

**According to the IRS fact sheet p5259.pdf, (as of 2/26/2018)**

There are three methods taxpayers can use to submit their Form W-7 application package. They can:

- Mail their Form W-7 and original identification documents or copies certified by the agency that issued them to the IRS address listed on the form instructions. The IRS will review the identification documents and return them within 60 days.
- Use one of the many **Certified Acceptance Agents (CAAs)** authorized by the IRS to help them apply for an ITIN. CAAs can certify all identification documents for primary and secondary taxpayers as well as passports and birth certificates for dependents. This saves taxpayers from mailing original documents to the IRS or
- Call and make an appointment at a designated IRS **Taxpayer Assistance Center**.

**IRS "Certified Acceptance Agents" for filing ITIN applications.**

*Be sure to contact the agent to find out what fees they charge and to schedule an appointment.*

**In Champaign-Urbana, these are the Certified Acceptance Agents:**

Yolanda Gayle Starks d/b/a Jackson Hewitt Tax Service	1704 West Bradley Avenue Champaign, IL 61821 (217) 355-8200
H & R Block Inc.	114 North Vine Street Urbana, IL 61802 (217) 328-3457
H & R Block Inc.	12585 Urbana Crossing 114 North Vine Street Urbana, IL 61802 (217) 328-3457

**These Certified Acceptance Agents are within driving distance:**

Ezhil P. Namadurai d/b/a Professional Tax Services	2804 Alana Way Bloomington, IL 61704 (309) 287-6870
Pearce Tax & Business Services Inc. d/b/a H & R Block	638 West Lincoln Avenue Charleston, IL 61920 (217) 345-2202
Pearce Tax & Business Services Inc. d/b/a H & R Block	700 Broadway Avenue East Mattoon, IL 61938 (217) 234-2322
Pearce Tax & Business Services Inc. d/b/a H & R Block	1207 South Hamilton Sullivan, IL 61951 (217) 345-2202

**Do not wait until April to do this. They will all be busy by then and you may not be able to get an appointment before the tax filing deadline!**



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