

Ways to receive your money

You can receive money in different ways. For example, if you work and earn money, you can be paid in cash, paper paychecks, direct deposit, or with a payroll card.

Each of these ways to receive money has some potential benefits and risks, especially when it comes to fees, security, and convenience. Knowing how these products work, how much it costs to use them, and when you'll be charged extra fees can help you make the most of your money.



Cash

Definition	Benefits	Risks
<p>Cash is money that you have in hand.</p> <p>Tip: Avoid carrying around or leaving in your home large amounts of cash.</p>	<ul style="list-style-type: none">▪ Accepted almost everywhere.▪ When you use cash, you are not creating debt that you have to repay.	<ul style="list-style-type: none">▪ Difficult or impossible to get back any money that is lost or stolen.▪ Can be hard to keep track of how much you're spending.▪ You don't have a record of payment, which can be important for bills.▪ Cannot pay many types of bills or make purchases online with cash.

Paper paychecks

Definition	Benefits	Risks
Paycheck is a check for your salary or wages made out to you.	<ul style="list-style-type: none">▪ You can deposit into a checking or a savings account for free.▪ A bank or credit union where you have an account generally cashes your paycheck for free.▪ Safer than carrying cash. If lost or stolen, your employer may cancel and reissue the check if you report it quickly enough.	<ul style="list-style-type: none">▪ If you don't have a bank account, you might have to pay to cash your paychecks.▪ If you deposit a paycheck in a bank or credit union account, you might not be able to access all the money immediately, and you might have to pay overdraft fees if you withdraw more money than you have in your account.

Direct deposit: Checking or savings account

Definition	Benefits	Risks
<p>Your salary or wages are sent straight to your bank or credit union account electronically without the use of a paper check. May not be offered by all employers.</p> <p>Tip: Ask your employer how to arrange for direct deposit. Generally, if you receive your pay through direct deposit, your money will be available to withdraw at least as soon as if you had deposited a paper check, and often sooner. In many cases, your money is available on your payday.</p>	<ul style="list-style-type: none">▪ Reduces your risk of loss or theft, compared to carrying cash or getting a check.▪ You have protections if money is taken from your account by electronic error or theft.▪ Money is usually available to you immediately.▪ Money can be withdrawn from your account using a debit card, ATM card, or personal checks.▪ Many employers allow you to split your deposit between a checking and savings account. This can help you build savings.▪ There are no fees to deposit your check. Many banks and credit unions also offer checking and savings accounts with no monthly fees when you set up direct deposit.	<ul style="list-style-type: none">▪ Keeping your money in a bank account generally requires you to go to an ATM, bank branch, or storefront location to withdraw cash when cash is needed.▪ You might have to pay overdraft fees if you withdraw more money than you have in your account.▪ There may be fees if you don't use ATMs from your own bank or credit union.

Payroll cards

Definition	Benefits	Risks
<p>A prepaid debit card arranged by your employer. Your salary or wages are automatically sent to your payroll card electronically, without the use of a paper check.</p> <p>Tip: Your employer can't require you to receive your wages on a payroll card. They have to give you at least one other option, like a paycheck, cash, or direct deposit to your bank or credit union account.</p>	<ul style="list-style-type: none">▪ Reduces your risk of loss or theft, compared to carrying cash or checks.▪ You have protections if money is taken from your debit card account by electronic error or theft.	<ul style="list-style-type: none">▪ Many cards charge fees for inactivity, purchases, ATM use, monthly fees, and more.▪ You have to go to an ATM to withdraw cash when cash is needed.▪ There may also be fees if you don't use ATMs from the bank or credit union that issued the card.▪ You may not be able to deposit money from other sources onto the card.

Prepaid cards

Definition	Benefits	Risks
<p>Your salary or wages are electronically sent to a prepaid card you have chosen, without the use of a paper check. You provide the card information to your employer so they can transfer money to the card.</p>	<ul style="list-style-type: none">▪ May be safer and more secure than carrying cash or checks.▪ If you register your card and it's verified, it has the same consumer protections as a checking account or payroll card for funds taken by electronic error or theft.	<ul style="list-style-type: none">▪ Many cards charge fees for inactivity, purchases, ATM use, monthly fees, and more.▪ If you do not register your card, it does not have the same consumer protections as a checking account or payroll card for funds taken by electronic error or theft.▪ You might be limited in the types of transactions you can use the card for. For example, you might not be able to use your prepaid card to pay bills.▪ You have to go to an ATM to withdraw cash when you need cash.

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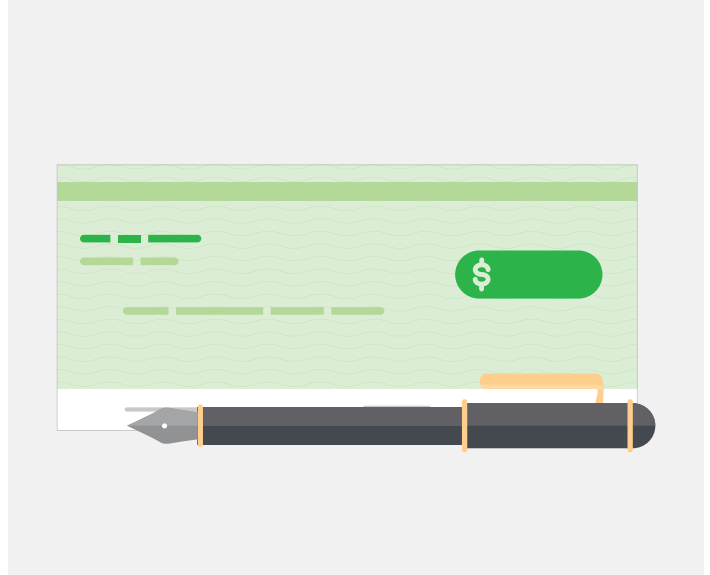
Ways to pay your bills

When you move to a new place, it doesn't take long for bills to start coming.

You might pay some bills like rent, utilities, and other payments each month. You might also have one-time bills, like a security deposit when you rent an apartment.

In many cases, you have one or more options you can choose from to make bill payments.

The list below helps you understand different bill payment options and their advantages and disadvantages. Knowing how they work could help you avoid some fees, including fees from late or missed payments.



