



ITIN Instructions

In order to obtain an ITIN please print out TWO copies of form W-7. [<https://www.irs.gov/pub/irs-pdf/fw7.pdf>] In blue ink fill out your personal information, foreign non US address and your signature. We will fill out the rest and use our DE office address as your US address so that we obtain your information quickly. Please send Form W-7 along with your official passport or documents to us, Capital Management Administrative Services LLC, Attention: Summer Pollinger located at our Delaware office at 335 Slaughter Station Rd. Hartly, Delaware 19953 USA through DHL or FedEx. The process will take about 7 weeks.

If you do not want to send your original passport then two documents from below need to be sent. One to prove identity and the other to prove foreign status. (Passport counts for both identity and foreign status) Make sure the original document is sent. NO copies will be accepted.

- National identification card (must show photo, name, current address, date of birth, and expiration date)
- U.S. driver's license
- Civil birth certificate (required for dependents under 18 years of age)
- Foreign driver's license
- U.S. state identification card
- Foreign voter's registration card
- U.S. military identification card
- Foreign military identification card
- Visa
- U.S. Citizenship and Immigration Services (USCIS) photo identification
- Medical records (dependents only - under 6)
- School records (dependents only - under 14, under 18 if a student)

Once form W-7 and original passport or documents are received in Delaware, we will finish filling out the form and will overnight everything over to the IRS. When finished the IRS will send original documents back to the Delaware office where they will then be sent back to you (first via a scanned email and then the originals). Expedited shipping costs are additional, and you decide the method of shipping. Note, we cannot guarantee an ITIN, but you should not have any problem obtaining one.

May I suggest now that if you or anyone you know ever plans to have a U.S. company that they set it up now and obtain an ITIN. It will be harder in the future to do so. The law changes are very recent- March 2019 and the revised Form W-7 August 2019.

We charge \$750 to obtain an ITIN for you. You will cover the shipping cost to our DE office and from our DE office back to you.

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