

W-7 QUESTIONNAIRE
(FOR USE BY AMY VALENZUELA CPA)

1. Name _____
(First) (Middle) (Last)
2. Have you ever been issued a U.S. Taxpayer Identification Number? Yes / No _____
If "Yes": **a)** If it is a U.S. Social Security Number, list the number here _____ and do not complete the remainder of this form.
b) If it is a U.S. Taxpayer Identification Number (ITIN), list the number here _____, and when it was issued _____.
3. Is the above name your birth name? Yes / No _____. If the answer is "No", please complete line 4.
4. Birth name (If applicable) _____
(First) (Middle) (Last)
5. Mailing Address _____ Cell: _____ Office: _____
_____ Fax: _____ Email: _____
8. Non-U.S. address _____
9. Date of birth _____ City & Country of birth _____
(month, day, year)
10. Country(ies) of citizenship _____
11. Tax ID number in country of residence (eg. Social Insurance Number) _____
12. Country issuing your passport _____ Expiration Date _____ Passport number _____
13. Date you first entered the United States in the current year (i.e. tax year for which the return is being filed) _____
(month, day, year)
14. Do you have a U.S. Immigration visa? Yes / No _____
Type of U.S. immigration visa (e.g. B-1, E-2, H-1B, F, etc.) _____
US immigration visa # _____ Expiration date _____
(month, day, year)
15. Are you a student at a College/University/Company? Yes / No _____
Name of school _____ City and state _____
Length of stay _____
- Signed _____ Date _____
(month, day, year)

PLEASE RETURN THE FORM TO: AMY VALENZUELA CPA
BAERWALDSTRASSE 50, BERLIN, GERMANY 10961
Tel: +49(0)15739752105 Fax: +49(0) 305 477 4798 Email: info@alvcpa.com Website: www.alvcpa.com

Please mail your **original** passport and/or other supporting documents certified by the original issuing agency to our Berlin office address noted above.

AMY VALENZUELA CPA – INTAKE SHEET FOR ITIN APPLICATION

Client Name: _____

A person that is ineligible for a U.S. Social Security number and is required to apply for an Individual Taxpayer Identification Number (ITIN) for U.S. tax filing purposes must provide the following:

- [illegible]

The ITIN application and supporting documentation needs to be mailed to the IRS within 5 business days of completion. Once the IRS has processed the application they will issue an ITIN on a C.P. 565 notice and mail it to the applicant and Certifying Acceptance Agent "CAA". This notice will take 6 - 8 weeks to receive. If you have any questions during this application process, please contact Amy Valenzuela, CPA via email info@alvcpa.com.

Please be advised of the following:

- 1) The ITIN cannot be used to claim the earned income tax credit under section 321 of the Internal Revenue Code;
- 2) The assignment of an ITIN to an applicant does not change the applicant's immigration status or entitle the applicant to legal employment in the United States;
- 3) The ITIN does not take the place of an SSN or qualify the applicant for Social Security benefits;
- 4) The applicant may be eligible for an SSN and the circumstances under which this may be the case;
- 5) If the applicant becomes eligible for an SSN at a later date, the ITIN can no longer be used and the applicant must apply for an SSN from the Social Security Administration;
- 6) The Responsible Party must fully explain the application process to the applicant, the information required by the form and instructions, the role of the CAA in the process, the extent to which the IRS may communicate information regarding the applicant to the CAA, the fact that the form is signed under penalties of perjury, and the consequences of making false statements or providing incorrect or false documentation.

I attest, under penalties of perjury, the above was explained to me at the time of my ITIN application.

Applicant

Date _____

Responsible Party

Date _____