



Individual Tax Identification Number (ITIN)

Next Steps

1 Make a copy of your entire application. Keep the copy for your records.

2 Purchase a stamp at the U.S. Post Office and mail your application. **Do not mail your passport.**



U.S. Post Office
125 Mt. Auburn Street
Cambridge, MA 02138



Hours of Operation
Monday - Friday: 7:30AM - 6:00PM
Saturday: 7:30AM - 3:00PM

3 Wait for your ITIN to arrive in the mail. This process can take 4-6 weeks.



If you receive any written correspondence from the Internal Revenue Service (IRS) requesting more information about your ITIN application, **do not respond on your own. Do not mail your passport.** Instead, come to the HIO during office hours with the letter you received from the IRS and the copy of your ITIN application. An HIO Advisor will review and provide advising on your next steps.

4 Once you receive your ITIN, you must:

1. Login to your Harvard Glacier account
2. Input the ITIN
3. Print the new Glacier Summary sheet
4. Take the Glacier Summary and ITIN notice to the Harvard Office of the Controller. Their address will be printed on the Glacier Summary.



If you receive a **U.S. Social Security Number (SSN)** in the future, you must use the SSN for tax purposes and discontinue using your ITIN. It is improper to use both the ITIN and the SSN assigned to the same person to file tax returns. It is your responsibility to notify the IRS so they can combine all of your tax records under one identification number. If you do not notify the IRS when you are assigned a SSN, you may not receive credit for all wages paid and taxes withheld which could reduce the amount of any refund due.

You can visit a local IRS office or write a letter explaining that you have now been assigned a SSN and want your tax records combined. Include your complete name, mailing address, and ITIN along with a copy of your social security card and a copy of the CP565, Notice of ITIN Assignment, if available. The IRS will void the ITIN and associate all prior tax information filed under the ITIN with the SSN. Send your letter to: Internal Revenue Service, Austin, TX 73301-0057.