



Individual Tax Identification Number (ITIN) Next Steps

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

Mail to:
Internal Revenue Service
ITIN Operation
P.O. Box 149342
Austin, TX 78714-9342

- 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.

Please contact your HIO advisor 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.** The Advisor will review and provide advising on your next steps.

Once you receive your ITIN, you must notify the Student Accounts office and update Sprintax Calculus:

- 4**
1. Login to your Harvard Sprintax Calculus account
 2. Input the ITIN
 3. Print the new Sprintax Calculus Summary sheet if it provides a new determination
 4. Upload your new determination at <https://nratax.oc.finance.harvard.edu/calculus>
 5. Review additional reporting requirements at When should I update my Sprintax Calculus record? | International Payee Tax Compliance (harvard.edu)

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.