

**Internal Revenue Service presents**

**Individual Taxpayer  
Identification Number  
Acceptance Agents Training**

**Wage and Investment  
ITIN Policy Section  
Atlanta, GA**

# **ITIN Acceptance Agent Training**

**Welcome to  
Individual Taxpayer  
Identification Number  
(ITIN) Acceptance Agents  
Training**

# ITIN Acceptance Agent Training

Effective May 1, 2010, **all** new and renewing applicants for the ITIN Acceptance Agent Program are required by the Internal Revenue Service (IRS) to complete this training before submitting Form 13551, *Application to Participate in the IRS Acceptance Agent Program*, for approval.

*(Continued)*

# ITIN Acceptance Agent Training

To meet the new training requirement, complete the following steps:

1. Review the following pages of this training module. Refer to information contained in IRS forms and publications as suggested.

*(Continued)*

# ITIN Acceptance Agent Training

2. Print the **Certification Statement** found on the final page of the training module.
3. **Sign** and **date** the Certification Statement and **attach** it to your completed Form 13551. **Note:** Only certification statements with a current date will be accepted.

# ITIN Acceptance Agent Training

This training module is designed to increase:

- Your awareness of your role as an ITIN Acceptance Agent and
- Your technical knowledge of the ITIN process and W-7 application procedures.

We encourage you to share and discuss this information with your business associates and employees.

# ITIN Acceptance Agent Training

Before beginning the training module, we recommend that you print or view copies of the following forms and publications available at [www.irs.gov](http://www.irs.gov) in English and in Spanish:

- Form W-7 and Instructions, *Application for IRS Individual Taxpayer Identification Number*
- Publication 1915, *Understanding Your IRS ITIN*
- Publication 4327, *Enabling Participation in the Tax System*

# **ITIN Acceptance Agent Training**

## **Lesson One**

### **Role of the ITIN Acceptance Agent and the ITIN Process**

At the end of this lesson, you will be able to:

- List services Acceptance Agents provide to their customers, and
- Explain when a taxpayer needs an ITIN.



# Role of the ITIN Acceptance Agent and the ITIN Process

As an ITIN Acceptance Agent, you play a vital role in the efficient and effective processing of Forms W-7 and U.S. tax returns because you:

- Offer services in close proximity to where your clients live and work,
- Provide ITIN bilingual literature to better communicate with all taxpayers,
- Determine each client's eligibility for a Social Security Number or an ITIN,

# Role of the ITIN Acceptance Agent and the ITIN Process

- Inform clients when their supporting identification or documentation is unacceptable, and
- Facilitate issuance of your clients' ITINs in partnership with the ITIN Policy Section and Austin ITIN Operations.

# Role of the ITIN Acceptance Agent and the ITIN Process

## Reminders:

1. Exception 1 (d) has been updated to indicate that self-generated income statements will only be accepted with a copy of the contract, or a letter with a post-marked envelope addressed from the withholding agent.

# Role of the ITIN Acceptance Agent and the ITIN Process

2. You may not e-file a tax return(s) using an ITIN in the year in which it is received. If you apply for and receive an ITIN for your client this year, you may not e-file any tax return using that ITIN (including prior year returns) until next year.
3. Apply using the most current Form W-7, Application for IRS Individual Taxpayer Identification Number or Form W-7 (SP).

# Role of the ITIN Acceptance Agent and the ITIN Process

What is an ITIN?

An ITIN is a tax processing number issued by the IRS to certain resident and nonresident aliens, their spouses, or dependents.

It is available to persons required to have a taxpayer identification number for federal tax purposes but who do not have, and are not eligible to obtain a Social Security Number (SSN).

# Role of the ITIN Acceptance Agent and the ITIN Process

As an ITIN Acceptance Agent, you are responsible for determining if your client is eligible for an SSN **before** completing Form W-7.

If your client **is eligible** for an SSN, you **must** advise them to apply for one at the Social Security Administration (SSA). If the SSA will not issue your client an SSN, the client **must** obtain a denial letter to attach to their Form W-7.

# Role of the ITIN Acceptance Agent and the ITIN Process

If you are unsure about your client's eligibility for an SSN, refer to the Social Security Administration Web site at [www.ssa.gov](http://www.ssa.gov) for additional information.

***Remember, an individual who is eligible for a SSN is not eligible for an ITIN.***

# **ITIN Acceptance Agent Training**

## **Lesson Two**

### **Completing Reason You're Submitting Form W-7**

At the end of this lesson you will be able to:

- Determine your client's tax status and their reason for submitting Form W-7, and
- Select appropriate box (a – h) based on that reason.



# Completing Reason You're Submitting Form W-7

Once you establish that your client needs an ITIN, you will begin the process of completing Form W-7.