Check

Definition	Benefits	Risks
<p>Checks are forms that you fill out to pay for something from a checking account at a bank or credit union.</p> <p>You write the amount and the name of the person or company that you wish to pay on the check. The amount comes out of your checking account when the person or company who receives the check deposits it or cashes it.</p>	<ul style="list-style-type: none">▪ Convenient once you set up your bank or credit union account and request a checkbook.▪ Can be mailed.▪ Easy to prove payment if there is a dispute.▪ Money stays in the checking account until you write out the check and the check is deposited.▪ Unlike cash, if a check is lost or stolen or someone forges your signature, you have protection for the money in your account. But, it can be hard to stop a check if the person who receives it deposits it quickly.	<ul style="list-style-type: none">▪ If you pay bills by check without enough money in your account, the bank might charge you fees. You might also be charged a fee by the company you are trying to pay.▪ You have to remember to pay a bill using a check each time it is due (not automated).▪ You pay postage costs to mail the payment.▪ You must mail your check before your bill is due to ensure it arrives by the due date.

Automatic or direct debit

Definition	Benefits	Risks
You provide the merchant or service provider (for example, your cell phone provider or utility company) with your checking account information and they take the funds from your account each time the bill is due (for example, every month).	<ul style="list-style-type: none">▪ Convenient, saves time, and free.▪ You may pay a lower interest rate for loans if you make your payments via automatic debit.▪ Makes it easy to pay for bills that are frequent and consistent.▪ Reduces chance of being late—once you set it up, it is automatic.▪ You have the right to end automatic payments.▪ Easy to prove payment if there is a dispute.▪ If the amount of the bill changes each month, you may get a notice before the transfer is made to pay the bill.	<ul style="list-style-type: none">▪ If you pay bills by check without enough money in your account, the bank might charge you fees. You might also be charged a fee by the company you are trying to pay. <p>Warning: When you set up automatic debits, you could accidentally spend more than you have. To stop automatic withdrawals, contact both the merchant and your bank.</p>

Online bill payment

Definition	Benefits	Risks
You give your bank the merchant or service provider's information, and your bank makes the payment according to the amount and schedule you set up.	<ul style="list-style-type: none">▪ Convenient and saves time.▪ Makes it easy to pay for bills that are frequent and consistent.▪ You can choose between making one-time payments each billing cycle or setting up recurring (automatic) payments using your bank or credit union's online web services.▪ Reduces chance of being late—once you set it up, it is automatic.▪ Easy to prove payment if there is a dispute.▪ Easy to stop an unintended or erroneous payment.	<ul style="list-style-type: none">▪ Takes time to set up and learn.▪ If you pay bills by online bill payment without enough money in your account, the bank may charge you fees. You might also be charged a fee by the company you are trying to pay.▪ If you have set up recurring payments and the amount changes, you might pay the wrong amount. If you pay less than the full amount of the bill, you might have to pay fees

Money order

Definition	Benefits	Risks
<p>A money order can be used instead of a check. You can buy a money order to pay a person, a company, or another party.</p>	<ul style="list-style-type: none">▪ Easy to understand.▪ Can be mailed.▪ No personal banking information appears on the money order.	<ul style="list-style-type: none">▪ May be inconvenient because you have to buy a money order, from a bank or credit union, a post office, or a retail store,▪ Fees to buy the money order and postage to mail the payment.▪ May be hard to prove payment unless you have the money order receipt and a receipt for payment.▪ Like cash, funds are difficult or impossible to recover if lost or stolen.▪ You have to remember to pay the bill each time it's due (not automated).

Credit card

Definition	Benefits	Risks
<p>A credit card allows you to borrow money up to an approved credit limit. You pay interest unless you pay the full amount when the bill is due. You can be charged other fees based on the terms of the credit card. You must pay at least the minimum payment each month to avoid late fees. To reduce the interest you are charged, you want to pay more than the minimum payment amount.</p>	<ul style="list-style-type: none">▪ Can use a credit card to pay bills over the phone or online.▪ Easy to prove payment if there is a dispute.▪ Protects you from having to pay for some or all the charges if your card or information is stolen or lost and you report the theft.▪ Can be set up to automatically pay recurring bills.▪ Can help build your credit history if you make payments on time and don't get close to your credit limit.	<ul style="list-style-type: none">▪ Costs more than paying for the purchase with cash or a check, if you can't pay the credit card balance in full every month. If you carry a balance over to the next month, you have to pay interest.▪ Creates another bill you have to pay.▪ Creates debt—you are borrowing money to pay for bills and other items.▪ Many types of bills cannot be paid by credit card.

Cash

Definition	Benefits	Risks
Cash is money that you have in hand.	<ul style="list-style-type: none">▪ Often no fees associated with paying cash directly to the company if paying the full amount owed. Buying or using a special product such as a money order or prepaid cards may cost money.▪ When you use cash, you're not incurring debt.▪ No risk of overdrawing your account.	<ul style="list-style-type: none">▪ Not all bill payments can be made in cash.▪ It can be inconvenient and costly to travel to the company to pay the bill in person.▪ May be hard to prove payment unless you get a receipt.▪ Cash is difficult or impossible to recover if lost or stolen.▪ You have to remember to pay the bill each time it's due (not automated).

Tips

1. Make a list of your bills and their due dates, and put them on a calendar so you can easily see when payments are due.
2. Some creditors let you pick the day of the month that your bill is due.
3. However you choose to pay your bills, keep track of your money coming in and going out. It will help you avoid fees.

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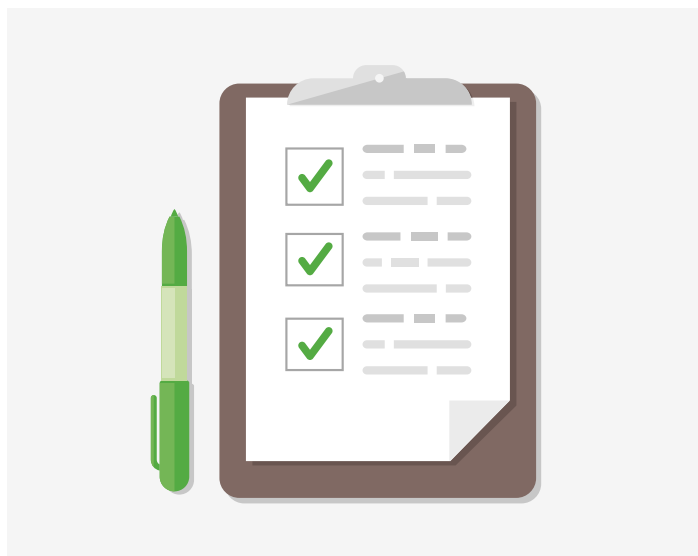
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Selecting financial products and services

Different financial products or services can help you meet a specific goal or need.

