



## ITIN FAQs

### Commonly Asked Questions

#### **1. What is an ITIN and who needs one?**

An ITIN (Individual Taxpayer Identification Number) is issued by the IRS to individuals who need to file U.S. taxes but are not eligible for a Social Security Number. It's required for foreign nationals, dependents, and others with U.S. tax obligations. In order to apply for an ITIN, an Applicant must file Form W-7, *Application for Individual Taxpayer Identification Number*.

#### **2. What is a Certifying Acceptance Agent?**

“A CAA can verify the original and certified copies of identifying documents from the issuing agency for primary and secondary ITIN applicants (except for foreign military identification cards) and passports and birth certificates for dependents. A person acting in its capacity as a CAA does not act as an agent of the IRS and is not authorized to hold itself out as an agent.” CAAs have full power and authority to oversee the ITIN Application and renewal process.

In contrast, Acceptance Agents have limited abilities to facilitate the ITIN process. “Acceptance Agents cannot certify documents. Applicants must submit their original documents to the IRS or obtain certified copies from the issuing agency or an authorized third party. They must also send the applicant's original identification documents to the IRS along with the ITIN application.” Further, “they do not receive copies of correspondence from the IRS”. Correspondence goes directly to the Applicant. Lastly, “Acceptance Agents do not undergo the forensic training that Certifying Acceptance Agents do.” (IRS)

#### **3. How long does the ITIN Application process take?**

Most ITIN applications are processed by the IRS within 8 weeks.

#### **4. What is the turnaround time for preparing the ITIN Application?**

Form W-7 applications can be prepared in one visit. Or, depending on the number of applicants and documentation submitted, 48-72 hours.

#### **5. What documents are needed for an ITIN application?**

Applicants need a valid Passport, the only document that proves both identity and foreign status, Visa (if applicable) and other documents that may be required in conjunction with the application. We'll guide you through the document checklist during your consultation.



## **6. Do you offer virtual consultations?**

Yes, we can interview ITIN applicants (primary, secondary and dependents) virtually to complete the Application. Pursuant to IRS guidelines, video conferencing (Zoom, Skype) may be used for the interview only. However, we must have your original identification documents or certified copies from an issuing agency in our possession during the interview.

Tax Professionals, Certifying Acceptance Agents and others in the tax field are bound by the guidelines of Treasury Department Circular 230, *Regulations Governing Practice before the Internal Revenue Service*, which outlines due diligence, ethics and responsibilities in carrying out our duties.

## **7. Can you help with international tax compliance (FBAR, FATCA, FinCEN)?**

Absolutely. We specialize in helping clients report foreign income, assets, and bank accounts to ensure full compliance with U.S. tax laws.

## **8. What types of business entities can you help register?**

We assist with domestic (LLC, corporation, sole proprietorship) and foreign business registrations, including guidance on the best entity type for your situation.

## **9. What is your success rate for ITIN approvals?**

We have a 95% success rate in obtaining ITINs for our clients, including overcoming common reasons for IRS denials.

## **10. Are your services available year-round?**

Yes, Sirius Tax Group provides year-round support for ITIN, tax, and business clients, not just during tax season. This is especially important for our ITIN clients, since the Application processing time may extend past the end of tax season, depending on when the Application is submitted.

## **11. How much do your services cost?**

ITIN applications prepared without a tax return, or with an exception, start at \$399 for the primary applicant and \$129 per dependent. If a tax return is prepared in conjunction with the ITIN Application, the fee will be \$349 plus the cost of the return. Tax preparation, advisory and business services are priced based on complexity -- contact us for a personalized quote.



Additionally, ITIN Applications are paper filed and must be sent to the ITIN Department in Austin, Texas. The IRS only acknowledges Express Delivery as proof of service. Therefore, there is an additional fee of \$25.95 for the service.

## **12. Do your services include filing of a U. S. tax return as well?**

Yes, as noted above, your preparation fees will vary depending on whether we prepare a tax return in conjunction with the ITIN application or not.

The ITIN application is submitted with the Federal return only. Since state tax agencies follow the lead of the IRS, your CAA should submit the ITIN Application first, obtain approval and then file the state return in a separate appointment. This is best practice and the proper management of client expectation.

**Example:** Taxpayer A is married. His spouse submits an ITIN application. The Federal tax return (MFJ filing status) is prepared with the presumption of approval of the ITIN, resulting in a refund of \$3,650. There are two resulting possibilities:

- > The ITIN is approved and the tax refund remains at \$3,650
- > The ITIN is denied and the refund is not approved, possibly resulting in a tax liability

This is why the Federal return is prepared first and by itself.

## **13. What are your payment terms?**

Payment is required to commence service. We accept cash, debit or credit card, CashApp, Venmo and Zelle.

## **14. What makes Sirius Tax Group different?**

Our founder, Sydney R. Smith MBA CAA, is known as The ITIN Lady. She has over a decade of experience processing ITIN applications and renewals with a 95% approval rate. She also has a combined 25 years of tax, business and management experience. Her attention to detail, fluency in inter-cultural communication and personalized service is what makes her successful.