Determine your client's "tax status." While they may be a "nonresident alien" for non-IRS purposes, they may be a "resident alien" for tax purposes.

# Completing Reason You're Submitting Form W-7

The following publications, available online at [www.irs.gov](http://www.irs.gov), can help you understand an individual's tax status:

- Publication 519, *U.S. Tax Guide for Aliens*
- Publication 901, *U.S. Tax Treaties*

For additional assistance call toll-free 1-800-829-1040 to speak with an IRS taxpayer assistance representative. Outside the U.S. call 1-267-941-1000 (not toll-free).

# Completing Reason You're Submitting Form W-7

Select the category or reason for applying by checking the box ("a" – "h") that describes your client's reason for submitting Form W-7.

If more than one box applies to your client, check the box that best explains the reason for submitting Form W-7.

If you choose box "a" or "f" you **must** provide tax treaty information on the lines provided **below** box h.

# Completing Reason You're Submitting Form W-7

The following is taken from Form W-7.

**Reason you're submitting Form W-7.** Read the instructions for the box you check.

**Caution:** If you check box **b, c, d, e, f,** or **g,** you must file a U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

- a  Nonresident alien required to get an ITIN to claim tax treaty benefit
  - b  Nonresident alien filing a U.S. federal tax return
  - c  U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return
  - d  Dependent of U.S. citizen/resident alien } Enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ▶
  - e  Spouse of U.S. citizen/resident alien } \_\_\_\_\_
  - f  Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
  - g  Dependent/spouse of a nonresident alien holding a U.S. visa
  - h  Other (see instructions) ▶ \_\_\_\_\_
- Additional information for **a** and **f**: Enter treaty country ▶ \_\_\_\_\_ and treaty article number ▶ \_\_\_\_\_

*(Continued)*

# Completing Reason You're Submitting Form W-7

**Box h. Other.** If the reason for your client's ITIN request is not described in boxes "a" through "g", check box "h" and describe in detail the reason your client is requesting an ITIN and attach supporting documents.

The next lesson provides information about claiming an exception to the tax return filing requirement. If applicable, enter the exception number, alpha subsection (if applicable) and category on the line beside box "h".

# ITIN Acceptance Agent Training

## Lesson Three

### Completing Form W-7 Exceptions

At the end of this lesson you will be able to:

- Identify and apply exceptions to the tax return filing requirement that may be applicable to your client, and
- Enter required information for box "h".

# Completing Form W-7 Exceptions

What are the “Exceptions” to the requirement to attach a U.S. individual income tax return to Form W-7?

Although most ITIN applicants must attach a valid U.S. individual income tax return to their Form W-7 application, there are limited circumstances under which an ITIN will be issued without an attached tax return.

# Completing Form W-7

## Exceptions

If any of the five Exceptions, listed in the “Exceptions” section of the Appendix for this training module, apply to your client, you will **not** need to attach a U.S. individual income tax return to your Form W-7.



# Completing Form W-7 Exceptions

If you claim an Exception to the requirement to submit a valid original U.S. individual income tax return with Form W-7 you **must submit proof** of your claim in lieu of the tax return.

For more information about Exceptions and to view examples of completed entries see Publication 1915, *Understanding Your IRS ITIN* on [www.irs.gov](http://www.irs.gov). Also available in Spanish under catalog number 35265T.

# **ITIN Acceptance Agent Training**

## **Lesson Four**

### **Completing Form W-7 Line by Line Instructions**

At the end of this lesson you will be able to complete Form W-7 by applying line-by-line instructions to lines 1a through 6g.

# Completing Form W-7 Line by Line Instructions

## Application Type

Check the applicable box to indicate if your client is:

1. A first-time applicant applying for a **new** ITIN, or
2. Seeking to **renew** an ITIN that they already have.

Note: If *Renew an Existing ITIN* is checked, complete lines 6e and 6f of Form W-7/W-7(SP).

# Completing Form W-7

## Line by Line Instructions

### **Line 1a First name**

Enter your client's first name, middle initial and last name(s). Remember, some cultures use two surnames and may use a hyphen or apostrophe in names.

Enter the name(s) the way they appear on your client's documents to prove "foreign status" and "identity."

# Completing Form W-7

## Line by Line Instructions

### **Line 1b First name (Name at birth if different)**

Enter your client's name as it appears on their birth certificate if it is **different** from the name entered on line 1a.

### **For Example:**

If your client's name changed due to marriage, but their surname now is the **same** as their surname at birth, you do not need to complete this line.

# Completing Form W-7

## Line by Line Instructions

### **Line 2 Applicant's mailing address**

Enter your client's mailing address, but **only** if it is different than the address you will enter on Line 3. IRS will send all ITIN correspondence to this address.

