

## How to apply for Italian tax code

Please follow these steps to apply for Italian tax code:

1. Fill the application form. The form must be always filled this way:
  - in part A tick “Direct application for yourself” and write one of these numbers in the box “Applicant type code”:
    - 01: if you are a student
    - 02: if you are a non-resident worker
    - 03: if you are temporarily present in Italy but you are not a student (n.01) or a worker (n.02)
    - 04: in other cases
  - in part B write your personal details and in part D your residence overseas (state, town and address where you live in your country). If you have also an address in Italy, please fill part C, but that is not obligatory. **Print the form and put your handwritten sign in the box “Signature”. Please note that forms signed with a cut-and-paste image of your signature will not be accepted.**
2. Scan the filled form and one of these documents:
  - Your identity card or your passport (only the identity page), if you are an European Union citizen;
  - Your passport, if you are a non-European Union citizen. The pages of the passport that you need to send us are: the identity page, the stamp the frontier police put on your passport when you arrived and the VISA (only if you arrived with a VISA on the passport).
3. **The form and documents must be sent in a single PDF file** via e-mail to: [dp.firenze.utfirenze.cf@agenziaentrate.it](mailto:dp.firenze.utfirenze.cf@agenziaentrate.it)

The requests lacking one of the prescriptions mentioned above won't be accepted, and you will be informed to apply again.

To speed up the process we ask you to:

- follow carefully these instructions;
- not send us any reminder. Your tax code will be delivered to your e-mail as soon as possible.

Thanks for your cooperation.

Best regards