



You Ask, We Deliver Quality Service!!!

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In our agreement dated December 15, 2021 between Owner, Miguel A Madrigal DBA as Bienvenidos Income Tax & Svcs and the Internal Revenue Service as Certifying Acceptance agent, we offer the following service:

Certifying Acceptance Agent (CAA)

Our Certified Acceptance Agent can verify your supporting documents and this means that you do not need to send your original approved copies to the IRS when applying for an Individual Taxpayer Identification Number, commonly referred as ITIN.

As defined by the IRS, A Certifying Acceptance Agent (CAA) is authorized by agreement with the IRS to review identity documents and assist taxpayers with Form W-7, Application for Individual Taxpayer Identification Number (ITIN). The CAA assumes a greater responsibility than an Acceptance Agent in facilitating the application process.

The CAA's job is to be your agent to help you through the ITIN process, from beginning to end. They communicate with the IRS on your behalf and help with any queries.

Also, a CAA must have completed a course for fraud document recognition, have completed an IRS training program, have knowledge of the tax laws and regulations for the ITIN application process and be accepted into the CAA program by the IRS.

Who needs an ITIN?

An ITIN is a number issued by the IRS to enable a person to file a tax return. The ITIN can be for a primary taxpayer, a spouse or a dependent.

Not everyone is eligible for an ITIN! You must obtain a Social Security number if you are eligible to do so. The IRS may require that you obtain a denial letter from the Social Security Administration if you have been admitted to the United States under a visa that allows you to work with approval from the Department of Homeland Security.

An application for an ITIN is most often submitted with a valid tax return to support the need for the individual to obtain an ITIN. There are some limited exceptions to this requirement.

What can a CAA do for me if I need an ITIN for myself?

A CAA can help you with tax return preparation, document verification, W-7 preparation and submission of the application to the IRS. The CAA can follow the process through the IRS system and contact them directly should the need arise. You won't need to send in original documents, unless the IRS specifically requests them as part of their review process. The CAA receives notifications from the IRS about your application, as well as a copy of the ITIN when it is issued.

The CAA is a facilitator who helps an applicant and the IRS process applications for ITIN's. The CAA follows the ITIN process from beginning to end and has to comply with IRS regulations. The CAA has specific requirements when submitting applications for ITIN's and for record keeping. There are also responsibilities, per the agreement the CAA has with the IRS, to help the taxpayer from the time the application is prepared, through the IRS processing of the application, and until the ITIN is relinquished by the taxpayer, cancelled by the IRS, or the taxpayer becomes eligible for a Social Security number.

What can a CAA do for me if I need an ITIN for a spouse?

The CAA can certify your identity and foreign status documents and prepare accurate Forms W-7 that conform to IRS guidelines. No need to go to the IRS, you may submit the prepared package if you choose or you can have your CAA mail it to the ITIN Processing Center.

What can a CAA do for me if I need an ITIN for a dependent?

The CAA can certify your dependent's passport and civil birth certificate only and prepare Form W-7 so it conforms to IRS requirements. Additional documents may be required to prove residency and to claim the child tax credit. So have additional documentation ready to satisfy the residency requirement.

What records do I need for the ITIN application?

The actual records may vary depending upon the person needing the ITIN. You will need at least one document to prove identity and another document for foreign status. One of the documents must contain a recent photograph, unless the application is for a dependent under 14, or 18 if a student.

An unexpired passport is the only document that satisfies both requirements. You can apply for an ITIN without using the passport. There are more alternatives to proving documents!

Please be aware that neither the IRS nor the CAA can guarantee the issuance of an ITIN if you use the services of a CAA.

The CAA cannot guarantee that the IRS won't send you a request for the original, certified or additional documents to enable them to clarify questions they may have about the application.

What is the process?

Here are the general steps:

1. The process starts with a valid tax return for a prior year, the current tax year or an amended return.
2. A Form W-7 is prepared and supporting documents provided to the CAA. The CAA has specific procedures for reviewing and verifying the authenticity of the documents.
3. Next there is an in-person visit to our office and meet with our CAA. If you are applying for an ITIN for your spouse who resides in U.S, she needs to come too. You may bring your children if you wish, the primary taxpayer's name on the return must be present, of course!
4. The CAA reviews the provided documents, application and tax return. If all documentation is validated, the CAA will prepare a packet that will be submitted by the CAA to the IRS unit Processing Center for ITIN assignment. Documents that will be submitted are: the tax return, W-7 Forms, copies or originals of documents as required by IRS regulations and the CAA's Certificate of Accuracy.
5. Once the ITIN Processing Center receives the packet it is then logged into the IRS tracking system. Applications are then sorted and placed into a queue for an IRS employee to review the application and documents.
6. If the application and supporting documents are accepted by the IRS, an ITIN letter is issued with the ITIN number. If the IRS doesn't accept the application, the application is either put into suspense pending the taxpayer providing additional information to the IRS or it is rejected.
7. If an ITIN is issued, the tax return is then forwarded to another IRS department responsible for processing tax returns.
8. If the application is suspended, the IRS sends a letter to you and to the CAA requesting additional information. There is a deadline to respond. If the deadline is not met, the ITIN application is rejected and the tax return, with adjustments made by the IRS, is forwarded for processing.
9. If the application is rejected, the IRS sends a rejection notice to you and to the CAA. The tax return is forwarded for processing with the IRS making automatic adjustments to the tax return provided the ITIN application was for a spouse or dependent. The tax return is not processed if the ITIN was for the primary taxpayer.
10. The CAA is a facilitator between the IRS and the client.
11. The CAA works to submit proper ITIN applications to enable the IRS and the taxpayer to get through the process with less risk of processing issues.

How long does it take to get an ITIN?

The IRS is in control of the timing. The use of a CAA might speed up the process, but there is no guarantee. The CAA does have the ability to speak with the IRS ITIN Unit for status updates and to make sure the process is moving along. Typical turnaround time to receive a response from the IRS for an ITIN is 3-4 weeks, unless it is during their busy season. Then it could take up to 11 weeks.

When can I meet with the CAA?

CAA services are by appointment only. Afternoon and weekend appointments are available upon request. See our website for hours and days available.

What is the cost?

The cost for CAA services is independent of the cost for preparation of tax returns and the preparation of Form W-7.

The services provided include, but aren't limited to, document verification, submission of the packet to the IRS, meeting with all applicants either in-person or by video-conference, assisting with suspended applications if needed, and contacting the IRS ITIN unit on behalf of the client.

The cost for CAA services depends upon whether we prepare the tax return that supports the ITIN request. The cost is less if we prepare the tax return.

The fee is \$25 for the Form W-7 application and \$20 per applicant for the CAA services. There will be costs for mailing documents to the IRS if required. You may mail the packet yourself via certified mail or you may have the CAA do this for you. The typical costs incurred for mailing the packet is between \$5 and \$15 depending upon the size and weight of the packet being mailed.

The fee for CAA services, if we did not prepare the tax return is \$50 for each Form W-7 and \$140 per applicant for CAA services.

Short form for individual tax preparation without W-7 Application and CAA services is \$ 95. Contact us for other prices not covered here.