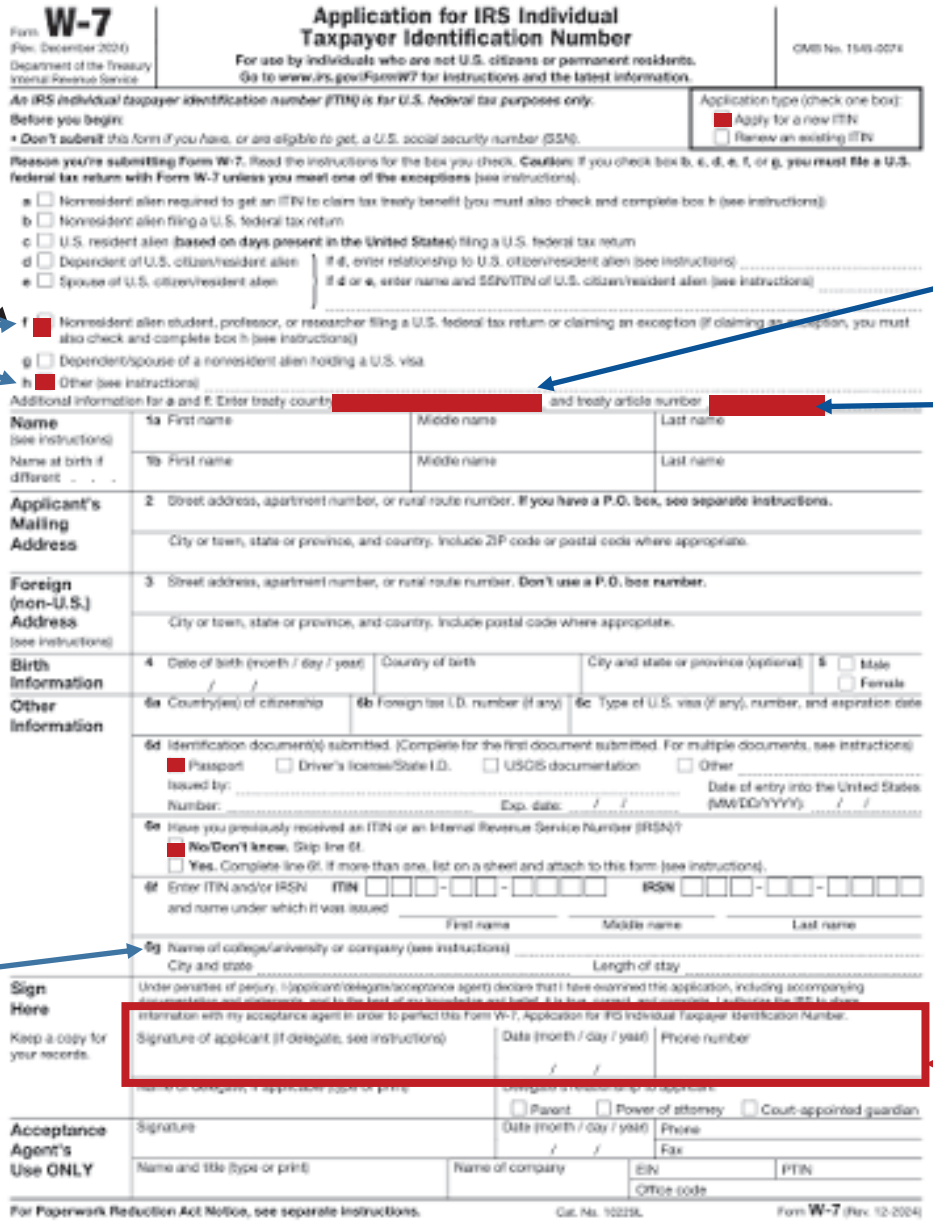
How to Complete IRS Form W-7



Form **W-7**
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Application for IRS Individual Taxpayer Identification Number

For use by individuals who are not U.S. citizens or permanent residents.
Go to www.irs.gov/FormW7 for instructions and the latest information.

