

***** This is a sample of a letter a person could use to notify the IRS that he or she has a new Social Security Number. If you have questions about your specific tax situation, contact your tax preparer. *****

[Date]

Internal Revenue Service
Austin, TX 73301-0057

To whom it may concern:

I am writing to notify the IRS that I have been assigned a social security number. Please combine my tax records under this new number.

My complete name is *[write your full legal name]*.

My mailing address is *[write your full mailing address, including any unit number]*.

My ITIN is *[write your ITIN]*.

I am attaching a copy of my social security card *[make sure to attach a copy—this is a requirement]*, and a copy of my CP 565, Notice of ITIN Assignment *[attach a copy of your ITIN, if you have it]*.

Please send me a letter confirming that you have made this change.

Sincerely,

[Your signature]

[Your printed name]