ITIN 2013 Program Changes Webinar

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Why We Changed the ITIN Procedures

Five-year Expiration Period

ITIN Certification Changes and Exceptions

CAA Application Process

New Training Requirements

In 2012 IRS made significant improvements in the ITIN program including:

- Heightened Scrutiny
- Additional Review of Questionable Applications
- Five Year Expiration of ITINs
- Medical Record only allowed for children under 6 years of age
- Forensic Documentation Training and
- Add trusted sites to authenticate documents

- Open Season remains the same for new and renewing applications, May 1 - August 31, 2013:
  - Applications received after August 31, will not be accepted; agent will have to submit a new application during next open season
- Amended applications can be submitted at anytime during the year. Amended applications consist of, but not limited to:
  - Add or delete an authorized representative
  - Add a new office location
  - Change primary or alternate contacts
  - Change business address or mailing

New ITINs will expire after five years:

- Ensure ITINs are being used for legitimate tax purposes
- Taxpayers who need an ITIN will be able to reapply at end of expiration period
- Those with previously issued ITINs may also have to reapply

CAAs are allowed to use Form 14194, *Certificate of Accuracy to authenticate documents* for primary and secondary applicants:

- Certify they have reviewed original documentation or certified copy from issuing agency through either face-to-face or live video interviews (i.e. Skype)
- Attach copies of all documentation reviewed and send to IRS with Form 14194
- For dependents, CAAs are required to submit original documents or copies certified by issuing agency

Accepted for dependents under six years of age to include:

- Shot or immunization record
- Must document patient’s name and chronological dates of patient’s medical history and care
- Must contain child’s name, date of birth, and verifiable address
- Must document name, address, and phone number of doctor, hospital, or clinic where treatment was last administered

If information is not printed on medical record, the applicant must:

- If date of entry is required for applicant, medical record must be from U.S. facility
- Provide dated letter on official letterhead from Federal authority, physician, hospital or clinic who administered the latest care of child

School records valid for dependents under age 18 if a student:

- Records considered current if they are for a school term no older than 12 months from date of the W-7 application (e.g., January 2012 – December 2012 for a January 2013 application)
- A school record consists of an official report card or transcript issued by school or equivalent of Ministry of Education and signed by school or ministry official
- Must contain student’s name, course work with grades, date of grading periods, and school name and address

Three Exceptions to new requirements remain in effect:

- U.S. military spouses and dependents
- Non-resident aliens applying for an ITIN for the purpose of claiming tax treaty benefits
- Student Exchange Visitors Program, or S E V P participants

Options for ITIN Applicant’s Submission of Documentation:

- See complete table for options

IRS/ITIN: Direct applicant submission by mail. Original or copies certified by issuing agency. Certify all approved document types. (Primary, secondary and dependents)

Participating TACs: In person submission for each applicant. Original or copies certified by issuing agency. Certify passport and national identification cards only. All other original documentation is mailed with W-7 application. (Primary, secondary and dependants)

IRS Tax Attachés (London, Paris, Beijing, Frankfurt): In person submission for each applicant. Original or copies certified by issuing agency. Certify all approved document types (Primary, secondary and dependants)

Certifying Acceptance Agents (CAA) including LITC and VITA CAAs: In person submission for each applicant. Original or copies certified by issuing agency Certify all approved document types. Dependent's original documentation is mailed with W-7 application.

Educational Institutions (Colleges, Universities): Follow SEVP approved process issued 10/2/2012. (Primary, secondary and dependants).

- IRS opens additional trusted sites to review original documentation as alternatives to mailing passports and other original documents:
  - Participating IRS Taxpayer Assistance Centers, or TACs
- Mail Form W-7 and copy of identification to Austin ITIN Operation for processing
  - Review and certify passports and national identification cards for primary, secondary, and dependent applicants, in-person
  - Other trusted sites used to review original documentation
    - U.S. Tax Attaches: London, Paris, Beijing, and Frankfurt
    - Low-Income Tax Assistance Centers and Volunteer Income Tax Assistance sites that use CAAs

- Foreign and domestic CAAs are required to complete forensic documentation training:
  - Deadline for completion - December 31, 2013
  - Certification of completion must be submitted to IRS postmarked no later than January 31, 2014
  - Certification document must be original form issued by vendor for each participant
  - All authorized persons who conduct interviews and responsible parties must complete forensic training

- IRS does not endorse any vendor
  - Use an internet search engine and type “forensic document training” to locate multiple vendors
- Training must provide skills necessary to effectively recognize fraudulent documents i.e. passports, driver’s licenses, birth certificates, visas, national identification cards, and military and U.S. state ID cards
- Original certification documentation must be provided on vendor letterhead or certificate
- IRS will terminate previously approved agreements, if proof of forensic training is not received timely

CAAs should consider the use of the following tools and reference materials to authenticate identification:

- Black or ultra-violet lights, magnifying glasses and/or jeweler's loop
- Mexican government decoders
- Latest edition of ID Checking Guide for the U.S. and Canada
- Latest Edition of International ID Checking Guide, www.irs.gov (add link)

Self-certifying mandatory PowerPoint is still required for new and renewing agents, www.irs.gov type in *"how to become an acceptance agent".* Select the link *Domestic and International Professional*

Three points of contact for ITIN questions:

- ITIN Policy Section
  - Policy Changes
  - Change of address, email address
- ITIN Operations in Austin
  - Check the status of applications
  - CAA should use the number in your agreement
- IRS toll-free number, 1-800-829-1040 and International callers, 1-267-941-1000
  - Get answers to general ITIN questions
  - Both numbers can be given to the public

Thanks for attending the 2013 ITIN Program Changes webinar.

We hope you have a better understanding of what we expect from you and your significant role as an acceptance agent. We are here to assist you through these changes and available when you need us!