Do not use a P.O. Box or an in care of (c/o) address if you are just entering a country name on Line 3.

# Completing Form W-7

## Line by Line Instructions

### Line 3 Foreign address

Enter your client's permanent non-U.S. address. If your client no longer has a permanent address in a foreign country because they have relocated to the U.S. enter **only** the name of the foreign country where they last resided on Line 3 (i.e. Spain, United Kingdom, Sweden or Mexico, etc.). If the addresses on lines 2 and 3 are the same, enter "Same" on Line 3.

Do not use a P.O. Box or an "in-care-of" (c/o) address on Line 3.

# Completing Form W-7

## Line by Line Instructions

### **Line 4 Birth information**

Enter date of birth in MM/DD/YYYY format. For example, enter January 1, 1972 as 01/01/1972.

### **Country of birth**

Enter the name of the country where the applicant was born. It must be a country recognized by the U.S. Department of State to be eligible for an ITIN.



# Completing Form W-7

## Line by Line Instructions

**Line 4 City, State or Province of birth**  
If available, enter this information.

### **Line 5 Gender**

Check box for Male or Female.

### **Line 6a Country of Citizenship**

Do not abbreviate. Enter complete name of the country of which your client is a citizen. Enter two countries if dual citizenship (separate by a slash “/”).

# Completing Form W-7

## Line by Line Instructions

### Line 6b Foreign Tax Identification Number

Enter your client's Foreign Tax I.D. Number if their country of residence has issued them one. For example, if your client has a Canadian Social Insurance Number, you should enter that number.

# Completing Form W-7 Line by Line Instructions

## Line 6c Type of U.S. Visa

Enter type of U.S. Visa, Number, and Expiration Date. If the applicant has a B-1/B-2 visa with number 123456 and an expiration date of December 31, 2010, enter: "B-1/B-2, 123456, 12/31/2010"

If the Visa has been issued under duration of stay, enter "D/S" as the expiration date.

# Completing Form W-7 Line by Line Instructions

## Line 6d Identification Document(s) Submitted

Check the appropriate box for the type of identity document(s) your client provided.

If your client is submitting multiple documents, use only the information from one to complete Line 6d. Attach a separate sheet of paper and write the information for the second document in the same format.

# Completing Form W-7 Line by Line Instructions

## Line 6d Identification Document(s) Submitted (Cont'd)

Enter information relevant to the document:

- Name of the State/Country or other issuer.
- Document Identification Number
- Document Expiration Date in MM/DD/YYYY format

If the type of document submitted is not shown, check the "other" box and write in the type of documentation in the space provided.

# Completing Form W-7 Line by Line Instructions

## Line 6d Identification Document(s) Submitted (Cont'd)

The "Date of entry into the United States" must contain the complete date on which your client entered the U.S., if applicable. Enter the date in a MM/DD/YYYY format. For example, if your client entered the U.S. on November 2, 2014, enter as 11/02/2014.

If your client has never entered the U.S., enter "Never entered the United States" on this line.

# Completing Form W-7

## Line by Line Instructions

### **Line 6e/6f Previous ITIN or Internal Revenue Service Number (IRSN)**

If your client was ever issued an ITIN or a temporary Internal Revenue Service Number (IRSN), check the "Yes" box on Line 6e and enter the number and name under which it was issued on Line 6f.

If they were never issued an ITIN or IRSN, or they did not provide it to you, check the "No/Do not know" box on Line 6e.

# Completing Form W-7 Line by Line Instructions

## **Line 6g Name of College /University/or Company**

Complete only if you check reason for applying box "f" for your client.

Enter the name of the educational institution, city and state in which it is located, and the length of your client's stay. Enter similar information for your client's company if they are temporarily in the U.S. for business purposes.



# ITIN Acceptance Agent Training

## Lesson Five ITIN Documentation

At the end of this lesson you will be able to identify:

- The two categories of ITIN documentation
- The ITIN Documentation Requirements, and
- Acceptance Agent responsibilities regarding documentation.

# ITIN Documentation

There are two categories of documentation:

## **1. Supporting Identification**

**Documentation** - Proves “foreign status”, “identity” and, if applicable, “residency”.

**2. Exception Documentation** - Proves that an exception to the requirement to attach a valid U.S. federal individual income tax return to Form W-7 is met.

# ITIN Documentation

## Supporting Identification Documentation.

- IRS accepts 13 documents as shown in the Appendix section of this training module.
- A valid (unexpired) passport is the only stand-alone document to prove both identity and foreign status\*.

\*Note: Additional rules apply for certain dependents. See following slide.

