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**What you need to do**

- Use your full name and ITIN on all correspondence with the IRS, including tax returns, tax payments and refund claims. Using an incorrect name or ITIN may cause processing delays or errors on your account.
- Use your ITIN in place of a Social Security number (SSN) when one is requested on any federal tax document.
- **You must use your ITIN on at least one federal income tax return within a three-year period or it will expire.**
- Keep this notice for your records.

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**Important reminders**

- Your ITIN is for **federal tax purposes only**. Your ITIN can expire if you don't use it to file a tax return.
- Having an ITIN doesn't change your immigration status, or make you eligible to work in the U.S.
- Your ITIN **is not** a Social Security number (SSN) and does not entitle you to Social Security benefits, or the Earned Income Tax Credit.

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**Next steps****If you change your name**

- Send us a copy of this notice, along with supporting documentation about your name change (such as a marriage certificate or court record) so we can update our records. Send the original or certified (by the issuing agency) legal documents to the address listed at the top of this notice.

**If you become a U.S. citizen or legal resident alien**

- You can apply for a Social Security number (SSN) from the Social Security Administration.
- When you receive your SSN, please send us a copy of this notice, along with a copy of your Social Security card, so we can update our records. Send these documents to the address listed at the top of this notice.
- Once you receive an SSN, you must use it for all federal tax purposes and discontinue using the ITIN.

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**Additional information**

- Visit [www.irs.gov/cp565](http://www.irs.gov/cp565).
- You can also find the following online:
  - Form W-7 instructions
  - Keyword "ITIN" for periodic updates

If you need assistance, please don't hesitate to contact us.



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