

**HOW TO CONTACT THE IRS TO RESCIND YOUR ITIN AND UPDATE YOUR TAX
RECORDS (3/9/13)**

Individuals cannot have both an ITIN and SSN at the same time, thus upon getting your social security number, you must contact the IRS and ask it to rescind your existing ITIN.

You need to send a letter to the IRS's ITIN operation with a request to rescind your ITIN number. Be sure to include copies of your ITIN and SSN. The address for the IRS's ITIN Operation is:

Internal Revenue Service
ITIN Operation
P.O. Box 149342
Austin, TX 78714-9342

You can use the below template:

[DATE]

[NAME]

[ADDRESS]

[PHONE NUMBER]

[EMAIL]

Internal Revenue Service

ITIN Operation

P.O. Box 149342

Austin, TX 78714-9342

To whom it may concern,

I am writing to request that my Individual Tax Identification Number (ITIN) be rescinded and that all tax records be associated with my newly assigned Social Security Number (SSN). My information is as follows:

Names Used: [YOUR NAME(S)]

Date of Birth: [DOB]

ITIN: [ITIN #]

New SSN: [SS #]

I have enclosed copies of my SSN and my ITIN.

Thank you.

[SIGNATURE]

[NAME]