

How to Get Your ITIN or EIN *Fast*

Which number you need, what to prepare, and the mistakes that cause delays. “Fast” here means avoiding the delays you control. The IRS sets the timeline.

01 · WHICH NUMBER DO YOU NEED?

ITIN or EIN: pick the right one first

ITIN

A nine-digit U.S. tax number for a **person** who has to deal with U.S. taxes but can’t get a Social Security number (SSN).

EIN

A federal tax ID for a **business** or other entity. The IRS says you can get one for free directly from the IRS.

QUICK DECISION GUIDE

ITIN

You’re a person with a U.S. tax reason. You must file a U.S. return, want a U.S. refund or a treaty benefit, or you’re a spouse or dependent on someone’s U.S. return, and you can’t get an SSN.

EIN

You’re forming or running a U.S. company or LLC, hiring employees, or withholding tax on non-wage income paid to a nonresident alien.

BOTH

You own a U.S. company and must file your own U.S. return. The company gets an EIN. You get an ITIN.

NEITHER

You have an SSN or can get one, you’re a U.S. citizen or green card holder, or you have no U.S. tax reason.

	ITIN	EIN
IRS form	Form W-7	Form SS-4
U.S. tax return needed?	Usually, with the application, unless you meet an IRS exception	No
ID documents sent?	Yes. A valid passport can stand alone	No. A named “responsible party” signs the form
Good to know	No work authorization, benefits or immigration status. It expires if not used on a federal return for 3 tax years in a row	For business use only. Never use it in place of your SSN or ITIN

02 · ITIN: DOCUMENTS AND HOW TO APPLY

What to prepare, and where your passport goes

YOUR PASSPORT

A passport is the only stand-alone document.

An original valid passport, or a certified copy, is enough on its own. It must not be expired on the day you submit. Spouses and dependents have extra rules, so check the [W-7 instructions](#).

ITIN DOCUMENT CHECKLIST

- | | |
|---|---|
| ☐ Form W-7. Your legal name as on your documents, and your full foreign address | ☐ A valid passport. Original, or a copy certified by the issuing agency |
| ☐ A U.S. tax return (1040-NR or 1040) attached, or proof you meet an IRS filing exception | ☐ No passport? The IRS accepts a combination of other documents from its list of 13 |
| ☐ Clean, sharp copies. Unclear or blemished documents may be treated as invalid | ☐ Certified, never notarized. The IRS doesn't accept notarized documents |

Filing exceptions listed in the W-7 instructions: passive income with third-party withholding or treaty benefits; certain treaty income such as wages, scholarships or gambling, or taxable scholarships; mortgage interest; a foreign person's sale of U.S. real property; Treasury Decision 9363. Each has its own conditions and proof.

THREE WAYS TO APPLY

WAY	HOW IT WORKS	YOUR ORIGINAL PASSPORT
1. Mail it to the IRS	Send your W-7, return and documents to IRS ITIN Operation, P.O. Box 149342, Austin, TX 78714-9342. Cost: postage or courier.	You mail the original or a certified copy. The IRS returns originals to the address on your form. The IRS suggests certified copies.
2. An IRS Taxpayer Assistance Center	In person, by appointment (844-545-5640). Free. The IRS lists these offices in the U.S. and its territories.	Staff check your documents and give them back at the end of the appointment.
3. A Certifying Acceptance Agent	An agent the IRS authorizes to check your identity documents and certify copies, then send your application. Fee-based. Available in the U.S. and abroad.	Not mailed to the IRS. The agent attaches copies and hands your documents back right after the review. A plain Acceptance Agent must send originals, so ask which you have.

SKIP THE PAPERWORK

Nolly.com does this for you

We prepare your Form W-7, check your passport on a short video call as a Certifying Acceptance Agent, and file with the IRS. Your original passport stays with you. We work with people in any country, online. Money back if the IRS rejects your application, [terms apply](#). The \$199 fee covers your ITIN application and does not include a U.S. tax return.

\$199

Start your ITIN →

03 · EIN FROM OUTSIDE THE U.S.

No SSN, no ITIN, no U.S. address? You can still get an EIN.

The IRS online application needs a legal residence or principal place of business in the U.S. or its territories. From outside, use one of these three routes. All use Form SS-4.

ROUTE	HOW IT WORKS
Phone	International applicants only. Call 267-941-1099 (not toll-free), Monday to Friday, 6 a.m. to 11 p.m. Eastern. The caller must be authorized to receive the EIN and answer questions about the SS-4, so complete the form first. An IRS representative uses it to assign the EIN.
Fax	Fax the signed SS-4 to 304-707-9471 from outside the U.S. (855-215-1627 from inside). Put your own fax number on the form so the IRS can send the EIN back.
Mail	Internal Revenue Service, Attn: EIN International Operation, Cincinnati, OH 45999.

