W-7 QUESTIONNAIRE

(FOR USE BY THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED)

1. Name _____
   (First) (Middle) (Last)

2. Have you ever been issued a U.S. Taxpayer Identification Number? Yes / No_____
   If "Yes": **a)** If it is a U.S. Social Security Number, list the number here _____ and do not complete the remainder of this form.

   b) If it is a U.S. Taxpayer Identification Number (ITIN), list the number here _____, and when it was issued _____.

3. Is the above name your birth name? Yes / No_____. If the answer is "No", please complete line 4.

4. Birth name (If applicable) _____
   (First) (Middle) (Last)

5. Cell: _____ Office: _____ Home: _____

6. Fax: _____ Email: _____

7. Mailing Address _____

8. Non-U.S. address _____

9. Date of birth _____ City & Country of birth _____
   (month, day, year)

10. Country(ies) of citizenship _____

11. Tax ID number <u>in country of residence</u> (eg. Social Insurance Number) _____

12. Country issuing your passport_____ Expiration Date _____ Passport number _____

13. Date you first entered the United States in the current year (i.e. tax year for which the return is being filed) _____
    (month, day, year)

14. Do you have a U.S. Immigration visa? Yes / No_____

    Type of U.S. immigration visa (e.g. B-1, E-2, H-1B, F, etc.) _____

    US immigration visa # _____ Expiration date _____
    (month, day, year)

15. Are you a student at a College/University/Company? Yes / No_____

    Name of school _____ City and state _____

    Length of stay _____

Signed _____ Date _____
(month, day, year)

PLEASE RETURN TO: THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED
4710 NW BOCA RATON BLVD, #101, BOCA RATON, FL 33431
Tel: (561) 241-9991 Fax: (561) 241-6332 Email: tax@taxintl.com Website: www.taxintl.com

<u>Please include a certified copy of your passport, certified by the agency that issued your passport.</u>

<u>Please include a retainer of US $500 payable to "The Brunton, Strachan & Khan CPA Firm" with this organizer</u>

If you wish, retainers can be paid online with a credit card. Please go to our website www.taxintl.com and scroll down to "Make Payment" on the lower right side or call our office to make a credit card payment over the phone.

THE BRUNTON, STRACHAN & KHAN CPA FIRM – INTAKE SHEET FOR ITIN APPLICATION

Client Name: _____

A person that is ineligible for a U.S. Social Security number and is required to apply for an Individual Taxpayer Identification Number (ITIN) for U.S. tax filing purposes must provide the following:

1) Completed W-7 organizer

2) Documentation to confirm identity
   _____ Original documents
   _____ Certified copy of documents

3) Interview
   _____ In person
   _____ Electronic (Skype or FaceTime)

4) Documentation substantiating the need for an ITIN
   _____ Tax Form _____ prepared by our firm
   _____ Tax Form _____ prepared by another firm
   _____ Other _____

The ITIN application and supporting documentation needs to be mailed to the IRS within 5 business days of completion. Once the IRS has processed the application they will issue an ITIN on a C.P. 565 notice and mail it to the applicant and Certifying Acceptance Agent. This notice will take 6 - 8 weeks to receive. If you have any questions during this application process, please contact Richard Brunton, CPA or Kelly Strachan, EA at 561-241-9991.

Please be advised of the following:

1) The ITIN cannot be used to claim the earned income tax credit under section 321 of the Internal Revenue Code;

2) The assignment of an ITIN to an applicant does not change the applicant's immigration status or entitle the applicant to legal employment in the United States;

3) The ITIN does not take the place of an SSN or qualify the applicant for Social Security benefits;

4) The applicant may be eligible for an SSN and the circumstances under which this may be the case;

5) If the applicant becomes eligible for an SSN at a later date, the ITIN can no longer be used and the applicant must apply for an SSN from the Social Security Administration;

6) The Responsible Party must fully explain the application process to the applicant, the information required by the form and instructions, the role of the CAA in the process, the extent to which the IRS may communicate information regarding the applicant to the CAA, the fact that the form is signed under penalties of perjury, and the consequences of making false statements or providing incorrect or false documentation.

I attest, under penalties of perjury, the above was explained to me at the time of my ITIN application.

_____ _____
Applicant Date

_____ _____
Responsible Party Date