



Department of the Treasury  
Internal Revenue Service  
PO Box 149342  
Austin, TX 78714-9342

Notice	CP566
Notice date	May 23, 2022
To contact us	Phone 800-908-9982 International calls: +1-267-941-1000
Case reference number	20294-101-53905-2
Date of birth	September 28, 2016
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MANASVI PARVATHA REDDY  
37 N ORCHARD DR  
WARSAW IN 46582

006718

## We need information from you to process your Form W-7, Application for IRS Individual Taxpayer Identification Number (ITIN)

We received your application for an ITIN (Form W-7) as a dependent of a U.S. citizen or resident alien (you checked box d as the reason you're submitting Form W-7). You didn't provide a current passport with a date of entry in the United States and you're not a dependent of U.S. military personnel stationed overseas. We can't process your application until you send us additional original documentation to prove your U.S. residency:

- If you're under 6 year of age as of the date of your ITIN application (Form W-7), you must provide a medical record from a U.S. facility or a current U.S. school record that is dated no more than 12 months from the date of your ITIN application showing your name, date of birth, and U.S. address.

### What you need to do immediately

#### Send us the required documentation

- Complete the Response Form at the end of this notice, and mail it to us with your documentation so we receive it by July 7, 2022. We've enclosed an envelope for your convenience.

### IRS criteria for documents

#### A valid U.S. state identification card must meet these criteria:

- Be issued by a U.S. state agency

IRS criteria for documents—continued

- Be unexpired
- Be original
- Show the applicant's name (must match your name on the Form W-7 and your tax return)
- Show the applicant's U.S. address
- Show a signature (if a signature is required by the issuing state or agency)
- Be legible

**A valid U.S. visa must meet these criteria:**

- Be issued by U.S. Citizenship and Immigration Services
- Be unexpired
- Be original
- Show your name (must match your name on the Form W-7 and your tax return)
- Be legible
- Be attached to a passport showing your signature (if a signature is required by the issuing country or agency)

**A valid U.S. medical record must meet these criteria:**

- Be issued by a valid hospital, medical facility, or doctor's office in the U.S.
- Be accompanied by a dated letter on official letterhead from the Federal authority, doctor, hospital, or medical facility who administered the care of the child that shows
  - The child's name, date of birth, and a verifiable address
  - The name, address and phone number of the doctor, hospital, or medical facility where the treatment was administered
- Show your name (must match your name on the Form W-7 and your tax return)
- Show the applicant is under **6** years of age
- Be issued within 12 months prior to the application date
- Be legible
- Require no translation

For more information about acceptable U.S. medical records, you can visit [www.irs.gov](http://www.irs.gov), keyword "W7", to refer to the instructions for Form W-7.

**A valid U.S. school record must meet these criteria:**

- Be issued by a school in the U.S.
- Be for a term ending within 12 months prior to the application date
- Be original, dated, and signed, by a school official
- Show the name and address of the school
- Show your name (must match your name on the Form W-7 and your tax return)
- Be legible
- Require no translation

For more information about acceptable U.S. school records, you can visit [www.irs.gov](http://www.irs.gov), keyword "W7", to refer to the instructions for Form W-7.

**If we don't hear from you**

We'll deny your application if:

- We don't receive your Response Form and supporting documentation by July 7, 2022.
- We don't receive all of the requested documentation or the documentation doesn't meet the criteria described in the letter.

If your application is denied, you'll have to submit a new Form W-7 to have an ITIN assigned.



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## Additional information

- Visit [www.irs.gov/cp566](http://www.irs.gov/cp566)
- For tax forms, instructions, and publications, visit [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or call 800-TAX FORM (800-829-3676)
- View the following online:
  - Publication 1915, Understanding Your IRS Individual Taxpayer Identification Number (ITIN)
  - Publication 519, U.S. Tax Guide for Aliens
- Keep this notice for your records.

If you have questions, you can call us at the number listed above.

### Low Income Taxpayer Clinics (LITC)

Tax professionals who are independent from the IRS may be able to help you.

Low Income Taxpayer Clinics (LITCs) can represent low income persons before the IRS or in court. LITCs can also provide assistance to persons who speak English as a second language. Any services provided by an LITC must be for free or a small fee. To find an LITC near you:

- Go to [www.taxpayeradvocate.irs.gov/litcmap](http://www.taxpayeradvocate.irs.gov/litcmap),
- Download IRS Publication 4134, Low Income Taxpayer Clinic List available at [www.irs.gov](http://www.irs.gov); or
- Call the IRS toll-free at 800-829-3676 and ask for a copy of Publication 4134.

State bar associations, state or local societies of accountants or enrolled agents, or other nonprofit tax professional organizations may also be able to provide referrals.



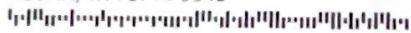
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## Response Form

Complete this form, and mail it to us so we receive it by July 7, 2022. If you use the enclosed envelope, be sure our address shows through the window.

### Send us your contact information

If your address has changed, make the changes below.

MANASVI PARVATHA REDDY  
37 N ORCHARD DR  
WARSAW IN 46582

### 1. Indicate which of the following items you are sending

I am enclosing the following documentation as verification of my U.S. residency (check all that apply):

#### Documents the IRS accepts (must be valid as outlined above)

- U.S. state identification card
- U.S. visa
- U.S. medical records
- U.S. school records

### 2. Send this Response Form to us

Mail your Response Form to us along with any documentation so we receive it by July 7, 2022. If you're using your own envelope, mail your package to the address on this form.