

STEPS for Getting an Individual Taxpayer Identification Number (ITIN)

1. You must download a blank Form W-7 from the IRS website. <http://www.irs.gov/pub/irs-pdf/fw7.pdf>
2. Print and fill out the applicable intake form
 - a. If English is your second language, please use the English as a Second Language Initial Contact Form (PDF). <http://www.law.msu.edu/clinics/tax/esl-initial-contact.pdf>
3. Get help completing the W-7 form by contacting the MSU tax clinic. Please schedule an appointment with a student tax clinician by calling the Tax Clinic at 517-336-8088, option 4, or by visiting the Tax Clinic during normal business hours (9 a.m. to 5 p.m.).
 - a. When visiting MSU tax clinic, please have the following documents
 - Blank W-7 form
 - Completed English as a Second Language Initial Contact Form (see link above)
 - Copy of photo page of your passport
 - Copy of your current visa page
 - Copy of your I-20 or DS-2019
 - Copy of your I-94 – If you don't have an I-94 go to <http://cbp.gov/I94> to retrieve
 - Original W-2
4. Make an appointment with OISS Advisor Ismail Adawe, Chris Bargerstock or Hersh Sisodia to request an Individual Taxpayer Identification Number (ITIN) letter
 - a. When visiting OISS for an ITIN letter, please have the following documents
 - Completed W-7 form
 - Passport (no Copies)
 - Current Visa
 - I-94 – to retrieve I-94 go to <http://cbp.gov/I94>
 - Original I-20 or DS-2019
5. OISS will create an ITIN letter for you (usually ITIN letters are ready within 24 hours)
6. If you are filing for ITIN only or if you are filing your tax return as an attachment to your ITIN application, you should not mail your return to the address listed in the Form 1040, 1040A or 1040EZ instructions. Instead, mail your tax return, Form W-7 and proof of identity and foreign status documents to:

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