

Step-by-Step Guide: Filing Taxes without an ITIN

1. Per [instructions](#), complete taxes in Glacier Tax Prep.
2. Complete ITIN application as follows:
 - a. Complete Form W-7 form in Glacier Tax Prep, or access blank form [here](#):
 - i. Below is an example of how you should complete the top section of Form W-7.

<p>Form W-7 (Rev. August 2019) Department of the Treasury Internal Revenue Service</p>	<p>Application for IRS Individual Taxpayer Identification Number</p> <p>► For use by individuals who are not U.S. citizens or permanent residents. ► See separate instructions.</p>	<p>OMB No. 1545-0074</p>
<p>An IRS individual taxpayer identification number (ITIN) is for U.S. federal tax purposes only.</p> <p>Before you begin: • Don't submit this form if you have, or are eligible to get, a U.S. social security number (SSN).</p>		<p>Application type (check one box): <input checked="" type="checkbox"/> Apply for a new ITIN <input type="checkbox"/> Renew an existing ITIN</p>
<p>Reason you're submitting Form W-7. Read the instructions for the box you check. Caution: If you check box b, c, d, e, f, or g, you must file a U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).</p>		
<p>a <input type="checkbox"/> Nonresident alien required to get an ITIN to claim tax treaty benefit</p> <p>b <input type="checkbox"/> Nonresident alien filing a U.S. federal tax return</p> <p>c <input type="checkbox"/> U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return</p> <p>d <input type="checkbox"/> Dependent of U.S. citizen/resident alien } If d, enter relationship to U.S. citizen/resident alien (see instructions) ► _____</p> <p>e <input type="checkbox"/> Spouse of U.S. citizen/resident alien } If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ► _____</p> <p>f <input checked="" type="checkbox"/> Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception</p> <p>g <input type="checkbox"/> Dependent/spouse of a nonresident alien holding a U.S. visa</p> <p>h <input type="checkbox"/> Other (see instructions) ► _____</p>		

- b.
- c. Attach a copy of your Admissions letter from Princeton University
- d. Attach a copy of your Passport Signature and Photo Pages
- e. Attach a copy of your I-20 or DS-2019
- f. Attach a copy of your Visa document
- g. Attach a copy of your I-94
- h. Attach the following three letters, which will be completed by your DSO at the Davis International Center.
 - i. Certification letter from Princeton University Designated School Official
 - ii. No employment letter
 - iii. Letter indicating you are receiving scholarships/fellowships from Princeton
3. Mail your completed ITIN Application and your 2019 Tax Return to the address listed in your Glacier Tax Prep Instructions.
 - a. Please be sure to follow all instructions from your Glacier Tax Prep Instruction Guide.
 - b. Please use a mailing method that provides a tracking number for you to track your package so you know if, and when it arrives to the IRS.
4. The IRS will assign you a temporary Identification Number for filing your taxes until you are able to apply in person for an ITIN.