# ITIN Documentation

## **Supporting Identification Documentation.** *Dependent Passport Requirements*

Effective October 1, 2016, a passport that does not have a date of entry will no longer be accepted as stand-alone identification documentation for dependents who are not from Canada, Mexico, or are dependents of U.S. military personnel stationed overseas. Proof of U.S. residency must be submitted (See following slide).

# ITIN Documentation

## Supporting Identification Documentation. *Dependent Passport Requirements*

- **Dependents under 6 years of age:** A U.S. medical record that lists the applicant's name and U.S. address.
- **Dependents under 18 years of age:** A U.S. school record that lists the applicant's name and U.S. address.
- **Dependents 18 years of age or older:** U.S. school records (if a student), rental statement, utility bill, or bank statement

(Continued)

# ITIN Documentation

If a passport is not provided, submit at least two other documents, with one containing a photograph \*(except for dependents or students under 18 years of age).

\*Documentation for a dependent or student under 18 years of age **must** include a Civil Birth Certificate, unless a passport is provided.

# ITIN Documentation

Supporting Identification Documentation must be:

- Original, or
- Certified copies from the issuing agency

**Note:** Certified copies from the issuing agency are not the same as Notarized documents. Notarized documents are not accepted.

(Continued)

# ITIN Documentation

As of June 22, 2012, the IRS no longer accept copies notarized by U.S. Public notary or certain Foreign Notary Publics, authorized to certify documents under the Hague Convention.

A listing of Supporting Identification Documentation can be found in the Appendix at the end of this training module.



# ITIN Documentation

- There are two types of Acceptance Agents:
  - Acceptance Agents (AA)
  - Certified Acceptance Agents (CAA)
- The types of Acceptance Agents are outlined in Revenue Procedure 2006-10.
- **Acceptance Agents (AA)** review **supporting identification documentation** proving foreign status and identity, and **attach original or certified copies from the issuing agency** to Form W-7.

# ITIN Documentation

**Certified Acceptance Agents (CAA)** review and validate **supporting identification documentation** proving foreign status and identity, and identify them on their **Form W-7(COA), Certificate of Accuracy**.

Copies of documents for primary and secondary applicants must be sent to the IRS with the W-7(COA). **For dependents, CAAs may verify the passport and birth certificate only. Copies of the documents must be attached to W-7(COA).**

# ITIN Documentation

## **Form W-7(COA), Certificate of Accuracy:**

- Completed and \*signed by CAAs
- Clarify type of document attached (i.e. foreign status and identity)
- Attached to Form W-7, and
- Declares that the CAA reviewed the documentation provided by the applicant and certifies that it is authentic, complete and accurate based on procedures in their IRS signed agreement.
- Only the Authorized Representative can sign the W-7(COA).

# ITIN Documentation

A sample Form W-7(COA), Certificate of Accuracy is provided in Publication 4520 (available from the IRS for use **only** by Acceptance Agents).

# ITIN Documentation

**Exception Documentation** proves that the “Exception” criteria is met and:

- Takes the place of attaching a U.S. Individual Income Tax Return to Form W-7, and
- Demonstrates that your client meets the criteria for claiming an exception.

All required exception documentation must be attached to Form W-7 before your client’s application will be processed.

# ITIN Documentation

## **Exception documentation:**

- Must be attached to Form W-7 by both Acceptance Agents and Certified Acceptance Agents.
- Does not need to be described on Form W-7(COA), except for partnership agreement information when Exception 1(a) is claimed.
- Does not replace the requirement to provide Supporting Identification Documentation.

# **ITIN Acceptance Agent Training**

## **Lesson Six**

### **Signature Requirements**

At the end of this lesson you will be able to apply signature requirements for Form W-7.

# Signature Requirements

Who can sign Form W-7 if the applicant is a dependent **under** 18 years of age?

The applicant, the applicant's parent, or a court-appointed guardian. A copy of the court papers showing legal guardianship must be attached.

(Continued)



# Signature Requirements

If an adult (other than a parent or court appointed guardian) signs Form W-7, they **must** have a Power of Attorney, \*Form 2848, from the applicant's parent or court appointed guardian that authorizes them to sign. \* Now available in Spanish.

The individual (if other than the applicant) should sign their name in the space provided and check the appropriate box that indicates their relationship to the applicant.

# Signature Requirements

Who can sign Form W-7 if the applicant is a dependent 18 years of age and older?

- The Applicant, or
- Any other individual (parent, court appointed guardian, or another individual etc.) whom the applicant grants Power of Attorney. In this case:
  1. Attach Power of Attorney, Form 2848, to Form W-7 (if anyone other than the applicant signs), and

# Signature Requirements

2. Someone other than the applicant should sign their name in the space provided and check the appropriate box that indicates their relationship to the applicant.

(Continued)

# Signature Requirements

Who can sign Form W-7 if the applicant cannot sign their name?