If you want a safe place to keep your money, you can open a checking account or savings account. You have the choice of opening the account at a bank or at a credit union. It is up to you to decide which product or service works best for you.

This guide can help you understand different types of products that can meet a specific goal or need and where to get them. When you compare different products and services, you may find you have choices you hadn't thought of before.



Tips and warnings

Protect yourself from identity theft

Identity theft occurs when someone steals your financial identity to commit fraud. Stealing your identity could mean using personal information without your permission, like your name, Social Security number, or credit card number. To avoid identity theft, ask questions before you share your information and keep your information locked up. If you manage an account or card online, password-protect it, and use security software to guard it.

Don't give information like your bank account, prepaid card, Social Security, or credit card number to anyone who calls you or who you do not know well and trust.

Be aware of "affinity fraud"

Sometimes people you trust because you share a common background may try to take advantage of you. For example, they might be from your church, or speak your language. This is called "affinity fraud." Don't give your personal or financial information to anyone who calls you or who you do not know well and trust.



Reasons to find a financial services company

Check those that apply to you, then use the table to learn more.

- I want a safe and secure place to keep my money.

Products that can meet your need	Where to get this
Savings account, checking account, or certificate of deposit	Bank or credit union
Payroll card (a type of debit card)	Bank or credit union selected by your employer
Prepaid card (most prepaid cards that protect your funds require you to register the card)	Bank or credit union, retailer, check cashing store, or online

Tip: Don't carry around large amounts of cash or leave cash in your home. It's not safe. Cash is difficult or impossible to recover if lost, stolen, or destroyed.

- I want to have my paycheck directly deposited.

Products that can meet your need	Where to get this
Savings account or checking account	Bank or credit union
Payroll card (a type of debit card)	Bank or credit union selected by your employer, if your employer offers payroll cards
Prepaid card (a type of debit card)	Bank or credit union, retailer, check cashing store, or online

Tip: Make your money go further. Compare the fees you'll be charged for using each product and plan how you'll use the product to see which is the best deal for you.

Warning: Not all prepaid cards have the same protections against loss or theft as you would get with a checking or savings account or a payroll card.

For more information about ways to receive your money, see the CFPB's *A Newcomer's Guide to Managing Money: Ways to receive your money*.

I want to build savings.

Products that can meet your need	Where to get this
Savings or checking account, or certificate of deposit	Bank or credit union
Automatic payroll deductions sent to a bank or credit union account	Bank or credit union

Tip: You can open an account for yourself or a joint account with your spouse or another person.

I want an easy way to pay my bills.

Products that can meet your need	Where to get this
Checking account	Bank or credit union
Money order	Bank or credit union, post office, retailer
Bill payment service	Bank or credit union, merchant or service provider, online bill payment service
Prepaid debit card	Bank or credit union, check cashing store, online

Tip: Make sure to check how you can pay for most of your bills. Some utilities and other companies accept only certain bill payment options.

For more information about ways to pay bills, see the CFPB's *A Newcomer's Guide to Managing Money: Ways to pay your bills*.

I want to be able to make purchases without having to carry cash.

Products that can meet your need	Where to get this
Debit card (attached to a checking account)	Bank or credit union
Credit card or store card	Credit card company, store, bank, or credit union
Prepaid card (a type of debit card)	Bank or credit union, merchant or service provider, online bill payment service
Payroll card (a type of debit card)	Bank or credit union selected by your employer if your employer offers payroll cards

Tips: If you pay with a credit card, make sure to make all payments on time. Avoid paying interest by paying the full balance by the payment due date.

- I want to send money to someone abroad.

Products that can meet your need	Where to get this
Money transfer or remittance	Bank or credit union, money transfer store, retailer, some check cashing stores, U.S. Postal Service (to certain countries), online companies
Wire transfer or other money transfer	Bank or credit union

Tips: Protections apply when you send money abroad. Before you pay, the service provider must give you information about:

- The exchange rate
- The fees and taxes you'll pay
- The amount that will be received

You also receive information about:


- When the money will be available at its destination
- Your right to cancel the transfer
- How to get help if errors are made
- How to submit a complaint

About us

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Checklist for opening a bank or credit union account

You might decide that a checking or savings account is the right product for you. If you do, opening an account at a bank or credit union is straightforward.

Opening an account at a bank or credit union

First, you may want to get a recommendation from a trusted friend or family member for a bank or credit union. Find out about:

- The fees they charge
- The services they offer, like online bill payment or a mobile app
- The interest they pay for savings accounts

You usually need to make an initial deposit between \$25 and \$100 to open a savings or checking account.

Tip

Find out how much you must keep in the account at all times to avoid or reduce fees. This is called the "minimum balance requirement." This may not be the same amount of money you need to open the account.



You also need to provide information so the bank or credit union can verify your name, date of birth, address, and identification number. An identification number can be a Social Security number, Individual Taxpayer Identification Number (ITIN), passport number and country of issuance, alien identification card number, or other government-issued identification number.

- Many banks require you to show a U.S. or state government issued identification card with your photo on it, such as a driver's license, U.S. passport, or military identification.
- If you do not have a U.S. or state government issued form of identification, some banks and credit unions accept foreign passports and consular IDs, such as the Matricula Consular card.

Additionally, you generally need one of the following:

- Your Social Security card
- A bill with your name and address on it
- Your birth certificate

Matricula consular or CID card

A Matricula Consular is an official Mexican government identification document. Other countries offer similar IDs, sometimes called consular identification (CID) cards. Consulates in the United States offer them. If you come from another country and don't have a U.S. or state government issued ID, visit your country's consulate for more information about how to get an ID card, and check with the banks and credit unions about whether they accept it.