The IRS notes that fax numbers can change without notice. Confirm current numbers on [IRS.gov](https://www.irs.gov) before you send.

FILLING IN THE SS-4

- 1 Name the responsible party (line 7a)**
A real person who owns or controls the entity. Nominees are not authorized to apply for an EIN.
- 2 Always make an entry on line 7b**
Enter their SSN or ITIN. If they don't have one and can't get one, enter "foreign" or N/A. You do not need an ITIN first.
- 3 Exact legal name, full foreign address**
Use the name on your formation documents, and register a new LLC or company with its state first. Spell out symbols the IRS doesn't allow, such as a dot or @. Give the city, province or state, postal code and full country name.
- 4 One request, one method**
You can apply for only 1 EIN per day. Use just one method per entity so you don't end up with two.

SKIP THE PAPERWORK

We prepare and file your SS-4

Tell us about the company and its owner. We complete the form, including a foreign address or owner, and file it by the route that fits. We work with people in any country, online. The IRS offers EINs free directly; our fee covers our work.

\$75

[Get your EIN →](#)

HOW LONG WILL IT TAKE?

The IRS sets the timeline for ITINs and EINs, and it changes through the year, so neither we nor any guide can promise a date. [IRS.gov](https://www.irs.gov) shows current information. What you control is a complete, correct application, and that is what avoids extra delays.

04 · WHAT SLOWS PEOPLE DOWN

Eight mistakes that cause delays

Each one comes from the IRS's own instructions, and each is avoidable.

- 1 Applying when you're eligible for an SSN**
Fix: The W-7 instructions say not to complete the form if you have an SSN or can get one.
- 2 A W-7 with no return and no exception**
Fix: Attach your return, or document the exception that lets you apply without one.
- 3 An expired document**
Fix: Documents must not be expired on the date you submit. A passport is current if its expiry date hasn't passed by then.
- 4 A notarized copy**
Fix: Send the original, a copy certified by the issuing agency, or have a Certifying Acceptance Agent or IRS office check the original.
- 5 Unclear or damaged copies**
Fix: The IRS says unclear or blemished documents are likely treated as invalid and you may get a letter asking for new ones.
- 6 A name that doesn't match**
Fix: On line 1a use your legal name as on your identifying documents. A different birth name goes on line 1b.
- 7 Mailing your passport with no plan**
Fix: The IRS returns originals to the address on your form. Know where they will go, or avoid mailing the original.
- 8 The wrong EIN route, or a blank line 7b**
Fix: From outside the U.S. use phone, fax or mail, not the online tool, and always make an entry on line 7b.

RATHER NOT DO IT ALONE?

Let Nolly.com do the *paperwork*.

ITIN \$199 and EIN \$75, flat fees, handled online for people in any country. Money back if the IRS rejects your ITIN application, terms apply. The ITIN fee doesn't include a U.S. tax return. Nolly.com is a Toronto company listed on IRS.gov as an acceptance agent in Canada.

Start your ITIN · \$199

Get your EIN · \$75

Questions first? [Talk to an agent](#) · 416-732-3342 · info@nolly.com · 265 Rimrock Road, Suite 201, Toronto, ON M3J 3C6

SOURCES (IRS.GOV, CHECKED OCTOBER 2, 2026)

ITIN overview. irs.gov/tin/itin/individual-taxpayer-identification-number-itin

How to apply for an ITIN. irs.gov/tin/itin/how-to-apply-for-an-itin

ITIN supporting documents. irs.gov/tin/itin/itin-supporting-documents

ITIN application FAQs. irs.gov/tin/itin/itin-application-frequently-asked-questions

ITIN documentation FAQs. irs.gov/individuals/international-taxpayers/itin-documentation-frequently-asked-questions-faqs

Instructions for Form W-7 (Rev. Dec 2024). irs.gov/instructions/iw7

Taxpayer Assistance Centers with ITIN services. irs.gov/tin/itin/irs-taxpayer-assistance-centers-with-itin-services

ITIN Acceptance Agent Program. irs.gov/individuals/itin-acceptance-agent-program

Employer identification number. irs.gov/businesses/employer-identification-number

Get an EIN online. irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number

Instructions for Form SS-4 (Rev. Dec 2025). irs.gov/instructions/iss4

Acceptance agents, Canada. irs.gov/individuals/international-taxpayers/acceptance-agents-canada