

APPLY FOR YOUR TAX IDENTIFICATION NUMBER (ITIN)

LES PEOPLE'S FCU is a Certified Acceptance Agent for the IRS, authorized to provide assistance with the Individual Tax Identification Number (ITIN) application. The IRS grants ITINs to individuals who are looking to pay taxes and are not eligible for a Social Security Number.

LES PEOPLE'S FCU can facilitate the ITIN request through the opening of an interest bearing account at LES PEOPLE'S FCU.

Step 1 - **What to bring for the ITIN application:**

- Original supporting documents to prove Foreign Status and Identity. Only the passport is a stand-alone document that meets Foreign and Identity requirements. See list of supporting documents on the back.
- Notarized color copy of above supporting documents that meet Foreign Status and Identity.
- \$25 service charge.

Step 2 - **What to bring to open an interest-bearing account at LES**

PEOPLE'S FCU:

- Valid Government Picture ID such as passport, consular ID, benefit card, state issued ID, etc.
- Proof of address such as **most recent** utility bill, rent receipt, pay stub, voter ID or notarized letter of residence.
- Qualifying field of membership proof: Proof of address, proof of income, referral form from partner organization, financial advisor or immediate family member.
- \$75 minimum deposit (this is not a fee) to avoid \$3 monthly service fee.

To make an appointment with the certified agent to assist you with the ITIN application, call 212-529-8197 ext. 116 or email aportada@lespfcu.org

The ITIN usually takes 6 weeks to arrive at applicant’s mailing address. When received please notify the Certified Acceptance Agent to update your tax ID number in your account.

Type of Supporting Documentation

Type of Supporting Documentation	Foreign Status	Identity
Passport (the only stand-alone document)	X	X
United States Citizenship and Immigration Services (USCIS) Photo Identification	X	X
Visa issued by the US Department of State.	X	X
United States Driver’s License		X
United States Military Identification Card		X
Foreign Driver’s License		X
Foreign Military Identification Card	X	X
National Identification Card (must be current, and contain name, photograph, address, date of birth, and expiration date)	X	X
United States State Identification Card		X
Foreign Voters Registration Card	X	X
Civil Birth Certificate	X*	X
Medical Records (valid for dependents only – under 6 years of age)	X*	X
School Records (valid for dependents only – under 14 years of age (under 18 years of age if a student))	X*	X

***May be used to establish foreign status only if documents are foreign.**