

How to Obtain/Apply for a Taxpayer Identification Number for Non-Resident Aliens (NRA) Receiving any payment from the UW-Madison through Payroll

A person can only apply for an Individual Taxpayer Identification Number (ITIN) through the UW IRS ITIN Acceptance Agent (UW Tax Compliance Manager) or their delegate or through a local IRS office (<http://www.irs.gov/contact/index.html>)

Do you want to apply through the UW IRS Acceptance Agent or the IRS Office?

UW IRS Acceptance Agent Delegate (Option 1)

IRS Office (Option 2)

[E-Mail UWS Service Center](#) at set up an appointment to apply for an ITIN. The UW IRS Acceptance Agent delegate at the UWS Services Center must see the applicant in person. Applications cannot be done via mail.

Documents needed to be brought to the ITIN application meeting at the IRS office are the same as in option 1.

Documents needed to be brought to the ITIN application meeting are determined by the type of Visa that the visitor comes to the United States on.

[B1/B2 Visa
Visitor for
Business/Visitor
for Tourism](#)

[J1 Visa
Exchange Scholar](#)

[J1 Visa
Student](#)

[F-1 Visa
Student](#)

[Other](#)

Applicant must bring their original (1) Passport, (2) I-94, and (3) Invitation or scholarship letter.

Applicant must bring their original (1) Passport, (2) I-94, (3) DS-2019, and (4) Invitation or scholarship letter.

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Applicant must bring their original (1) Passport, (2) I-94, (3) I-20, and (4) Invitation or scholarship letter.

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Evidence must be provided to the UW paying department that a person has applied for the ITIN through an IRS office. This can be either:

(1) Completed application signed by or stamped as received by an IRS office.

(2) A confirmation letter from an IRS office stating that the person has applied for an ITIN.

The above evidence must be delivered or mailed to:

UWS Service Center
21 North Park Street, Suite 5101
Madison, WI 53715.

Local IRS Office: see (<http://www.irs.gov/contact/index.html>)

At the application meeting the application form (IRS Form W-7) will be completed by the applicant and signed by the UW IRS ITIN Acceptance Agent Delegate at UWS Service Center.