



INTERNATIONAL TAX CHECKLIST

Prospect Information

Name _____

International Tax Required Documents:

1. **COMPLETE FORM W-7**
(This form is used to obtain an ITIN number) ☐ YES ☐ NO

Include **NOTARIZED** copies of all of the following:

2. **Passport** ☐ YES ☐ NO

3. **Visa** (Not needed if you are a Canadian citizen) ☐ YES ☐ NO

Include copies of all of the following:

4. **I-20** ☐ YES ☐ NO

5. **Athletic Aid Award** ☐ YES ☐ NO

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6. **COMPLETE FEDERAL IRS FORM 1040NR-EZ** ☐ YES ☐ NO

7. Include the 1042S that was provided by NIU and make a copy for yourself ☐ YES ☐ NO

8. I made a copy of all of my documents before submitting to IRS. ☐ YES ☐ NO

9. Send **ALL COMPLETED FORMS** via mail to: ☐ YES ☐ NO
Internal Revenue Service
ITIN Operation
P.O. Box 149342
Austin, TX 78714-9342

MAKE SURE YOU KEEP A COPY OF THE IRS ITIN LETTER ONCE YOU HAVE RECEIVED IT.

(Keep the ITIN Letter with your passport, visa, and I-20. Store these items in a safe and secure location)

*If you need help here are some helpful resources:

- **Student Tax Prep** 151 W. Lincoln Highway DeKalb, IL 60115, Suite E www.studenttaxprep.com
- **IS Taxes** www.istaxes.com
- **IRS** 1-800-829-1040 www.irs.gov

FAQ:

How can I check the status of my tax return?

You may call the IRS toll-free at 1-800-829-1040 for information and help in completing your Form W-7 and your tax return, or to check on the status of your application six weeks after submitting Form W-7.