

# WHAT IS AN ITIN?

An ITIN, or Individual Taxpayer Identification Number, is a tax processing number, issued by the Internal Revenue Service (IRS), for certain residents and non-residents, their spouses, and their dependents.

# WHAT IS THE PURPOSE OF AN ITIN?

ITINs are used for tax purposes only, and are not intended to serve any other purpose. IRS issues ITINs to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those not eligible for Social Security Numbers.



## PROCESS

In order to start the process the applicant has to set up an appointment at one of our local Seattle Credit Union branches and have the proper documentation, along with their tax returns (if available).

We provide the forms needed to complete the application, including a W7, Certificate of Accuracy, and an official letter stating the applicant is opening an interest-bearing account.



## TIME FRAME

Once the application is mailed, it typically takes 4–6 weeks to get an ITIN from the IRS.

There is no cost to apply for an ITIN.

For additional information, please visit [www.irs.gov/instructions/iw7](http://www.irs.gov/instructions/iw7)

In order to qualify for an ITIN the applicant must provide proof of foreign status and identity. The chart below lists the only acceptable documents. You will need **ONE DOCUMENT** proving your foreign status and **ANOTHER DOCUMENT** proving your identity.



**YOUR PASSPORT\* CAN SERVE AS BOTH YOUR STATUS AND IDENTITY DOCUMENTATION.**

| TYPE OF SUPPORTING DOCUMENTATION  | FOREIGN STATUS | IDENTITY |
|---|----------------|----------|
| United States Citizenship and Immigration Services (USCIS) Photo Identification   |                | ✓        |
| Visa issued by the U.S. Department of State   |                | ✓        |
| United States Driver's License  |                | ✓        |
| United States Military Identification Card  |                | ✓        |
| Foreign Driver's License  |                | ✓        |
| Foreign Military Identification Card  | ✓              | ✓        |
| National Identification Card<br><i>(must be current, and contain name, photograph, address, date of birth, and expiration date)</i> | ✓              | ✓        |
| United States Identification Card   |                | ✓        |
| Foreign Voter's Registration Card   | ✓              | ✓        |
| Civil Birth Certificate   | ✓**            | ✓        |
| Medical Records<br><i>(valid only for dependents under age 6)</i>   | ✓**            | ✓        |
| School Records<br><i>(valid only for dependents under age 18)</i>   | ✓**            | ✓        |

\*Passport must have a date of entry for dependents, unless from Canada, Mexico, or dependents of U.S. military personnel stationed overseas

\*\*May be used to establish foreign status only if documents are foreign