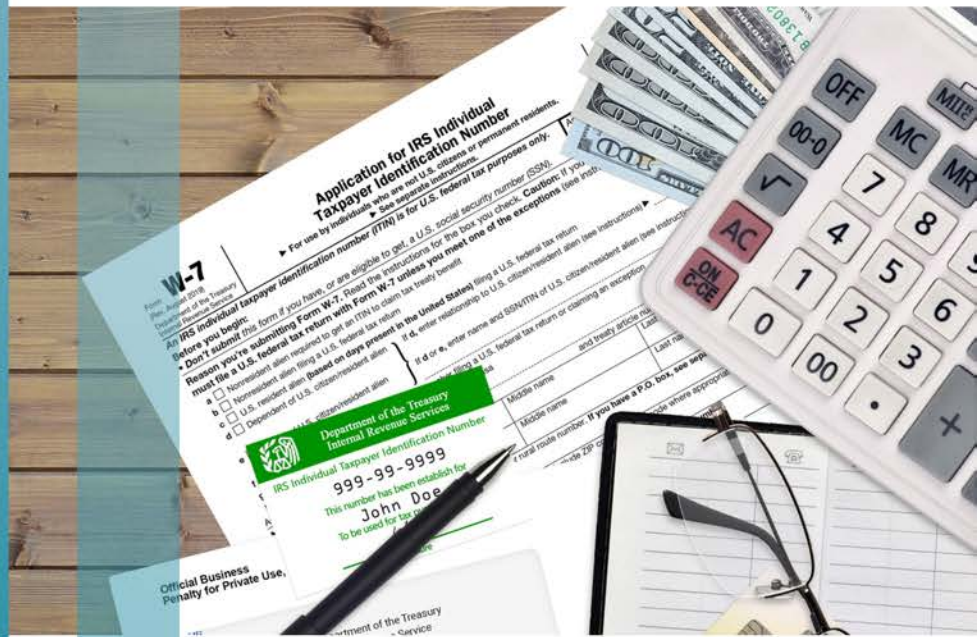


How to Apply for an ITIN in Dane County

You can file Form W-7, Application for IRS Individual Taxpayer Identification Number (ITIN), with your federal income tax return. You must also include original documentation or certified copies from the issuing agency to prove identity and foreign status.

More information:
<https://www.irs.gov/individuals/how-do-i-apply-for-an-itin>



When should I apply?

You can apply for an ITIN any time during the year when you have a filing or reporting requirement. At a minimum, you should complete Form W-7 when you are ready to file your federal income tax return by the return's prescribed due date.



How long does it take?

You will receive a letter from the IRS assigning your tax identification number usually within seven weeks if you qualify for an ITIN and your application is complete.



After I apply, who can I call to learn the status of my ITIN?

You can call the IRS toll-free at 800-829-1040 if you are in the United States or 267-941-1000 (not a toll-free number) if you are outside the United States. This service allows you to check the status of your application seven weeks after submitting Form W-7 and your tax return.



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OPTION 1 - MAIL

Mail your W-7, tax return, proof of identity, and foreign status documents to:

You will only file a tax return to the address above once when you file Form W-7 to get an ITIN. In later years, when you have an ITIN, you will file your tax return as directed in the form instructions.



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

If you will need your original documents for any purpose within 14 weeks of submitting your ITIN application, you may wish to apply in person at an IRS Taxpayer Assistance Center or CAA. You may also choose to submit certified copies of documents from the issuing agency instead of original documents. Original documents you submit will be returned to you at the mailing address shown on your Form W-7. You don't need to provide a return envelope. Applicants are permitted to include a prepaid Express Mail or courier envelope for faster return delivery of their documents. The IRS will then return the documents in the envelope provided by the applicant. If your original documents aren't returned within 14 weeks, you can call the IRS at [800-908-9982](tel:800-908-9982) (U.S. only) or for international, call [267-941-1000](tel:267-941-1000) (this is not a toll-free number).

Recommended: Make a copy of your return before mailing and pay for certified mail with tracking number.

OPTION 2 - TAC/IRS OFFICE

Make an appointment with the IRS Taxpayer Assistance Center (TAC) in Dane County. **You will not need to mail your proof of identity and foreign status documents with this option.** You will need to bring a completed federal return. Review information to prepare for your visit at <https://www.irs.gov/help/itin-authenticating-tacs-link>.

 **Madison - TAC/IRS Office**
1242 Fourier Dr., Suite 200
Madison, WI 53717

closed for lunch noon -1 p.m.

 **Call for Appointment**
National scheduling line
Expect long wait times
(844)-545-5640
Mon- Fri: 8:30 am - 4:30 pm



OPTION 3 - LOCAL BUSINESS

Apply for an ITIN in-person using the services of an IRS-authorized [Certifying Acceptance Agent](#). **You can call the certifying acceptance agent to ask about their prices, documents they require, and details about setting up an ITIN appointment. You will not need to mail your proof of identity and foreign status documents with this option.** After processing, the IRS will issue your ITIN through the mail.

Ramos Tax & Services

658 South Gammon Road
Suite 100
Madison, WI 53719
608-442-8170

Wisconsin Financial Services Inc.

4001 Nakoosa Trail
Suite 103
Madison, WI 53714
608-630-9007

H & R Block INC *Only this location

999 Fourier Drive
Madison, WI 53717
608-829-1442

