

Apply for and ITIN through Certified Acceptance Agent

Musheerah Konate, EA of Shalom Consulting Group, LLC. authorized by IRS as a CAA

If you're working and earning money in the United States, but you don't have and don't qualify for a Social Security Number, you'll need an ITIN. You can apply for an ITIN tax ID for you, your spouse, and your dependents when you prepare your tax return with us.

What Documentation required to apply for an ITIN number?

The documentation you provide must be current (that is, not expired) from below list. An X in the middle or right column means the document can be used to establish foreign status or identity.

Supporting Documentation	Can be used to establish:	
	Foreign status	Identity
Passport (the only stand-alone document*)	x	x
U.S. Citizenship and Immigration Services (USCIS) photo identification	x	x
Visa issued by the U.S. Department of State	x	x
U.S. driver's license		x
U.S. military identification card		x
Foreign driver's license		x
Foreign military identification card	x	x
National identification card (must contain name, photograph, address, date of birth, and expiration date)	x	x
U.S. state identification card		x
Foreign voter's registration card	x	x
Civil birth certificate	x**	x
Medical records (valid only for dependents under age 6)	x**	x
School records (valid only for a dependent under age 18, if a student)	x**	x
<p>* Applicants claimed as dependents who need to prove U.S. residency must provide additional original documentation if the passport doesn't have a date of entry into the United States. See Proof of U.S. residency for applicants who are dependents below.</p> <p>** May be used to establish foreign status only if documents are foreign.</p>		

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

Please be aware that neither the IRS nor the CAA can guarantee the issuance of an ITIN if you use the services of a CAA.

Note: You can't e-file a return using an ITIN in the calendar year the ITIN is assigned. Once your ITIN is assigned, you can e-file returns in the following years. For example, if you apply for and receive an ITIN in 2023, you may not e-file any tax return using that ITIN until 2024.

How long does it take to get an ITIN?

The IRS is in control of the timing. The use of a CAA might speed up the process, but there is no guarantee. The CAA does have the ability to speak with the IRS ITIN Unit for status updates and to make sure the process is moving along. Typical turnaround time to receive a response from the IRS for an ITIN is 12-14 weeks, unless it is during their busy season. Then it could take up to 16 weeks.

When can I meet with the CAA?

CAA services are by appointment only. Musheerah Konate, EA, CAA at Shalom Consulting Group, LLC. is available Monday between 10:00am – 2:00PM. Call 540-693-5881 to schedule an appointment.

What is the cost?

The services provided include, but aren't limited to, document verification, submission of the packet to the IRS, meeting with all applicants in-person or by video-conference, assisting with suspended applications if needed, and contacting the IRS ITIN unit on behalf of the client.

The cost for CAA services depends upon whether we prepare the tax return that supports the ITIN request. The cost is less if we prepare the tax return.

The fee is \$50 for each Form W-7 application and \$75 per applicant for the CAA services. There will be costs for mailing documents to the IRS if required. This typically costs between \$8 to \$16 depending upon the size of the packet being mailed.

The fee for CAA services, if we did not prepare the tax return is \$50 for each Form W-7 and \$150 per applicant for CAA services.

Renew Your ITIN

Your ITIN may expire if it was not used on a federal income tax return in the last three years OR ITINs with middle digits of 88, 90, 91,92, 94, 95, 96, 97, 98, or 99 (Example: (9XX-70-XXXX)). An expired ITIN could delay your tax refund and make you ineligible for certain tax credits, such as the Child Tax Credit and the American Opportunity Tax Credit, until your ITIN is renewed. All family members who were issued an ITIN may submit a Form W-7 at the same time.

If you have filing requirement you should file the return with the renewing application. Be sure to attach all required supporting documentation from the table above.