PRECISION ACCOUNTING INTERNATIONAL

ITIN Application Document Checklist

Form W-7 Individual Taxpayer Identification Number Requirements

Applicant Name: _____

Application Purpose: Business / Personal Tax

Spouse Name (if applicable): _____

Date Prepared: _____ / _____ / _____

SECTION 1: ITIN FOR BUSINESS PURPOSES

Status	Required Document Item	Notes & Details
☐	**Valid Passport**	Must be current and valid for at least 6 months from submission.
☐	**Business Formation Documents**	Official legal paperwork (e.g., Articles of Incorporation / Organization).
☐	**IRS Form SS-4 Letter**	Official Employer Identification Number (EIN) assignment letter from the IRS.

SECTION 2: ITIN FOR PERSONAL TAX PURPOSES (E.G., SPOUSE)

Status	Required Document Item	Notes & Details
☐	**Valid Passport**	Unexpired original passport or certified copy for identity and foreign status.
☐	**Federal Tax Return**	A completed federal tax return (alternatively, our team can prepare and file this return for you as part of the ITIN application process).
☐	**Marriage Certificate**	Required for spousal identification and joint tax filing documentation.

Important Application Note:

Please ensure all submitted documents meet IRS validity standards. If you need assistance with federal tax return preparation as part of your ITIN process, our team can handle the filing alongside your application.