Foreign National Information Request:

If you are considered a Nonresident Alien (NRA) by the Internal Revenue Service (IRS) and become employed by Florida Institute of Technology OR are a student with taxable scholarships, you will be subject to entering personal information into a software provided by the university called Foreign National Information System (FNIS).

The Controller’s Office will enter information into FNIS which will generate an email to you with a link to the system and your User ID and Password. The email will be sent to your fit.edu email. Please check your fit.edu email account for this email. See example below. After you have completed the information, please send an email to payroll@fit.edu stating that you have completed this process.

If you are an EMPLOYEE you will receive this email.
Foreign National Information Request:

If you are taxable scholarship recipient, you will receive this email.

Dear test user,

To log into FNIS, go to https://fnis.thomsonreuters.com/fni/

Your FNIS username is TEST
Your FNIS password is i56f#jjk

The Internal Revenue Service requires that Florida Tech applies U.S. withholding and reporting rules consistent with your U.S. tax status, resident alien or nonresident alien. Resident aliens are taxed like U.S. citizens, while nonresident aliens are taxed under different withholding and reporting rules. Your U.S. tax status depends on your U.S. immigration status and U.S. presence. Also, you may be entitled to tax exemptions depending on your U.S. tax status or an applicable tax treaty, or both. Since your immigration actions and U.S. presence may change the way you are taxed, we request that you provide us with up-to-date information each year so that we may verify your status and any applicable tax exemptions. Without this information, we cannot provide you with tax exemptions which might otherwise be applicable.

You should have received instructions from your coach to complete FNIS. If not contact wmurrell@fit.edu and a set will be sent to you.

Please do the following to assist us with this analysis:

1) Use the website address, password, and username given above to enter FNIS. If this is the first time you have entered the secure Foreign National Information System (FNIS) website, you will be asked to change your password. If you have forgotten your password, please contact Wendy Murrell 321-674-8062 wmurrell@fit.edu

2) Complete the questions in as much detail as possible. You can "save with errors" if you have answered in as much detail as possible. There are many useful Help buttons to assist you if you have any questions as you move through the web pages.

3) When you have completed the information, please email wmurrell@fit.edu and state that you have completed FNIS. You will receive another email when your tax forms are complete and ready to be signed.

4) If you have additional questions please contact Wendy Murrell 321-674-8062 wmurrell@fit.edu
Foreign National Information Request:

When you click on the hyper-link provided in the initial email (https://fnis.thomsonreuters.com/fit/) you will be sent to this screen. Enter the User ID and Password provided in the email.
Foreign National Information Request:

The next screen will ask you to change your password for security. If you forget your password in the future and find that you may need to make a change to the information that has been entered into FNIS, please email payroll@fit.edu and we will issue a new temporary password to you.

**Account Configuration**

You are required to change your password.

Change Password

Passwords must be 8 characters including one uppercase letter, one lowercase letter, one special character (@#$%^&*())-_+) and one numeric character.

Current Password

New Password

Confirm New Password

Change Password

Log Out

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Foreign National Information Request:

When you have successfully created a password, you will come to this screen. Click on the link for **Data Entry**. Be sure that you have your immigration documents available as you will be asked specific information from them.

**Welcome to the Foreign National Information System**

**Your password has been successfully changed.**

Welcome to the Foreign National Information System (FNIS)! Using FNIS, you can enter data about yourself to send to your host institution, download and print tax forms, and more.

- **Data Entry**
  Send information about yourself to your host institution.

- **IRS Form**
  - **View and Print**
    View and print tax forms for submission to the IRS.
  - **Consent**
    Consent to view and print tax forms.

  The IRS ruling **IRS Reg. 31.6051** now requires that you, as the recipient, give consent to receiving the form(s) electronically before they are uploaded.

- **Account Configuration**
  Configure your account and change your FNIS password.

---

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Foreign National Information Request:

**Step 1: Basic Information**

**Full Name:**
Enter your First Name and Last Name. Middle name if applicable.

**Maiden Name:** If you have been married, please enter your maiden name.

**Identification:**

**Social Security Number (SSN):** If you have been hired as employee, enter your social security number. The University will allow you to work for 30 days if you have applied for a card but not yet received from the Social Security Administration. You will be required to bring the card to Human Resources and the Office of the Controller to update your information once it is received.

**Individual Taxpayer Identification Number (ITIN):** If you are a student, not an employee, you will be required to have an ITIN. If you do not have an ITIN, please visit the ISSS office for information on how to obtain this number.

Please check the circle if you do/ do not have either an SSN or ITIN, or have applied.

**Institution- Assigned ID Number:** This is the 9 digit number on your employee/ student ID card issued by the University. The number will begin with a 9.

Payroll system, Financial/ Accounts payable system, Student system, Visa/ Immigration system, Foreign Taxpayer ID and Trainee type can be left blank.