ITIN and interest-bearing accounts

Some accounts pay you interest on the amount in your account. Even if it is a small amount, interest is money that is subject to tax. For that reason, to open an interest-bearing account, you need a Social Security number or ITIN.

For further information on ITINs and how to obtain one, contact the IRS at 1-800-829-1040 or see the information found at:

www.irs.gov/Individuals/General-ITIN-Information
(in multiple languages)

Checklists for opening a checking account

Use the checklists on the following page to ensure you have what you need to open an account at a bank or credit union.



Checking account checklists

Ensure you have what you need to open an account at a bank or credit union.

Below are the items many banks and credit unions ask for.

Items needed to open a checking account

Information needed:	Additional questions
<input type="checkbox"/> A form of identification with your picture, issued by the U.S. government, a state government, or a foreign government (each bank or credit union has its own policy on what foreign IDs it accepts)	
<input type="checkbox"/> A second form of identification: Your Social Security card, a bill with your name and address on it, or your birth certificate	
<input type="checkbox"/> A Social Security number or ITIN; without this, you may be able to open a no-interest account only	
<input type="checkbox"/> Money to open the account	

Questions to ask your bank or credit union

Look up information or ask a representative about:	Notes
<input type="checkbox"/> Minimum balance required to avoid monthly service fees	
<input type="checkbox"/> Monthly maintenance or service fees	
<input type="checkbox"/> Direct deposit and whether it eliminates the monthly fee	
<input type="checkbox"/> Per-check or transaction fees	
<input type="checkbox"/> Fees for using automated teller machines (ATMs)	
<input type="checkbox"/> Online and mobile access to your account and any costs	
<input type="checkbox"/> Online and mobile access to paying bills and any costs	
<input type="checkbox"/> Overdraft or insufficient fund fees and ways to opt out	
<input type="checkbox"/> Low balance alert notifications	

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Make a Budget

Use this worksheet to see how much money you spend this month. Then, use this month's information to help you plan next month's budget.

Some bills are monthly and some come less often. If you have an expense that does not occur every month, put it in the "Other expenses this month" category.

MONTH _____ YEAR _____

My income this month

Income	Monthly total
Paychecks (salary after taxes, benefits, and check cashing fees)	\$
Other income (after taxes) for example: child support	\$
Total monthly income	\$

Income

My expenses this month

	Expenses	Monthly total
HOUSING	Rent or mortgage	\$
	Renter's insurance or homeowner's insurance	\$
	Utilities (like electricity and gas)	\$
	Internet, cable, and phones	\$
	Other housing expenses (like property taxes)	\$
FOOD	Groceries and household supplies	\$
	Meals out	\$
	Other food expenses	\$
TRANSPORTATION	Public transportation and taxis	\$
	Gas for car	\$
	Parking and tolls	\$
	Car maintenance (like oil changes)	\$
	Car insurance	\$
	Car loan	\$
	Other transportation expenses	\$



Make a Budget

	Expenses	Monthly total
HEALTH	Medicine	\$
	Health insurance	\$
	Other health expenses (like doctors' appointments and eyeglasses)	\$
PERSONAL AND FAMILY	Child care	\$
	Child support	\$
	Money given or sent to family	\$
	Clothing and shoes	\$
	Laundry	\$
	Donations	\$
	Entertainment (like movies and amusement parks)	\$
	Other personal or family expenses (like beauty care)	\$
FINANCE	Fees for cashier's checks and money transfers	\$
	Prepaid cards and phone cards	\$
	Bank or credit card fees	\$
	Other fees	\$
OTHER	School costs (like supplies, tuition, student loans)	\$
	Other payments (like credit cards and savings)	\$
	Other expenses this month	\$
Total monthly expenses		\$

Expenses

$$\begin{array}{c}
 \$ \quad \boxed{} \\
 \text{Income}
 \end{array}
 -
 \begin{array}{c}
 \$ \quad \boxed{} \\
 \text{Expenses}
 \end{array}
 =
 \begin{array}{c}
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 \end{array}$$

Maybe your income is more than your expenses. You have money left to save or spend.

Maybe your expenses are more than your income. Look at your budget to find expenses to cut.



Apply It: My Monthly Expense Log

Use the information you put into the previous tool, *Apply It: My Saving, Sharing, and Spending Diary*, to complete this monthly expense log. This will help you organize and categorize how you use your money. This is an important step to building a spending and saving plan.

- Grouping things into categories will make it easier for you to decide if you want to make any changes.
- The expense log is separated into sections for saving, sharing, and spending.
- Use the “Notes” column to write down how you could change an item or other notes important to you.
- You may have to do some math to get monthly amounts for this log if you save, share, or spend on a schedule other than monthly. See the *Table for Calculating Monthly Amounts* after the log for help.
- For some rows of the log, you’ll need to add up several entries from your diary. For example, you may need to add up the costs from several grocery store trips to get the “Monthly Amount” for the row for “Groceries and Household Supplies.”
- You may have expenses that don’t fit into any of the listed categories. There are extra lines for you to create your own categories if you need them.

Expense Log

My Expenses for the Month of: _____

My Saving

Item	Monthly Amount	Notes
Saving Toward: An Emergency Fund		
Saving Toward:		
Saving Toward:		
Total Savings (add up rows above)		

My Sharing

Item	Monthly Amount	Notes
Sharing with Family and Friends		
Charitable Contributions		
Other:		
Other:		
Total Sharing (add up rows above)		

Apply It: My Monthly Expense Log *continued*

My Spending

Item	Monthly Amount	Notes
Rent / Mortgage Payment		
Property Taxes / Insurance		
Water		
Electric		
Gas / Oil		
Trash Collection		
Telephone (Cell and Land-Line)		
Internet		
Cable / Satellite / TV Viewing Services		
Car/Truck Payment		
Car/Truck Insurance		
Car/Truck Maintenance and Repair		
Car/Truck Fuel		
Public Transportation		
Health Insurance (portion not covered by employer or taken out of gross pay)		
Other Healthcare Expenses		
Student Loan Payments		
Credit Card Debt Payments		
Other Debt Payments		
Personal Care Attendant		
Eldercare		
Childcare / Child Support Payments		
Groceries and Household Supplies		
Eating Out or Take-Out		
Service Animal Expenses		
Pet Care		
Personal Expenses		
Entertainment		
Other:		
Other:		
Total Spending (add up rows above)		

Apply It: My Monthly Expense Log *continued*

Table for Calculating Monthly Amounts

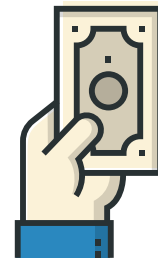
Frequency: How often you save, share or spend	Do this first Then enter into the Log
Annual (once per year)	Divide by 12
Semi-annual (twice per year)	Divide by 6
Quarterly (four times per year)	Divide by 3
Monthly (once per month)	Use as-is
Bimonthly (twice per month)	Multiply by 2
Biweekly (every two weeks)	Multiply by 26 and then divide by 12
Weekly (every week)	Multiply by 52 and then divide by 12



SAVE



SHARE



SPEND

Applying for an Individual Tax Identification Number (ITIN)

What is an ITIN?

