



ITIN Services Resource Hub

Welcome to the ITIN Services Resource Hub, provided by Lion Business Services. This guide answers your common questions and helps you prepare the necessary documentation for a successful ITIN application process. We aim to provide quality service, ensuring that every detail of your application is handled with precision and care.

Processing Timeframes and Important Information

Our processing time is 15 days to ensure thorough and accurate completion of your application.

IRS Processing Time: Typically, 8-12 weeks.

Understanding ITIN

What is an ITIN? An Individual Taxpayer Identification Number is a tax processing number issued by the IRS.

Why Do I Need It? It's required for individuals who need a U.S. taxpayer identification number but are not eligible to obtain a Social Security Number.

Who Qualifies for One? Non-U.S. residents, resident aliens, and their dependents or spouses can apply.

Why Did I Receive a Response Letter? Occasionally, the IRS requests further verification of identity, which might be a signature confirmation.

If You Receive an IRS Letter

Contact Our Support Team: We can respond if you are our client. We can handle any inquiries or requests from the IRS for you.

Consultation Services

Need Specific Advice? Schedule a consultation with our business advisor or Certified Acceptance Agent (CAA). A consultation fee applies, which can be credited towards your purchase if made within the same week.



Application Requirements

For Individuals: Income report, tax return, date of entry (if residing in the U.S.), color copy of your signed passport, U.S. mailing address (no P.O. boxes), and total foreign address.

For Business Exceptions: LLC or Corp documents, EIN letter, color copy of passport, U.S. mailing address (no P.O. boxes), and foreign address.

Minor Applications

Please find below the required documents that need to be submitted for a minor to be listed in the 1040 form:

- A color scan copy of the passport

- A copy of the birth certificate, which doesn't require translation

- Proof of residency, a letterhead from the school signed with blue ink. The letter must mention the minor's name, date of birth, address, and school grade. Alternatively, a letter from a doctor with the same guidelines can also be submitted.

Unique Cases

Contact Support: If your case doesn't fit the standard criteria, please get in touch with our support team with your specific situation for a tailored document list.

Tracking Your Application

Stay Informed: We provide an application letter with a case and tracking number so you can monitor the progress of your application.

Contacting Support

Email: support@lbsprocess.com

spanishsupport@lbsprocess.com

Office Number: 609-813-0633

Our goal is to provide you with a clear and straightforward process for your ITIN application. If you have any questions or require any assistance, our dedicated team is here to help. Thank you for choosing Lion Business Services for your ITIN needs. Let's begin your application!