

SPECIAL INSTRUCTIONS

For Students who do NOT have an ITIN and Need to file Form W-7

If you are filing Form W-7 (Application for ITIN) with your Tax Return, NSU recommends that you file your W-7 and tax return at the local IRS Office in Plantation noted below:

1. Follow the instructions for gathering and organizing required documents listed on the Glacier printed instructions "Submitting Form W-7" and "Submitting Your US Tax Documents." If you do NOT have a copy of your passport picture page certified by the issuing agency (your embassy or consulate.), the Plantation IRS office will do this for you as noted in step 3 below. Sign the tax documents where needed and make copies for your records.
2. Make an appointment at the IRS Tax Payer Assistance Office:
IRS Taxpayer Assistance Office
1248 N. University Dr
Plantation, FL 33322
Call 844-545-5640 to schedule an appointment (Tuesday/Thursday only)
3. Take all tax documents from step 1 along with your original passport to the Plantation IRS office. (The IRS office will review original passports and national identification cards only). Original passports will be returned the same day. The IRS will mail your W-7 and Tax Return to the IRS office in Austin, TX for processing.
4. The IRS will contact you by mail – make sure to list your current mailing address, including Room/Apt Number.

CAUTION!: If you choose to file by mail, you will need to include **ALL** the required documents as listed on the Glacier Tax Prep Software filing instructions when you file by mail. This means you will need a **certified copy** of your passport. A notarized copy is **NOT** a certified copy. *Sending incorrect or incomplete documents to the IRS could cause delays in issuing an ITIN and delay a potential refund*