Individual Tax Identification Numbers (ITINs) are tax-processing numbers issued by the Internal Revenue Service (IRS) to enable individuals who do not qualify for a Social Security Number (SSN) to file taxes and comply with U.S. tax laws. The IRS does not share private information with immigration enforcement. Some financial institutions accept ITINs for banking and credit applications. Having a tax filing with an ITIN may be helpful in the future in proving how long someone has been in the U.S.

How do I apply for or renew an ITIN?

1. Complete Form W-7, Application for IRS Individual Tax Identification Number (ITIN).
2. Complete a federal income tax return.
3. Submit your Form W-7, proof of identity and foreign status documents to the IRS.
 - Make an appointment with a Certifying Acceptance Agent to apply in person. This will prevent you from having to mail your proof of identity and foreign status documents. OR
 - Make an appointment at a designated IRS Taxpayer Assistance Center to apply in person. This will prevent you from having to mail your proof of identity and foreign status documents. OR
 - Mail your Form W-7, tax return, proof of identity and foreign status documents to: Internal Revenue Service, Austin Service Center, ITIN Operation, PO Box 149342 Austin, TX 78714-9342
The IRS will return your original documents within 14 weeks.

When should I apply for an ITIN?

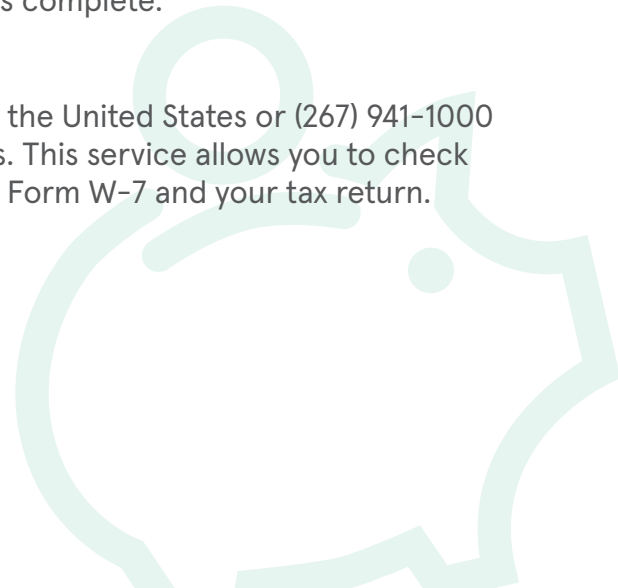
You can apply for an ITIN any time during the year when you have a filing or reporting requirement. At a minimum, you should complete Form W-7 when you are ready to file your federal income tax return by the return's prescribed due date. If the tax return you attach to Form W-7 is filed after the return's due date, you may owe interest and/or penalties.

How long does it take?

You will receive a letter from the IRS assigning your tax identification number usually within seven weeks if you qualify for an ITIN and your application is complete.

Who can I call for help?

You can call the IRS toll-free at (800) 829-1040 if you are in the United States or (267) 941-1000 (not a toll-free number) if you are outside the United States. This service allows you to check the status of your application seven weeks after submitting Form W-7 and your tax return.



Renewing an Individual Tax Identification Number (ITIN)

When can I renew my ITIN?

If your ITIN has expired, you can renew when you file your tax return.

How do I renew an expiring ITIN?

To renew an expiring ITIN, you must submit a completed [Form W-7](#), Application for IRS Individual Taxpayer Identification Number, provide your U.S. federal tax return along with your valid supporting original or certified copies by the issuing agency, identification documents and any other required attachments. Applicants must also select the appropriate reason for needing the ITIN, as outlined in the Form W-7/W-7(SP) instructions. Mail the application to: Internal Revenue Service, ITIN Operation, PO Box 149342, Austin, TX 78714-9342.

If you do not want to mail documents to the IRS, you may make an appointment with a [Certifying Acceptance Agent](#) or at a designated [IRS Taxpayer Assistance Center](#).

Can I renew my ITIN even though my ITIN is not expiring, and no one in my family has an ITIN that is expiring?

You only need to renew your ITIN if it has expired and you will be submitting a federal tax return.

How will the taxpayer know that their ITIN is renewed? Will they receive a letter?

You will receive Notice CP565 when your ITIN is renewed.

How long does it take to get an ITIN?

If you qualify for an ITIN and your application is complete, you will receive a letter from the IRS assigning your tax identification number usually within seven weeks (up to 11 weeks if requested during peak tax time, January 15 through April 30, or from abroad). If you have not received a response within the referenced time period, you may call (800) 829-1040 (toll-free within the United States) to request the status of your application. Taxpayers overseas can call (267) 941-1000 (not a toll-free number).

When an individual renews their ITIN will they retain the same ITIN or receive a new one?

Once an ITIN is assigned, it belongs to that taxpayer, unless the ITIN has been revoked. When an individual renews their ITIN, the previously assigned number is renewed.



Preparing for Your Visit with a Certifying Acceptance Agent or an IRS Taxpayer Assistance Center for an ITIN Application or Renewal

Call to schedule your appointment

with a Certifying Acceptance Agent or at a designated IRS Taxpayer Assistance Center.

Bring these items with you:

- A current government-issued photo ID. Two original forms of ID, including a government-issued photo ID and, if filed, a copy of your filed tax return.
- A taxpayer identification number, such as an existing ITIN.
- Any tax documents you will need.

