

# Tulsa Responds' Policy for Verifying Social Security Numbers

For use in filing tax returns under the IRS' Volunteer Income Tax Assistance program

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The following options are the documents you can provide as a client to verify you, your spouse's, and your dependent(s)' Social Security Number(s).

- Original Social Security cards
- Form SSA-1099
- Letters from the Social Security Administration providing the full SSN

In the absence of the above options, paper or electronic copies of the above can also be accepted. A paper copy is any recreation of an original document that has been photocopied or printed on copy paper and is clearly visible, readable, and legible. An electronic copy is any screenshot, photo, or other type of digital file that is able to be shown to a Tulsa Responds employee or volunteer from an electronic device owned by the client and is clearly visible, readable, and legible.

We place important guidelines on what documents are acceptable to verify a taxpayer's Social Security Number. Our policy is in place to prevent fraud and is compliant with IRS Publication 4299. You must abide by our policy, as any mismatching of names and taxpayer identification numbers can result in the delay or rejection of your tax return.

**If you are not eligible for or do not qualify for an SSN**, you may be eligible for an Individual Taxpayer Identification Number (ITIN). If you've previously been issued an ITIN, bring in the original ITIN letter or IRS Notice CP565 for proof of your ITIN; **we won't accept a copy of this document.**

If you've never been issued an ITIN before or haven't used your previously issued ITIN in at least three calendar years, you must submit a new ITIN application using Form W-7 (Application for IRS Individual Taxpayer Identification Number). Go to [irs.gov/individuals/international-taxpayers/acceptance-agents-oklahoma](https://irs.gov/individuals/international-taxpayers/acceptance-agents-oklahoma) to find a list of Acceptance Agents in Oklahoma who can help you prepare and submit an application. See page 4 of the current W-7 Instructions ([irs.gov/pub/irs-pdf/iw7.pdf](https://irs.gov/pub/irs-pdf/iw7.pdf)) for a reference chart of acceptable identifying documents to prepare. A passport is the only document that can be accepted without any other supporting documentation for the Form W-7. Any documentation used for the ITIN Application may need to be mailed to the IRS and may not arrive back to you for 60 days.