- The Applicant must sign their mark (e.g. an "X" or a thumbprint) in the presence of a witness, and
- The witness' signature is required and must be identified as that of a witness.

# Signature Requirements

## **Application date**

The application must be dated when it is signed and submitted by the AA or CAA within five (5) business days.

## **Phone number (optional)**

IRS may use this telephone number to resolve any discrepancies in the application, which may prevent the W-7 application from being returned for incomplete entries.

# ITIN Acceptance Agent Training

## Lesson Seven

### Acceptance Agent's USE ONLY

At the end of this lesson you will be able to complete the Acceptance Agent's Use **ONLY** section of Form W-7.

# Acceptance Agent's USE ONLY Section

**The Acceptance Agent's Use ONLY section must include:**

- The signature and, if applicable, title of the Acceptance Agent's Authorized Representative based on information provided on your Acceptance Agent Application( Form 13551),
- The date the application was signed in MM/DD/YYYY format

# Acceptance Agent's USE ONLY Section

**The Acceptance Agent's Use ONLY section** must include:

- The name under which your business was established as an Acceptance Agent, and the phone and fax numbers, and
- Your EIN and Office Code Number. The Office Code number is an 8-digit number assigned to you by the ITIN Policy Section. Generally, if you have an EFIN, it will be two zeros and your EFIN (i.e. 00123456).



# **ITIN Acceptance Agent Training**

## **Lesson Eight**

### **Review of the Top 10 Form W-7 Errors**

At the end of this lesson you will be better prepared to complete and submit error-free Forms W-7 to the IRS for processing.

# Top 10 Form W-7 Errors

When Forms W-7 are incorrectly prepared, incomplete or if information or documentation is missing, your client's application will be suspended or rejected, causing a delay in the application process.

The following slides will provide descriptions of the top errors or most common errors seen by the IRS and ways you can avoid making these errors.

# Top 10 Form W-7 Errors

1. Not checking the appropriate alpha box (boxes "a" – "h") indicating the reason your client is submitting Form W-7/W-7(SP).
2. Not attaching supporting identification documentation to prove your client's identity and foreign status. With the exception of children or students under 18 years of age, at least one of the documents must contain a recent photograph. (#2 continued)

# Top 10 Form W-7 Errors

2. (continued) CAAs must submit a Form W-7(COA) Certificate Of Accuracy with copies of the documentation for all applicants (**Note:** CAAs can only verify passports and birth certificates for dependents)
3. Not attaching a valid U.S. tax return to show a tax purpose for obtaining an ITIN. You must attach an original U.S. tax return unless your client meets the criteria for claiming one of the Exceptions 1 - 5.

# Top 10 Form W-7 Errors

4. Attaching supporting identification documentation that is not on the list of thirteen (13) acceptable documents to prove identity and foreign status.
5. Submitting a Form W-7 for a dependent not shown on your client's U.S. tax return; or not submitting a Form W-7 for a dependent listed on your client's U.S. tax return.

# Top 10 Form W-7 Errors

6. Submitting a Form W-7 for a dependent who is not a U.S. citizen or resident alien and does not reside in Mexico or Canada.
7. Not entering your client's foreign address on Line 3, if applicable. If your client now resides in the United States, enter their U.S. address as the mailing address on Line 2, and "country" name only on Line 3. If the foreign address is the same as the mailing address on Line 2, enter "Same" on Line 3.

# Top 10 Form W-7 Errors

8. Not entering all of your client's birth information on Line 4, as required.
9. Not completing Line 6d, to specify the identification documentation or the date your client entered the United States.

# Top 10 Form W-7 Errors

10. Your client did not sign their name as it appears on Line 1. If another signature appears other than the applicant, you will need to attach a Power of Attorney and check the box that describes the “delegate’s relationship to applicant.”



# **ITIN Acceptance Agent Training**

## **Lesson Nine**

### **ITIN Acceptance Agent Training Summary**

At the end of this lesson you will be able to:

- Complete the training certification process.

# ITIN Acceptance Agent Training Summary

This training module for ITIN Acceptance Agents provided you with information to increase:

- Your awareness of your role as an ITIN Acceptance Agent, and
- Your technical knowledge of the ITIN process and W-7 application procedures.

# **ITIN Acceptance Agent Training Summary**

By reviewing the previous pages and reference materials, you have completed this required training module for ITIN Acceptance Agents.

# ITIN Acceptance Agent Training Summary

It is important that you print the final page of the training module containing the **Certification Statement**.

You must **sign and date** the Certification Statement and attach it to your completed Form 13551 before submitting your application to the IRS for approval.

