



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

Notice	CP565
Notice date	January 26, 2017
To contact us	Phone 1-800-908-9982 International calls: Phone 267-941-1000
Case reference number	99999
Date of birth	January 20, 1990
Page 1 of 2	

JOHN SMITH
123 N HARRIS ST
HARVARD, TX 12345

Confirmation of your Individual Taxpayer Identification Number

We renewed your Individual Taxpayer Identification Number (ITIN) NNN-NN-NNNN

This notice confirms your
assigned ITIN NNN-NN-NNNN.

**Keep this notice in a secure
place with your other important
documents.**

We'll mail back the documents
you submitted with your Form W-7
application in a separate
envelope. You should receive
them within 60 days.

If you don't receive the documents
within 60 days or if you moved
since submitting your application,
call us at the telephone number
listed above. You can also write to
us at the address listed at the top
of this notice.

Your ITIN and personal information

ITIN	NNN-NN-NNNN		
Full name	John	A	Smith
	First	Middle	Last
Date of birth	January 20, 1990		

The IRS will use your ITIN, along with your full name and date of birth, to
identify tax documents, payments, and any other correspondence.
Therefore, it's very important that the personal information we have for you
is correct.

If the above information is incorrect, complete the Contact information
section below and mail it to us at the address listed above.

You don't need to respond to this notice unless your personal information is
incorrect.

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Contact information

INTERNAL REVENUE SERVICE
PO BOX 149342
AUSTIN, TX 78714-9342

John Smith
123 North Harris St
Harvard, TX 12345
Name

Date of birth

Address

City State Country Zip code

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Primary phone Best time to call

Secondary phone Best time to call

☐ a.m.
☐ p.m.
☐ a.m.
☐ p.m.

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.

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 doesn't entitle you to social security benefits or the earned income tax credit.

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 an SSN from the Social Security Administration.
- When you receive your SSN, 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.

Additional information

- Visit 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.