

Sample article for organizations to use to reach customers (426 word count)

Post the following article on your websites and/or use in other communication vehicles to educate your customers on using an ITIN.

New requirement for dependents whose passports don't have a date of entry into the U.S.

The IRS changed its policy on acceptable documentation for issuing dependent Individual Taxpayer Identification Numbers (ITIN). The agency no longer accepts passports that do not have a date of entry into the U.S. as a stand-alone identification document for dependents from countries other than Canada or Mexico or dependents of military members overseas.

In addition to their passport, affected applicants will now be required to submit either

- U.S. medical records for dependents under age six or
- U.S. school records for dependents under age 18, along with the passport.

Dependents aged 18 and over can submit a rental or bank statement or a utility bill listing the applicant's name and U.S. address, along with their passport.

Form W-7 dependent applications submitted after Sept. 30, 2016, that don't meet the new identification requirement, will be incomplete. Applicants will be notified by correspondence and given 45 days to respond with the appropriate documentation.

The new policy ensures that any dependent issued an ITIN will be used for legitimate tax purposes and serves to further protect the ITIN program and refund process.

If you use the services of a Certifying Acceptance Agent when applying for an ITIN for your dependents, changes to the ITIN program allow you to keep those all-important documents. Certifying Acceptance Agents are now allowed to authenticate the passport and birth certificate for your dependents. They will continue to certify identification documents for the primary and secondary applicants.

Further details can be found on the [ITIN](#) page on IRS.gov.

Date: Oct. 20, 2016

NOTE TO EDITOR: Below are links to IRS.gov and information referencing ITINs.

- [IRS Works to Help Taxpayers Affected by ITIN Changes; Renewals Begin in October](#)
- [Individual Taxpayer Identification Numbers \(ITIN\)](#)
- [ITIN Program Changes](#)
- [Understanding Your ITIN](#)

Outreach materials for IRS partners and stakeholders

- [Publication. 5261](#), ITIN Outreach Products - Use these outreach products to help taxpayers with a need to file a federal tax return next year but whose ITIN will expire at the end of this year. They also help communicate the change in passport identification requirements for dependents.

On Twitter? Send these Tweets:

- #IRS changing use of passport as stand-alone document for #ITIN dependent applicants. <http://go.usa.gov/cayeh>
- #ITIN dependent applicants with passports with no date of entry may need additional supporting documentation. <http://go.usa.gov/cayeh>