Please do not bring:

food or drinks, cameras, weapons

Acceptable proof of identity and foreign status documents

IRS streamlined the number of documents the agency accepts as proof of identity and foreign status to obtain an ITIN. Each document must be current and contain an expiration date. IRS will accept documents issued within 12 months of the application if no expiration date is normally available. Documents must also show your name and photograph, and support your claim of foreign status. Below is the list of the only acceptable documents:

- Passport (stand-alone document)*
- National identification card (must show photo, name, current address, date of birth and expiration date)
- Civil birth certificate (Required for dependents under 18 years of age)
- U.S. driver's license
- Foreign driver's license
- U.S. state identification card
- Foreign voter's registration card
- U.S. military identification card
- Foreign military identification card
- Visa
- U.S. Citizenship and Immigration Services (USCIS) photo identification
- Medical records (dependents only - under 6)
- School records (dependents only - under 14, under 18 if a student)

** A passport is the only document that proves both identity and foreign status. For dependents, the passport must have a date of entry to be a stand-alone document, unless the dependent is from Canada or Mexico, or a dependent of U.S. military personnel stationed overseas. If a passport is not submitted, a combination of two or more documents must be submitted to meet the document requirements.*

Certifying Acceptance Agents and Federal Income Tax Preparation

Within 250 miles (services in English and Spanish)



Latino Taxes LLC

2052 1st Street
Idaho Falls, ID 83401
(208) 227-8147
For appointments:
latinotaxusa.com
CAA and year-round tax
preparation
Bilingual: yes
For-profit

H&R Block

1785 East 17th Street
Idaho Falls, ID 83404
(208) 552-6267
CAA and year-round tax
preparation.
Bilingual: Spanish services
January - April only
For-Profit

La Posada Tax Clinic

355 Fourth Avenue West
Twin Falls, ID 83301
(208) 735-1189
CAA and year-round tax
preparation
Bilingual: Yes
Non-Profit, free of charge
until 2025 for clients up to
250% of federal poverty level

Federal Income Tax Preparation

Within 100 miles (services in English and Spanish)

Teton County Library

Tax Preparation Assistance Program
125 Virginian Lane
Jackson, WY 83001
(307) 733-2164
Free of charge during tax filing season for
qualifying households

Smith, Kunz & Associates

15 West Main Street
Rexburg, ID 83440
(208) 356-8500
Year-round tax preparation

IRS Taxpayer Assistance Centers providing in-person ITIN document review

Call for appointment: (844) 545-5640



IRS Taxpayer Assistance Center

1820 East 17th Street, Suite 210
Idaho Falls, ID 83404

IRS Taxpayer Assistance Center

333 S Main Street, Suite 104
Pocatello, ID 83204



PAYING BILLS, LOWERING EXPENSES
Local, Regional and National Resources

Where can I apply for affordable housing?

Syringa Apartments

Aspen Creek (Jackson)
Cedar Creek I (Jackson)
Cedar Creek II (Jackson)
Swift Creek Apartments (Afton)
Syringa also has affordable apartments in Idaho (Rexburg, St. Anthony and Ammon).

Pioneer Homestead

Affordable apartments for age 62+ or disabled at any age

Teton County Housing Department

Online intake form as first step for affordable and workforce rental and homeownership

Jackson Hole Community Housing Trust

Applications for affordable homeownership and rental

Teton Habitat for Humanity

Applications for affordable homeownership

Where can I apply for rental assistance?

One22 Rent Assistance

Short-term, temporary gap assistance for

qualifying households when self-reliance is feasible within a month

One22 First/Last/Deposit Assistance

Assistance for qualifying households to secure a housing lease for 12 months or longer

What resources are available for assistance with utilities?

Utilities - Heating

LIIEAP (Low Income Energy Assistance Program in Wyoming)
Assistance with Winter Heating Bills

Lower Valley Energy Operation Round Up

LIIEAP (Low Income Home Energy Assistance Program in Idaho)
Assistance with Winter Heating Bills

Utilities - Internet

FCC Emergency Broadband Benefit and Lifeline (comparison)
Discounts on internet access for low-income and households with children/students

Utilities - Cell Phone & Wifi

Visible
Unlimited talk, text, data, unlimited

hotspot for one device for a very low price

Lifeline phone

Discounts on phone and internet; enrollment in some government benefits and assistance programs qualify one for Lifeline

What resources are available for low-cost clothing and home goods?

Clothes and Furniture

Browse 'N Buy
Low-cost clothing and home goods

Habitat for Humanity ReStore

Low-cost furniture, fixtures, home goods

What resources are available for lowering food costs?

Community Food Resource Guides
Food Resource Calendar, maintained by One22, lists free and low-cost food resources available every day of the week in Jackson. Food providers include: Jackson Cupboard (a program of One22), Good Samaritan Mission, Hole Food Rescue, Our Lady of the Mountains Catholic Church, Senior Center of Jackson Hole, Presbyterian Church of

Jackson Hole, Slow Food in the Tetons, and Teton County School District

JH Food Help

Maintained by Hole Food Rescue, lists resources in Teton County and Lincoln County, Wyoming and Teton County, Idaho

Food Benefit Resources

Women, Infants and Children Program (WIC)

Supplemental nutrition for pregnant women, infants, new moms, families with children up to 5 years

Phone: (307) 734-1060

Address: 460 E Pearl Avenue, Suite 3

Wyoming Department of Family Services (SNAP)

Financial assistance for purchasing food

Phone: (307) 733-7757

Address: 120 W Pearl Avenue

What resources are available for assisting with medical or dental costs?

Teton Free Clinic

Free medical clinic for uninsured individuals who live and/or work in Teton County, Wyoming

Phone: (307) 739-7492

Address: 505 E Broadway

St. John's Health Patient Financial Assistance

Financial assistance program for those

who received care through St. John's Health; application required

St. John's Health Foundation Funds

Foundation Patient Support applications often support preventative screenings, reproductive health services, pelvic exams or vasectomies, life saving medications and mental health visits through St. John's Health. Please ask your provider for a Foundation Patient Support application or call (307) 739-7512.

Regional Providers that offer a sliding scale or in-house discount plans

Grands Peak

in Rexburg and St. Anthony, Idaho (Medical, Dental, Behavioral Health, Pharmacy)

North Fork Dental Care

in Rexburg, Idaho

Dental Health Center

in Rexburg, Idaho

What resources are available to assist with child care costs?