# ITIN Acceptance Agent Training Summary

Send Form 13551, along with your signed and dated certifications for Forensic Document Training (CAA only), AA Mandatory Training, completed fingerprint cards or evidence of professional status or ERO status and PTIN to:

Internal Revenue Service  
3651 S. IH 35  
Stop 6380 AUSC  
Austin, TX 78741

# **ITIN Acceptance Agent Training**

## **Appendix**

# Appendix Exceptions

## Exceptions Tables

### Exception #1

Note. Federal tax withholding and/or information reporting must take place within the current tax year.

Third Party Withholding on Passive Income	Persons who are eligible to claim Exception 1 include:	Documentation you must submit if you are eligible to claim Exception 1:
	<b>1(a)</b> Individuals who are partners of a U.S. or foreign partnership that invests in the United States and that owns assets that generate income subject to IRS information reporting and federal tax withholding requirements; or	<b>1(a)</b> A copy of the portion of the partnership or LLC agreement displaying the partnership's employer identification number and showing that you are a partner in the partnership that is conducting business in the United States.
	<b>1(b)</b> Individuals who have opened an interest-bearing bank deposit account that generates income that is effectively connected with their U.S. trade or business and is subject to IRS information reporting and/or federal tax withholding; or	<b>1(b)</b> A signed letter from the bank on its official letterhead, displaying your name and stating that you have opened a business account that is subject to IRS information reporting and/or federal tax withholding on the interest generated during the current tax year.
	<b>1(c)</b> Individuals who are "resident aliens" for tax purposes and have opened an interest-bearing bank deposit account that generates income subject to IRS information reporting and/or federal tax withholding; or	<b>1(c)</b> A signed letter from the bank on its official letterhead, displaying your name and stating that you have opened an individual deposit account that is subject to IRS information reporting and/or federal tax withholding on the interest generated during the current tax year.
	<b>1(d)</b> Individuals who are receiving distributions during the current tax year of income such as pensions, annuities, rental income, royalties, dividends, etc., and are required to provide an ITIN to the withholding agent (for example, an investment company, insurance company, or financial institution, etc.) for the purposes of tax withholding and/or reporting requirements.	<b>1(d)</b> A signed letter or document from the withholding agent, on official letterhead, showing your name and verifying that an ITIN is required to make distributions to you during the current tax year that are subject to IRS information reporting and/or federal tax withholding. Self-generated income statements will only be accepted with a copy of the contract or a letter with a postmarked envelope addressed from the withholding agent.

# Appendix Exceptions

## Exception #2

**Note.** Federal tax withholding and/or information reporting must take place within the current tax year.

<p><b>2(a). Wages, Salary, Compensation, and Honoraria Payments</b></p>	<p>Persons who are eligible to claim Exception 2(a) include:</p>	<p>Documentation you must submit if you are eligible to claim Exception 2(a):</p>
<p><i>Claiming the benefits of a tax treaty</i></p>	<p>Individuals claiming the benefits of a tax treaty who:</p> <ul style="list-style-type: none"> <li>• are either exempt or subject to a reduced rate of withholding of tax on their wages, salary, compensation, and honoraria payments,</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>• will be submitting Form 8233 to the payer of the income.</li> </ul>	<ul style="list-style-type: none"> <li>• A letter of employment from the payer of the income, or</li> <li>• A copy of the employment contract, or</li> <li>• A letter requesting your presence for a speaking engagement, etc.</li> </ul> <p style="text-align: center;"><b>along with:</b></p> <ul style="list-style-type: none"> <li>• Evidence (information) on the Form W-7 that you are entitled to claim the benefits of a tax treaty, and</li> <li>• A copy of the completed withholding agent's portion of Form 8233 attached to the Form W-7.</li> </ul>



# Appendix Exceptions

Exception #2 (continued)		
<b>Note.</b> Federal tax withholding and/or information reporting must take place within the current tax year.		
2(b). Scholarships, Fellowships, and Grants	Persons who are eligible to claim Exception 2(b) include:	Documentation you must submit if you are eligible to claim Exception 2(b):
<i>Claiming the benefits of a tax treaty</i>	<p>Individuals claiming the benefits of a tax treaty who:</p> <ul style="list-style-type: none"> <li>• are either exempt from or subject to a reduced rate of tax on their income from scholarships, fellowships, or grants (that is, foreign students, scholars, professors, researchers, foreign visitors, or any other individual),</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>• will be submitting Form W-8BEN to the withholding agent.</li> </ul> <p><b>Note.</b> Student and Exchange Visitor Program (SEVP)-approved institutions for non-resident alien students and exchange visitors and their spouses and dependents classified under section 101(a)(15)(F), (M), or (J) of the Immigration and Nationality Act (8 U.S.C. 1101(a)(15)(F), (M), or (J)): A certification letter is required for each Form W-7 application: primary, associated secondary (spouse), and dependent(s).<sup>1</sup></p>	<ul style="list-style-type: none"> <li>• A letter or official notification from the college or university awarding the noncompensatory scholarship, fellowship, or grant; or</li> <li>• A copy of a contract with a college, university, or educational institution;</li> </ul> <p style="text-align: center;"><b>along with:</b></p> <ul style="list-style-type: none"> <li>• A copy of your passport showing the valid visa issued by the U.S. Department of State,</li> <li>• Evidence (information) on the Form W-7 that you are entitled to claim the benefits of a tax treaty,</li> <li>• A copy of the Form W-8BEN that was submitted to the withholding agent, and</li> <li>• A letter from the Social Security Administration<sup>2</sup> stating that you are ineligible to receive a social security number (SSN).</li> </ul>

