|  |  |
| --- | --- |
| **Agency Name**  Address1  City, CA Zip  Call Appointment: Phone Number | Site Manager: Name  Direct Phone: xxx-xxx-xxxx  Site Assistant: NAME  Direct Phone: xxx-xxx-xxxx  email@email.org |

**VITA Site Contact Info**

**IRS Contact Information**

|  |  |
| --- | --- |
| **By Mail**  Department of Treasury  Internal Revenue Service  Ogden, UT 84201-0002  **IRS English/Spanish: 1-800-829-1040**  **IRS other languages: 1-833-553-9895** | **In-person**  Federal Building  300 N. Los Angeles Street  Los Angeles, CA 90012  **Book an appointment: 1-844-545-5640** |
| **Mail ITIN Applications (Include Valid Photo Identification and Birth Certificate)**  Internal Revenue Service, Austin Service Center  ITIN Operation P.O. Box 149342  Austin, TX 78714-9342 | |

**California Franchise Tax Board**

|  |  |
| --- | --- |
| **By Mail:**  Franchise Tax Board  PO Box 942840  Sacramento, CA 94240  **Call the FTB: 1-800-852-5711** | **In-person**  Ronald Reagan State Building  300 S Spring St Ste. 5704  Los Angeles, CA 90013 |

**Your return requires follow-up documentation.**

**Your return will not be processed until we receive:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |