



NEW

**Background:**

Form 13551 will be used for application to the Individual Taxpayer Identification Number (ITIN) Acceptance Agent Program. The Acceptance Agent is a business or individual assisting Non-resident and Resident Aliens and Foreign Investors in securing a ITIN. The ITIN is used for U S income reporting purposes.

**Form 13551, Application to Participate in the IRS Acceptance Agent Program**

The files include Form 13551, the agreement to participate in the Acceptance Agent Program, fingerprint cards for FBI checks, and rejected/terminated/withdrawn applications.

**Disposition:**

1 Rejected, Terminated, or Withdrawn Applications  
Cutoff annually. Destroy after 1 year or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is sooner.

2 Approved Applications  
Cutoff when 4 years old. Destroy 6 years after processing year.