OMB No. 1545-0074

An IRS individual taxpayer identification number (ITIN) is for U.S. federal tax purposes only.
Before you begin:
• **Don't submit** *this form if you have, or are eligible to get, a U.S. social security number (SSN).*

Application type (check one box):
■ Apply for a new ITIN
☐ Renew an existing ITIN

Reason you're submitting Form W-7. Read the instructions for the box you check. **Caution:** If you check box **b**, **c**, **d**, **e**, **f**, or **g**, **you must file a U.S. federal tax return with Form W-7 unless you meet one of the exceptions** (see instructions).

a ☐ Nonresident alien required to get an ITIN to claim tax treaty benefit (you must also check and complete box h (see instructions))
b ☐ Nonresident alien filing a U.S. federal tax return
c ☐ U.S. resident alien (**based on days present in the United States**) filing a U.S. federal tax return
d ☐ Dependent of U.S. citizen/resident alien — If d, enter relationship to U.S. citizen/resident alien (see instructions)
e ☐ Spouse of U.S. citizen/resident alien — If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions)
f ■ Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception (if claiming an exception, you must also check and complete box h (see instructions))
g ☐ Dependent/spouse of a nonresident alien holding a U.S. visa
h ■ Other (see instructions)
Additional information for a and f. Enter treaty country [redacted] and treaty article number [redacted]

Name (see instructions) — 1a First name | Middle name | Last name
Name at birth if different — 1b First name | Middle name | Last name

Applicant's Mailing Address — 2 Street address, apartment number, or rural route number. **If you have a P.O. box, see separate instructions.**
City or town, state or province, and country. Include ZIP code or postal code where appropriate.

Foreign (non-U.S.) Address (see instructions) — 3 Street address, apartment number, or rural route number. **Don't use a P.O. box number.**
City or town, state or province, and country. Include postal code where appropriate.

Birth Information — 4 Date of birth (month / day / year) / / | Country of birth | City and state or province (optional) | 5 ☐ Male ☐ Female

Other Information — 6a Country(ies) of citizenship | 6b Foreign tax I.D. number (if any) | 6c Type of U.S. visa (if any), number, and expiration date

6d Identification document(s) submitted. (Complete for the first document submitted. For multiple documents, see instructions)
■ Passport ☐ Driver's license/State I.D. ☐ USCIS documentation ☐ Other
Issued by: | Date of entry into the United States (MM/DD/YYYY) / /
Number: | Exp. date: / /

6e Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)?
■ **No/Don't know.** Skip line 6f.
☐ **Yes.** Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).

6f Enter ITIN and/or IRSN — ITIN ☐☐☐-☐☐-☐☐☐☐ IRSN ☐☐☐-☐☐-☐☐☐☐
and name under which it was issued — First name | Middle name | Last name

6g Name of college/university or company (see instructions)
City and state | Length of stay

Sign Here
Under penalties of perjury, I (applicant/delegate/acceptance agent) declare that I have examined this application, including accompanying documentation and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I authorize the IRS to share information with my acceptance agent in order to perfect this Form W-7, Application for IRS Individual Taxpayer Identification Number.
Keep a copy for your records.
Signature of applicant (if delegate, see instructions) | Date (month / day / year) / / | Phone number
☐ Parent ☐ Power of attorney ☐ Court-appointed guardian

Acceptance Agent's Use ONLY
Signature | Date (month / day / year) / / | Phone | Fax
Name and title (type or print) | Name of company | EIN | PTIN | Office code

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 10235L Form **W-7** (Rev. 12-2024)

Reason: Mark both

(f) and (h)

Sections 1a—5: Enter all your personal . If a field doesn't apply, write "N/A".

Section 6g:
Bates College
Lewiston, Maine
Length of stay: 4 Years

If claiming tax treaty, write:

"Exception 2(b): Scholarship Income & Claiming Tax Treaty Benefits"

If no tax treaty, write: Exception 2©: "Scholarship Income"

Add Treaty Country & Article Number, if claiming tax treaty.

Tip: usually article 19, 20, 21

Section 6a –6d: Enter information from your passport and visa in sections 6a through 6d. If a field doesn't apply, write "N/A".

Sign, Date, Phone #