



## ITIN Access Guide

### General Information:

- IRS Guidance in [English](#) and [Español](#)
- [Form W-7](#)
- Documents needed for submission for an ITIN in [English](#) and [Español](#)
- Prior to filing for an ITIN, you will need to have filed at least 1 year of tax returns. You can file a return for something as little as \$1 of bank interest; you do not need significant income, you just need the paper trail.

### Nearest ITIN Acceptance Agent:

#### [Ramos Tax & Services](#)

- Speaks Spanish
- \$65 for Form W-7 to get an ITIN
- Also require that you file taxes with them for the first year you have your ITIN
- As certified acceptance agents (CAA), they will send photocopies of your original documents to the IRS along with your initial tax return. If you do not use a CAA, you must mail the IRS the original documents and it can take up to 7-8 months to get them back in some cases.
- 658 South Gammon Rd, Suite 100  
Madison, WI 53719  
(608) 442-8170

#### [IRS Office in Madison, WI](#)

- Free to file the form but they DO NOT speak Spanish
- 1242 Fourier Dr, Suite 200  
Madison, WI 53717
- Hours: Monday – Friday, 8:00 am – 12:00 pm, 1:00 pm – 4:30 pm
- (608) 421-7898  
(844) 545-5640

### Local Contact for Questions:

Alvaro (Alex) Varela, [Alvaro.Varela@amcor.com](mailto:Alvaro.Varela@amcor.com)