Wyoming DFS Child Care Subsidy

Income qualification; see qualification charts

What free resources are available for early childhood education?

Children's Learning Center Early Head Start & Head Start

Income qualification for free Early Head Start (birth-2 years) and Head Start programs (3-5 years)

Phone: (307) 732-0525

Children's Learning Center Special Education

Free developmental therapy services and developmental screenings; no charge, no income requirements (birth-5 years)

Phone: (307) 733-3791

Teton Literacy Center Literacy Lab Preschool

Free half day preschool (3-5 years) two days a week; application process

What resources are available for extracurricular and summer program costs?

One22 Extracurricular Scholarships

Kindergarten - eighth grade, enrolled in a Teton County, Wyoming school

One22 Summer Scholarships

Kindergarten - 12th grade whose families live or work in Teton County, Wyoming

Please contact One22 about other potential resources at (307) 739-4500.

Financial Institution Options for U.S. Citizens and Non-U.S. Citizens in Jackson, Wyoming

FINANCIAL INSTITUTIONS IN JACKSON, WYOMING

Bank	SSN or ITIN	Document Requirements	Checking Open Deposit	Savings Open Deposit	Checking Min Balance Req	Savings Min Balance Req	Fees
Bank of Jackson Hole (307) 732-2654 Find locations at bojh.com	Both	Two forms of ID: <ul style="list-style-type: none"> Primary ID: U.S. drivers license, U.S. state ID, U.S. military ID, Tribal ID, passport, permanent resident card Secondary ID: credit/debit card, social security card, Medicare card, employee ID, student ID, etc. 	\$100 \$25 if under 25 years old or over 65 years old	\$25	\$5 fee Waived by: <ul style="list-style-type: none"> \$1,000 minimum average daily balance OR \$500 direct deposit per statement cycle 	\$3 fee Waived by: <ul style="list-style-type: none"> \$600 minimum average daily balance OR \$25 deposit/transfer per month 	\$35 per overdraft item \$3 domestic non-bank ATM fee \$3 international non-bank ATM fee plus exchange rate
BMO (307) 200-3118 Find locations at bmo.com	Both	Two forms of ID: <ul style="list-style-type: none"> Primary ID: U.S. drivers license, U.S. state ID, U.S. military ID, Tribal ID, passport, permanent resident card Secondary ID: credit/debit card, social security card, Medicare card, employee ID, student ID, etc. 	\$25	\$25	\$0	\$0	\$15 per overdraft item \$3 domestic non-bank ATM fee \$3 international non-bank ATM fee plus 2.8% of transaction

FINANCIAL INSTITUTIONS IN JACKSON, WYOMING (continued)

Bank	SSN or ITIN	Document Requirements	Checking Open Deposit	Savings Open Deposit	Checking Min Balance Req	Savings Min Balance Req	Fees
<p>Chase</p> <p>(307) 264-7220 Find locations at chase.com</p>	Both	<p>Two forms of ID:</p> <ul style="list-style-type: none"> Primary ID: U.S. drivers license, U.S. state ID, U.S. military ID, Tribal ID, passport, permanent resident card Secondary ID: credit/debit card, social security card, Medicare card, employee ID, student ID, etc. 	No min	No min	<p>\$12 fee</p> <p>Waived by:</p> <ul style="list-style-type: none"> \$500 electronic deposits per statement period OR \$1,500 daily balance 	<p>\$5 fee</p> <p>Waived by:</p> <ul style="list-style-type: none"> \$25 or more in Autosave or other repeating transfers from personal Chase checking per statement period OR \$300 beginning daily balance 	<p>\$34 per overdraft item</p> <p>\$3 domestic non-bank ATM fee</p> <p>\$5 international non-bank ATM fee</p>
<p>First Interstate Bank</p> <p>(307) 734-7373 Find locations at firstinterstatebank.com</p>	Visit a banker about options for non-U.S. citizens	<p>Two forms of ID:</p> <ul style="list-style-type: none"> Primary ID: U.S. drivers license, U.S. state ID, U.S. military ID, Tribal ID, passport, permanent resident card Secondary ID: credit/debit card, tax return, W-2, employee ID, student ID, etc. 	No min	\$100	<p>\$5 fee</p> <p>Waived by:</p> <ul style="list-style-type: none"> \$250 minimum daily balance 	<p>\$5 fee</p> <p>Waived by:</p> <ul style="list-style-type: none"> \$200 minimum daily balance 	<p>\$10 per overdraft item</p> <p>\$2.50 domestic non-bank ATM fee</p> <p>\$2.50 international non-bank ATM fee plus 0.9% of transaction</p>
<p>First Western Trust</p> <p>(307) 739-9000 Find locations at myfw.com</p>	SSN	<p>Primary ID:</p> <p>U.S. drivers license, U.S. state ID, U.S. military ID, Tribal ID, U.S. passport, permanent resident card</p>	\$5,000	\$2,500	\$0	\$0	<p>\$25 per overdraft item</p> <p>\$0 non-bank ATM fee</p>
<p>Meridian Trust Federal Credit Union</p> <p>(307) 635-7878 Find locations at mymeridiantrust.com</p>	SSN	<p>Primary ID:</p> <p>U.S. drivers license, U.S. state ID, U.S. military ID, Tribal ID, U.S. passport, permanent resident card</p>	\$20	\$20	\$0	\$10 minimum deposit per month	<p>\$30 per overdraft item</p> <p>\$0 non-bank ATM fee</p>

FINANCIAL INSTITUTIONS IN JACKSON, WYOMING (continued)

