

How to Obtain a Social Security Card or Individual Taxpayer Identification Number (ITIN)



NYC EMPLOYEES'
RETIREMENT SYSTEM

All Tiers

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This fact sheet provides information on obtaining a Social Security card or an Individual Taxpayer Identification Number (ITIN).

Social Security Card

Visit the Social Security Administration's website at www.ssa.gov for instructions to obtain or replace a Social Security card.

Individual Taxpayer Identification Number (ITIN)

If you are not eligible to apply for a Social Security card, you must obtain an Individual Taxpayer Identification Number (ITIN) from the Internal Revenue Service (IRS).

1. Visit the IRS website at www.irs.gov.
2. Download and complete **Form W-7, Application for IRS Individual Taxpayer Identification Number (ITIN)**.
3. Submit Form W-7 and supporting documents directly to the Internal Revenue Service at:

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

Do not return Form W-7 to NYCERS.

4. Once you receive your ITIN, visit the IRS website at www.irs.gov and download **Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding**.
5. Complete and submit Form W-8BEN to NYCERS at 30-30 47th Ave., Suite 1010, Long Island City, NY 11101.

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