



Department of the Treasury  
Internal Revenue Service  
PO BOX 149342  
Austin, TX 78714-9342

<b>Notice</b>	CP565
<b>Notice date</b>	January 26, 2017
<b>To contact us</b>	Phone 1-800-908-9982 International calls: Phone 267-941-1000
<b>Case reference number</b>	99999
<b>Date of birth</b>	January 20, 1990

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JOHN SMITH  
123 N HARRIS ST  
HARVARD, TX 12345

Confirmation of your Individual Taxpayer Identification Number

## We renewed your Individual Taxpayer Identification Number (ITIN) NNN-NN-NNNN

This notice confirms your assigned ITIN NNN-NN-NNNN.

**Keep this notice in a secure place with your other important documents.**

We'll mail back the documents you submitted with your Form W-7 application in a separate envelope. You should receive them within 60 days.

If you don't receive the documents within 60 days or if you moved since submitting your application, call us at the telephone number listed above. You can also write to us at the address listed at the top of this notice.

### Your ITIN and personal information

<b>ITIN</b>	NNN-NN-NNNN		
<b>Full name</b>	John	A	Smith
	<b>First</b>	<b>Middle</b>	<b>Last</b>
<b>Date of birth</b>	January 20, 1990		

The IRS will use your ITIN, along with your full name and date of birth, to identify tax documents, payments, and any other correspondence. Therefore, it's very important that the personal information we have for you is correct.

If the above information is incorrect, complete the Contact information section below and mail it to us at the address listed above.

You don't need to respond to this notice unless your personal information is incorrect.

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## Contact information

INTERNAL REVENUE SERVICE  
PO BOX 149342  
AUSTIN, TX 78714-9342

John Smith  
123 North Harris St  
Harvard, TX 12345

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Name

Date of birth

Address

City State Country Zip code

Primary phone Best time to call  a.m.  p.m.

Secondary phone Best time to call  a.m.  p.m.

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**What you need to do**

- Use your full name and ITIN on all correspondence with the IRS, including tax returns, tax payments, and refund claims. Using an incorrect name or ITIN may cause processing delays or errors on your account.
- Use your ITIN in place of a social security number (SSN), when one is requested on any federal tax document.
- **You must use your ITIN on at least one federal income tax return within a three-year period or it will expire.**
- Keep this notice for your records.

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**Important reminders**

- Your ITIN is for **federal tax purposes only**. Your ITIN can expire if you don't use it to file a tax return.
- Having an ITIN doesn't change your immigration status, or make you eligible to work in the U.S.
- Your ITIN **is not** a social security number (SSN) and doesn't entitle you to social security benefits or the earned income tax credit.

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**Next steps****If you change your name**

- Send us a copy of this notice, along with supporting documentation about your name change (such as a marriage certificate or court record) so we can update our records. Send the original or certified (by the issuing agency) legal documents to the address listed at the top of this notice.

**If you become a U.S. citizen or legal resident alien**

- You can apply for an SSN from the Social Security Administration.
- When you receive your SSN, send us a copy of this notice, along with a copy of your social security card, so we can update our records. Send these documents to the address listed at the top of this notice.
- Once you receive an SSN, you must use it for all federal tax purposes and discontinue using the ITIN.

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**Additional information**

- Visit [www.irs.gov/cp565](http://www.irs.gov/cp565)
- You can also find the following online:
  - Form W-7 instructions
  - Keyword "ITIN" for periodic updates

If you need assistance, please don't hesitate to contact us.