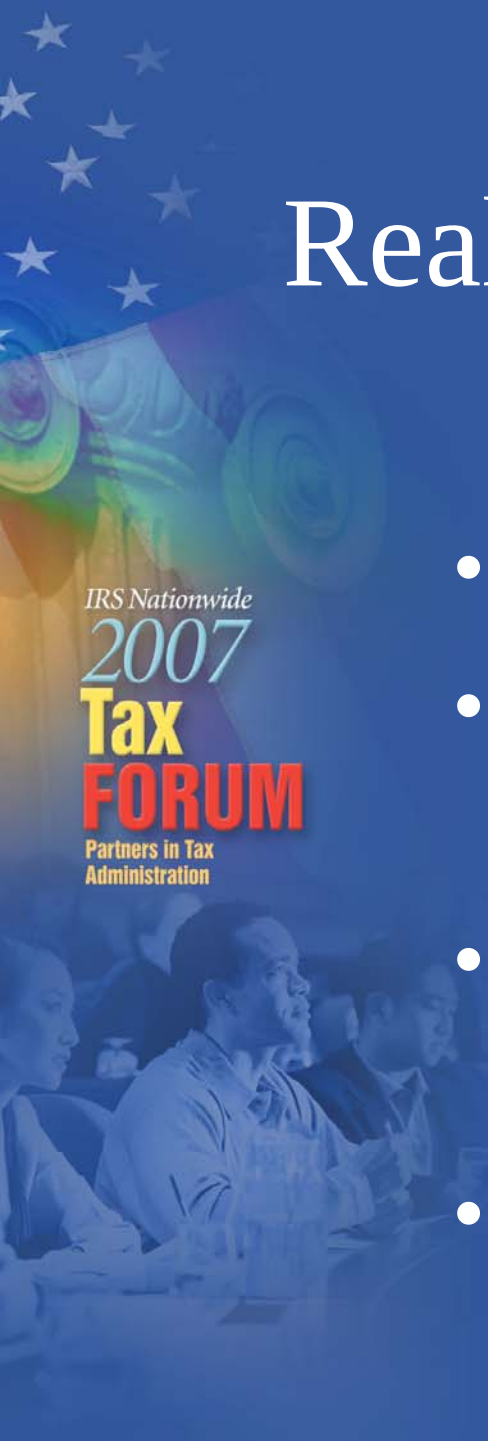


Agenda

- W-7 ITIN Processing – Migration and the Real-time System
- Acceptable and Unacceptable Documentation
- Area of Responsibility: ITIN Program Office vs. ITIN Operations

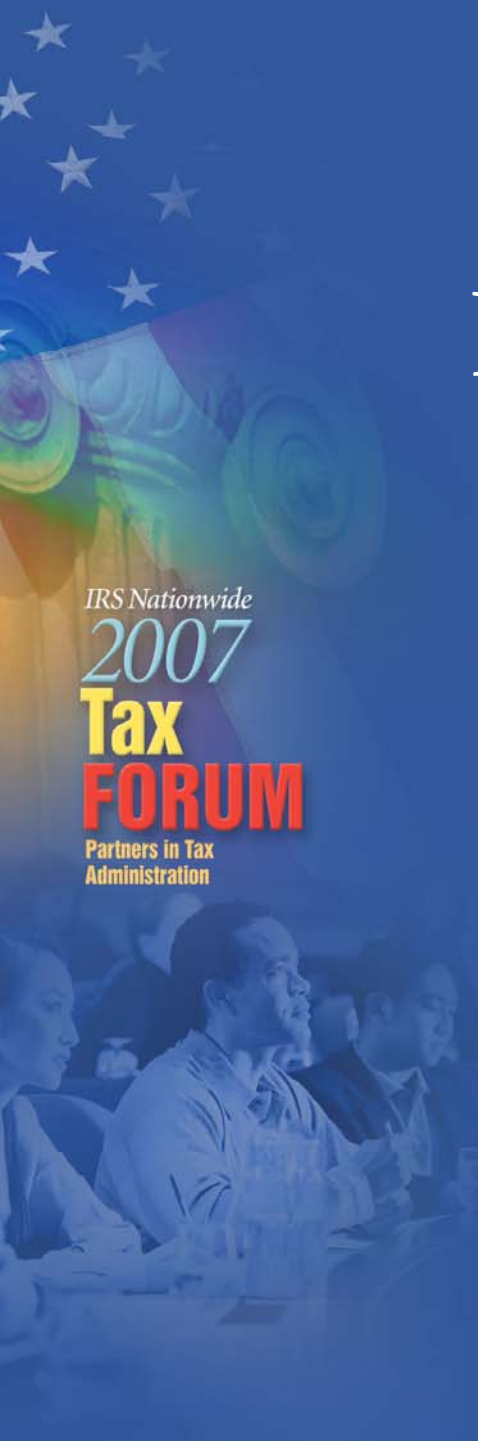
Migration of work from Philly to Austin

- Purpose of Migration
- Transshipment of Work
- Concurrent Operations
- January 1, 2007



Real-time System Processing Problems Identified

- Notices not received
- Incorrect date of birth on notices
- Timely posting of ITINs to master file
- Undeliverable mail



Real-time System Processing Problems Cont.

- Computer systems down
- Erroneous rejects – Exception 1
- System Enhancements – Correspondence field
- RTS Database Conversion

W-7 Changes for FY 07

- Form Change
  - Inclusion of EFIN/Office Code
- Instructions
  - Austin Service Center mailing address
  - Itemized list of documents to support each exception

Supporting Documentation

- 13 Acceptable documents
- Prove foreign status and identity
  - Passport proves both foreign status and identity
- Two forms of documentation required

Documentation Cont.

- Photo Identification
- Medical and School Records (children under age 14 or 18 if a student)
- Must be valid – unexpired
- Apostille - Foreign Notary

Documentation Cont.

- Unacceptable Documentation
  - National Health Cards – Canada
  - Smile Safe Kids Cards
  - Identi-Kids
  - U.S. Aid Cards

Area of Responsibility:

- ITIN Program Office
  - Oversight for W-7 Process and Acceptance Agent Program
- Austin ITIN Operations
  - Processing all W-7 Forms

Statistics on ITINs

- 10,771,438 ITIN Assigned since 1996
  - 1.6 Million assigned in 2006
- $48 Billion in tax liability from 1996 through 2003
- $23 Billion in total refunds issued from 1996 through 2003

Contacts

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