# Appendix

## Exceptions

<sup>1</sup>The certification letter from a SEVP-approved institution serves as a substitute for submission of original supporting identification documents with Form W-7. The certification letter must:

- Be on original, official college, university, or institution letterhead with a verifiable address
- Provide the applicant's full name and Student Exchange Visitor's Information System (SEVIS) number
- Certify the applicant's registration in SEVIS
- Certify that the student presented an unexpired passport, visa, or other identification documents for review
- List the identification documents provided to verify identity and foreign status
- Be signed and dated by a SEVIS official: Principal Designated School Official (PDSO), Designated School Official (DSO), Responsible Officer (RO), or Alternate Responsible Officer (ARO) of a certified school exchange program with a verifiable contact telephone number
- Attach copies of documents used to verify the applicant's identity and foreign status from the approved list of documents presented in the Form W-7 instructions (passport must include copy of valid visa issued by the U.S. Department of State)
- Attach a copy of DS-2019, Certificate of Eligibility for Exchange Visitor Status (J-1 status) and/or a copy of the I-20, Certificate of Eligibility for Non-Immigrant Student Status
- Attach a copy of the Form W-8 BEN submitted to the withholding agent
- Form W-7 must include the treaty country and article number that supports claiming a tax treaty benefit
- Include a letter from the DSO or RO stating that the applicant will not be securing employment in the U.S. or receiving any type of income from personal services.

<sup>2</sup>If you are a student on an F-1, J-1, or M-1 visa who will not be working while studying in the United States, you will not have to apply for a SSN. You will be permitted to provide a letter from the DSO or RO stating that you will not be securing employment in the United States or receiving any type of income from personal services.

# Appendix

## Exceptions

<p>2(c). Scholarships, Fellowships, and Grants</p>	<p>Persons who are eligible to claim Exception 2(c) include:</p>	<p>Documentation you must submit if you are eligible to claim Exception 2(c):</p>
<p><i>Not claiming benefits of a tax treaty</i></p>	<p>Individuals receiving noncompensatory income from scholarships, fellowships, or grants (that is, foreign students, scholars, professors, researchers, or any other individual) that is subject to IRS information reporting and/or withholding requirements during the current year.</p>	<ul style="list-style-type: none"> <li>• A letter or official notification from the educational institution (that is, college or university) awarding the noncompensatory scholarship, fellowship, or grant; or</li> <li>• A copy of a contract with a college, university, or educational institution;</li> </ul> <p style="text-align: center;"><b>along with:</b></p> <ul style="list-style-type: none"> <li>• A copy of your passport showing the valid visa issued by the U.S. Department of State,</li> <li>• A letter from the DSO or RO stating that you are receiving noncompensatory income from scholarships, fellowships, or grants that is subject to IRS information reporting and/or federal tax withholding requirements during the current year (this letter must be attached to your Form W-7 or your application for an ITIN will be denied), and</li> <li>• A letter from the Social Security Administration<sup>3</sup> stating that you are ineligible to receive a social security number (SSN).</li> </ul> <p><sup>3</sup>If you are a student on an F-1, J-1, or M-1 visa who will not be working while studying in the United States, you will not have to apply for a SSN. You will be permitted to provide a letter from the DSO or RO stating that you will not be securing employment in the United States or receiving any type of income from personal services.</p>



# Appendix

## Exceptions

### Exception #2 (continued)

**Note.** Federal tax withholding and/or information reporting must take place within the current tax year.

2(d). Gambling Income	Persons who are eligible to claim Exception 2(d) include:	Documentation you must submit if you are eligible to claim Exception 2(d):
<p><i>Claiming the benefits of a tax treaty</i></p>	<p>Nonresident aliens visiting the United States who:</p> <ul style="list-style-type: none"> <li>• have gambling winnings,</li> <li>• are claiming the benefits of a tax treaty for an exempt or reduced rate of federal tax withholding on that income, and</li> <li>• will be utilizing the services of a gaming official as an IRS ITIN Acceptance Agent.</li> </ul>	<p>Your Form W-7, which must be submitted through the services of an appropriate gaming official serving as an IRS ITIN Acceptance Agent to apply for an ITIN under Exception 2(d).</p> <p><b>Note.</b> If you do not secure the services of a gaming official, you may still file Form 1040NR at the end of the tax year with a Form W-7, attaching a copy of Form 1042-S displaying the amount of tax withheld. Your Form 1040NR return also should display the tax treaty article number and country under which you are claiming the treaty benefits.</p>