Bank	SSN or ITIN	Document Requirements	Checking Open Deposit	Savings Open Deposit	Checking Min Balance Req	Savings Min Balance Req	Fees
US Bank (307) 732-9880 Find locations at usbank.com	Both	Valid government issued photo ID	\$25	\$25	\$6.95 fee Waived by: <ul style="list-style-type: none"> • \$1,500 average account balance 	\$4 fee Waived by: <ul style="list-style-type: none"> • \$300 minimum daily balance OR • \$1,000 average monthly collected balance 	\$36 per overdraft item \$2 domestic non-bank ATM fee \$2 international non-bank ATM fee
Wells Fargo (307) 739-3875 Find locations at wells Fargo.com	Both	Two forms of ID: <ul style="list-style-type: none"> • Primary ID: U.S. drivers license, U.S. state ID, U.S. military ID, Tribal ID, passport, permanent resident card • Secondary ID: credit/debit card, social security card, Medicare card, employee ID, student ID, etc. 	\$25	\$25	\$10 fee Waived by: <ul style="list-style-type: none"> • \$500 minimum daily balance OR • \$500 direct deposit per statement cycle 	\$5 fee Waived by: <ul style="list-style-type: none"> • \$300 minimum daily balance OR • \$25 or more transfer from a linked Wells Fargo checking account 	\$35 per overdraft item \$2.50 domestic non-bank ATM fee \$5 international non-bank ATM fee
Zions Bank (307) 200-3266 Find locations at zionsbank.com	Both	Primary ID: U.S. drivers license, U.S. state ID, U.S. military ID, Tribal ID, passport, permanent resident card	\$50	\$50	\$0	\$3 fee Waived by: <ul style="list-style-type: none"> • \$200 minimum daily balance OR • \$25 or more transfer from a linked Zions checking account 	\$25 per overdraft item \$0 non-bank ATM fee

ONLINE FINANCIAL INSTITUTIONS

Bank	SSN or ITIN	Document Requirements	Checking Open Deposit	Savings Open Deposit	Checking Min Balance Req	Savings Min Balance Req	Fees
Alliant Credit Union alliantcreditunion.org	Both	<ul style="list-style-type: none"> Valid government issued ID Physical address verification 	\$25	\$25	\$0	\$0	\$0 non-bank ATM fees \$0 non-sufficient funds item
Ally Bank ally.com	Both	<ul style="list-style-type: none"> Valid government issued ID Physical address verification 	\$0	\$0	\$0	\$0	\$0 non-bank ATM fees \$0 non-sufficient funds item
Latino Community Credit Union latinoccu.org	Both	<ul style="list-style-type: none"> Valid government issued ID Physical address verification 	\$8	\$10	\$2 fee Waived by: <ul style="list-style-type: none"> \$250 minimum average daily balance 	\$2 fee Waived by: <ul style="list-style-type: none"> \$10 minimum average daily balance 	\$0.75 non-bank ATM fees \$30 non-sufficient funds item

FIVE REASONS TO OPEN A BANK OR CREDIT UNION ACCOUNT

1. Keep your money safe: FDIC (bank) or NCUA (credit union) insurance protects the money you deposit up to \$250,000 in the event of a bank or credit union failure.
2. Save time and bank anywhere: With mobile banking and alerts, manage your money anytime, anywhere. Pay bills from a smartphone or computer, and track your spending.
3. Protect your money from fraud or error: Federal laws can protect you in the event of a debit card error or unauthorized electronic transaction under certain circumstances. Notify your bank or credit union right away if this happens to you.
4. Get more services: Establishing a relationship with a bank or credit union can lead to other financial services which can help you achieve your financial goals.
5. Plan for the future: Banks and credit unions have special accounts to save for your kids' education or your business' growth.

PERSONAL AND BUSINESS BANKING

It can be tempting to manage your personal and business finances from the same account. However, combining your personal and business finances can lead to challenges down the road. For example, if a business goes bankrupt or is sued, personal assets like a home or a car could be at risk. Separating your personal and business assets can help protect you.

Personal Banking

Provides financial services to individuals

Also called: retail banking, consumer banking

Examples of products and services:

- Savings and checking accounts
- Certificates of Deposit
- Automobile loans
- Mortgages
- Credit cards
- Foreign currency and remittance services

Selecting services: factors to consider

Convenience and service

- Branch locations and ATM networks
- Online and mobile banking
- Checking account debit cards
- Check writing

Security Features

- Fraud protections and alerts

Fees and Charges

- Monthly maintenance fees
- Fees for being below minimum balance
- Insufficient funds fees
- Excessive transaction fees
- ATM fees (domestic & international)
- Overdraft fees and ways to avoid or reduce overdraft costs
- Wire transfer fees

Business Banking

Provides financial services to small businesses and corporations

Also called: commercial banking

Examples of products and services:

- Business savings and checking accounts
- Cash management solutions
- Payroll or employer services
- Business loans and credit products
- Equipment lending
- Merchant services

Selecting services: factors to consider

Convenience and service

- Locations, mobile and online banking
- Customer support availability and response; support through phone, email, live chat
- Receiving and making payments in-person, online or both

Security Features

- Fraud protections and alerts

Fees and charges

- Monthly maintenance fees
- Transaction/Cash deposit fees
- Fees for receiving credit card transactions
- Daily batch fees for credit card transactions for the day
- Discount rate: percentage charged for every credit card transaction processed

Sources: FDIC GetBanked, BankOn, Investopedia, U.S. Small Business Administration, Consumer Financial Protection Bureau



To increase opportunities for financial growth, we are excited to offer Lending Circles through Bay Area nonprofit Mission Asset Fund (MAF). Across the world, friends and family come together to lend money to each other. With Lending Circles, MAF has transformed this practice into a safe way to build your credit.

Participants make monthly loan payments and take turns receiving zero-interest social loans ranging from \$300 to \$2,400. All loan payments are reported to credit bureaus, enabling participants to establish or build a credit history and work towards greater financial stability.

To participate in a lending circle, the following criteria must be met:

- Be 18+ with an Income Source (Wages, Benefits, etc.)
- Have a Personal Email Account & Checking Account
- Have a Valid Photo I.D. & SSN or ITIN

If you are interested in learning more and possibly participating in our lending circles:

one22jh.org/get-help/financial-empowerment

(307) 739-4500

HAVE THIS READY WHEN YOU APPLY

- Active email account
- Proof of checking account ownership:
 - Voided check or
 - Bank statement or bank document with your full name and full checking account number
- Valid photo I.D.
 - Drivers license, passport or Consulate ID
- Proof of physical address
 - For example: Utility bill, lease, home or renter's insurance
- SSN or ITIN
- Proof of Income
 - 2 most recent pay stubs (gross income) or
 - 3 most recent bank statements or
 - Benefits letter dated within the last 2 months

