

# U.S. Individual Tax Identification Number Checklist

To help you in applying for your U.S. Individual Tax Identification Number, please keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

General Information	Details:
<b>Name</b>	Legal Name: _____ At Birth (if different): _____
<b>Birth Information</b>	Birth Country: _____ Birth City: _____ Province/State: _____
<b>A Copy of Certified Passport</b>	<i>*Please obtain one, but do not send us a copy</i>
<b>Passport Information</b>	Issuing Country: _____ Passport #: _____ Date of Expiry: ____/____/____ (MM/DD/YY)
<b>Canadian Tax Identification Number (ex. SIN #)</b>	Tax Identification #: _____
<b>Date of Birth</b>	Date of Birth (MM/DD/YY): _____
<b>Current Address</b>	Address: _____ City: _____ Province/State: _____ Postal Code: _____

# Frequently Asked Questions

## **How do I get a certified copy of my passport?**

To obtain a certified copy of your passport, please complete the form “Request for certified true copy of Canadian travel document [PPTC 516]”. Next, book an appointment with your local Canadian Passport Office and bring your passport with you.

- **With appointment:**

You can book your appointment online

- **Without an appointment (walk-in):**

Go to a passport office or a Service Canada Centre with 10-day processing .  
Check walk-in wait times before you go.

- **Fees:**

Certified True copy of one page of a passport (1 to 3 copies) – CAD 45

## **Where do I mail the ITIN Application?**

- Mail Form W-7 along with your passport (or a certified copy of your passport) to:

Internal Revenue Service  
ITIN Operation  
P.O. Box 149342  
Austin, TX 78714-9342, U.S.A

- For courier or private delivery service (e.g., FedEx, UPS, DHL), use the following address:

Internal Revenue Service  
ITIN Operation  
Mail Stop 6090-AUSC  
3651 S. Interregional, Hwy  
Austin, TX 78741-0000, U.S.A

## **How long does the IRS take to process my ITIN Application?**

The IRS advises that you wait at least 10 weeks before expecting a change in your ITIN application status. In most cases, you will receive a response between six to eight weeks.

## **Can I digitally sign form W7, ITIN Application?**

An original signature is required. A digital signature is not acceptable.

## **What documents do I need to provide with my ITIN application?**

You need to provide the following documents:

- A certified copy of your passport
- US tax return (1040 or 1040-NR)
- Form W7
- The IRS will not process an ITIN Application (form W7) without a US tax return in most cases.

## **Can I get an ITIN number to open a US bank account?**

The IRS will reject form W7 if you are submitting it for the purpose of opening a US bank account.

## **I am selling my US property and require an ITIN. What exception do I select on form W7?**

Select the box “h. Others” under reasons, and will write down the Exception 4. “Dispositions by a foreign person of U.S. real property interest—third-party withholding”.