



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

Notice	CP566
Notice date	January 28, 2019
To contact us	Phone 800-xxx-xxxx International calls: +1-267-xxx-xxxx
Case reference number	99999
Date of birth	January 20, 1990
Page 1 of 4	

TAXPAYER NAME
ADDRESS
CITY, STATE ZIP

Re: Your individual taxpayer identification number application

We need information from you to process your Form W-7

We received your application for an Individual Taxpayer Identification Number (ITIN) (Form W-7), but can't process it until you send us valid documentation.

The following document(s) you sent didn't meet the IRS criteria:

- Medical records

You must send a valid medical record or other documentation by March 14, 2019. If we don't hear from you by then, we'll deny your application.

Refer to Response Form or Form W-7 instructions "Supporting Documentation" table for a list of acceptable supporting documents. Consider sending in a document other than the document listed to prevent denial of your application.

IRS criteria for documents

What you need to do immediately

Provide the required documentation

- Review your medical record and make sure it meets all the criteria below. If your documentation doesn't meet these criteria, provide another type of document (see Response Form at the end of this notice).
- Complete the Response Form at the end of this notice, and mail it to us with your documentation so we receive it by March 14, 2019. We've enclosed an envelope for your convenience.

A valid medical record must meet these criteria:

- Be issued by a valid hospital, medical facility, or doctor's office in the U.S or in a foreign country recognized by the U.S. State Department
- Show the following or be accompanied by a dated letter on official letterhead from the Federal authority, physician, hospital, or clinic that administered the care of the child that shows the following:
 - The child's name (must match Form W-7), date of birth, and a verifiable address
 - The name, address and phone number of the doctor, hospital, or clinic where the treatment was administered

IRS criteria for documents-continued	<p>A valid medical record must meet these criteria-continued</p> <ul style="list-style-type: none">• Show the applicant is under 6 years of age• Be dated within 12 months prior to the application date• Be from a U.S. facility if a date of entry is required for the applicant• Be legible• Require no translation <p>For more information about acceptable medical records, you can visit www.irs.gov/W7. Refer to the Form W-7 instructions.</p> <p>About submitting documents</p> <ul style="list-style-type: none">• We prefer you send original documents. We'll return them to you after we process your application.• If you're submitting a copy, it must be certified by the issuing agency or official custodian of the original record. The IRS no longer accepts notarized copies.• If the document shows information on both sides, provide copies of the front and the back.
If we don't hear from you	<p>If we don't receive your Response Form and supporting documentation by March 14, 2019, we'll deny your application. If we requested multiple items and you don't send us the requested documents for each item, we'll deny your application. You would then have to submit a new application (Form W-7) to have an ITIN assigned.</p>
Additional information	<ul style="list-style-type: none">• Visit www.irs.gov/cp566• You can also find the following online:<ul style="list-style-type: none">- Publication 1915, Understanding Your IRS Individual Taxpayer Identification Number (ITIN)- Publication 519, U.S. Tax Guide for Aliens• Assistance can be obtained from individuals and organizations that are independent from the IRS. The Directory of Federal Tax Return Preparers with credentials recognized by the IRS can be found at http://irs.treasury.gov/rpo.rpo.jsf. IRS Publication 4134 provides a listing of Low Income Taxpayer Clinics (LITCs) and is available at www.irs.gov. Also see the LITC page at www.taxpayeradvocate.irs.gov/litcmap. Assistance may also be available from a referral system operated by a state bar association, a state or local society of accountants or enrolled agents or another nonprofit tax professional organization. The decision to obtain assistance from any of these individuals and organizations will not result in the IRS giving preferential treatment in the handling of the issue, dispute or problem. You don't need to seek assistance to contact us. We will be pleased to deal with you directly and help you resolve your situation.• For tax forms or publications, visit www.irs.gov/forms-pubs or call 800-TAX-FORM (800-829-3676).• Keep this notice for your records. <p>If you need assistance, please don't hesitate to contact us.</p>



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Response Form

Complete this form, and mail it to us so we receive it by March 14, 2019. If you use the enclosed envelope, be sure our address shows through the window.

Provide your contact information

If your address has changed, make the changes below.

- [C-14a]
- [C-14b]
- [C-14c]
- [C-14d]
- [C-14e]
- [C-14f]

1. Indicate which of the following items you're sending

Review the list below and send us 2 documents that prove your identity and foreign status. You must provide one document that shows your photograph unless you're a dependent under age 14 (under age 18 if a student).

Note: A birth certificate is required if you are under age 18.

If you send a passport, no other document is required.

All documents must be original or certified by the issuing agency or official custodian of the original record. We no longer accept notarized copies of these documents.

If we requested multiple items and you don't send us the requested documents or information for each item, we'll deny your Form W-7 application.

I am enclosing the following documentation as verification of my identity (check all that apply):

Continued on back...

Indicate which of the following items you're sending-**continued**

Documents the IRS accepts

Can be used to establish:

	Foreign Status	Identity
<input type="checkbox"/> Passport	X	X
<input type="checkbox"/> Visa issued by U.S. Department of State	X	X
<input type="checkbox"/> U.S. Citizenship and Immigration Services (USCIS) photo identification	X	X
<input type="checkbox"/> National identification card (must be current, with name, photo, address, date of birth, expiration date)	X	X
<input type="checkbox"/> U.S. driver's license		X
<input type="checkbox"/> U.S. military identification card		X
<input type="checkbox"/> U.S. state identification card		X
<input type="checkbox"/> Foreign driver's license		X
<input type="checkbox"/> Foreign military identification card	X	X
<input type="checkbox"/> Foreign voter's registration card	X	X
<input type="checkbox"/> Civil birth certificate (required if you are under age 18)	X**	X
<input type="checkbox"/> School records (valid only if you are under age 18)	X**	X
<input type="checkbox"/> Medical records (valid only if you are under age 6)	X**	X

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

2. Send this Response Form to us

Mail your Response Form to us along with any documentation so we receive it by March 14, 2019. If you're using your own envelope, mail your package to the address on this form.