# Appendix Exceptions

## Exception #3

**Note:** Federal tax withholding and/or information reporting must take place within the current tax year.

<b>Third-Party Reporting of Mortgage Interest</b>	<b>Persons who are eligible to claim Exception 3 include:</b>	<b>Documentation you must submit if you're eligible to claim Exception 3:</b>
	Individuals with a home mortgage loan on real property located in the United States.	<ul style="list-style-type: none"> <li>• A copy of a contract of sale indicating mortgage used for purchase of a home.</li> </ul>

## Exception #4

**Note:** Federal tax withholding and/or information reporting must take place within the current tax year.

<b>Third-Party Withholding—Disposition by a Foreign Person of U.S. Real Property Interest</b>	<p>A withholding obligation generally is imposed on a buyer or other transferee (withholding agent) when the buyer acquires a U.S. real property interest from a foreign person. In some instances, the foreign person may apply for a withholding certificate to reduce or eliminate withholding on the disposition of real property.</p> <p>If you're eligible to claim Exception 4, you must submit:</p> <ul style="list-style-type: none"> <li>• A completed Form 8288, or Form 8288-A, and/or Form 8288-B; and</li> <li>• A copy of the real estate sales contract.</li> </ul> <p><b>Note:</b> For the seller of the property, copies of the sales contract, and copies of Forms 8288 and 8288-A submitted by the buyer need to be attached to Form W-7.</p>
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# Appendix Exceptions

## Exception #5

**Note.** Federal tax withholding and/or information reporting must take place within the current tax year.

### Reporting obligations under TD 9363

If you are eligible to claim Exception 5, you must submit Form W-7 and Form 13350 along with a letter from your employer on corporate letterhead stating you have been designated as the person responsible for ensuring compliance with IRS information reporting requirements.

See Publication 1915, Understanding Your IRS ITIN, for more information about Exceptions, available at [www.irs.gov](http://www.irs.gov).

# Appendix

## Supporting Documentation

<b>Type of Supporting Documentation</b>	<b>Foreign Status</b>	<b>Identity</b>
<b>PASSPORT (the only stand-alone document)</b>	<b>X</b>	<b>X</b>
<b>United States Citizenship and Immigration Services (USCIS) Photo Identification</b>	<b>X</b>	<b>X</b>
<b>Visa issued by the US Department of State</b>	<b>X</b>	<b>X</b>
<b>United States Driver's License</b>		<b>X</b>
<b>United States Military identification Card</b>		<b>X</b>
<b>Foreign Driver's License</b>		<b>X</b>
<b>Foreign Military Identification Card</b>	<b>X</b>	<b>X</b>

(Continued)

# Appendix

## Supporting Documentation

Type of Supporting Documentation	Foreign Status	Identity
<b>National Identification Card (must be current, and contain name, photograph, address, date of birth and expiration date)</b>	<b>X</b>	<b>X</b>
<b>U.S. State Identification Card</b>		<b>X</b>
<b>Foreign Voter's Registration Card</b>	<b>X</b>	<b>X</b>
<b>Civil Birth Certificate*</b>	<b>X *</b>	<b>X</b>
<b>Medical Records - valid for dependent's only - under 6 years of age. *</b>	<b>X *</b>	<b>X</b>
<b>School Records - valid for dependent's only - under 14 years of age (under age 18 if a student). *</b>	<b>X *</b>	<b>X</b>
<b>* Documents can be used to prove foreign status only if the documents are foreign</b>		



# Training Certification Statement for ITIN Acceptance Agents

**Sign, date and attach to Form 13551**

I certify that I have read this training module. I further certify that I understand how to complete Form W-7 and the supporting and supplemental documentation to attach that apply. I am aware of who may sign Form W-7, and when a Power of Attorney Form 2848 is required.

I fully comprehend that if I am approved as a Certifying Acceptance Agent, or my business entity, only the person listed on Line 5 of the attached Form 13551, *Application to Participate in the IRS Acceptance Agent Program*, will be authorized to sign and submit a Certificate of Accuracy.

I confirm that I have read Revenue Procedure 2006-10 and understand what is expected of me if I am approved to be an Acceptance Agent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_