**Student type:** Please use the drop down arrow to select what your student status is.

**Department at Institution:** Please enter the department you are employed with or you have a scholarship with.

**Occupation at Institution:** Please enter what your role is within the department.

**Occupation 2 at Institution:** May be left blank.

Click the button: Save with Error Checking.
Foreign National Information Request:

**Step 1: Basic Information**

- It is recommended that you click on the Help buttons as you tab through these forms.
- Required fields are in **Bold**.
- Once you click on the Save & Continue button, the current page is saved and can be returned to for further editing at any time before you complete data entry.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Test</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Post Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maiden Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Identification**

- Social Security Number
- Individual Taxpayer Identification Number
- Institution-Assigned ID Number
  - Payroll system
  - Financial/Accounts payable system
  - Student system
  - Visa/Immigration status system

- If you do not have a U.S. SSN or ITIN, have you applied for one? (Yes/No)
  - Yes
  - No (I have SSN or ITIN)

**Foreign Taxpayer ID**

- Student type
- Trainee type

**Institution Information**

- Department at Institution
- Occupation at Institution
- Occupation 2 at Institution

You are currently logged in as TEST.

Save with Error Checking  Save with Errors  Log Out

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Foreign National Information Request:

**Step 2: Individual Information**

**Date of Birth:** Enter your date of birth using the format: date-month-year.

**Marital Status:** Please check the circle for your personal status.

If you are single, please skip the next three circles. If you are married, please answer the question based on your family situation.

**Dependents:** Do not include your spouse when answering the three questions in this section. If they are not applicable to you, enter 0 for each question.

**Telephone:**

**Home Telephone in USA:** Please enter a phone number where our office can reach you if we have questions regarding your information.

**Daytime Telephone in USA:** This can be the same number as listed in Home Phone.

Fax Number- This can be left blank.

**Email Address:** Enter the email address given to you by the University. It should be the email address that you received the initial request to complete the FNIS forms.

**Date First Ever Entered the USA:** Enter the first date you ever came to the USA. Use the format: date-month-year.

**Claiming Personal Exemption:** If you will claim yourself as an exemption on your US Income tax return, check yes. If someone else will claim you, check no.

Click on the button: Save with Error Checking.
**Foreign National Information Request:**

### Step 2: Individual Information

#### Date of Birth
- [ ] Married
- [ ] Single
- [ ] Unknown

#### Marital Status

Skip this section if you answered "Single" to the previous question.

- Is your spouse in the United States?
  - [ ] Yes
  - [ ] No
  - [ ] Unknown

- Does your spouse have any gross income from the United States?
  - [ ] Yes
  - [ ] No
  - [ ] Unknown

- Is your spouse claimed as dependent by another taxpayer for United States tax purposes?
  - [ ] Yes
  - [ ] No
  - [ ] Unknown

#### Dependents

(not including spouse)

Complete the dependents section only if any of the following conditions apply to you:

- If you are a national of American Samoa, the Northern Mariana Islands, or the US Virgin Islands, or are a tax resident of Canada or Mexico, enter your total number of dependents.

- If you are a tax resident of the Republic of Korea (South), enter your total number of dependents who were with you in the USA at some time in the calendar year.

- If you are a resident of India who entered the USA for the primary purpose of studying/applying training, enter your number of dependents who are US citizens or residents.

#### Telephone

- Home Telephone in USA
  - [ ] Extension

- Daytime Telephone in USA
  - [ ] Extension

#### Fax Number

- [ ]

#### Email Address

- vmurrell@ftd.edu

#### Date First Ever Entered USA

- [ ] DD-Mon-YYYY

#### Claiming Personal Exemption

- [ ] Yes
- [ ] No
- [ ] Unknown

---

You are currently logged in as TEST.

[Save with Error Checking] [Save with Errors] [Log Out]

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Foreign National Information Request:

Step 3: Address Information

USA Local Address

Address Line 1: Enter the street address where you reside in the USA.
Address Line 2: If you have an apartment number, enter that on this line.
Address Line 3: This can be left blank.
City: Enter the city where you reside.
State: Enter the state where you reside.
Zip: Enter the zip code where you reside.

Foreign Residence Address

As all foreign countries vary in how the addresses are displayed, please note that the required lines are:
Address Line 1, City and Country.
If other lines are not applicable to your home address, they can be left blank.
Click on the box: Save & Continue.

Step 3: Address Information

USA Local Address

Address Line 1
Address Line 2
Address Line 3
City
State
Zip

Foreign Residence Address

Address Line 1
Address Line 2
Address Line 3
City
Province/Region
Regional Postal Code
Country

You are currently logged in as TEST.

Save & Continue > Log Out

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Foreign National Information Request:

**Step 4: Additional Information**

**Country of Passport/ Citizenship:** Enter the name of the country listed on your personal document.

**Passport Number:** Enter the number listed on your personal document.

**Passport Expiration Date:** Enter the date listed on your personal document. Please use the format: date-month-year.

**Are you also a US Citizen:** Please check either yes or no based on your personal status.

**Country of Tax Residence:** Please enter the country where you have an established tax residence.

**Self-employment:** Please only fill in this circle if you are self-employed and are working on campus as an Independent Contractor. If you are an employee or a student, this will be non-applicable to you.

**Other Information:** Please fill in the next 5 questions as they apply to your personal situation. Make sure you select ‘yes’ on **Question 5:** “Do you wish to claim treaty benefits if they are available, if your country has a treaty and you would like to take advantage of the tax relief from your taxable wages.”
Foreign National Information Request:

**Step 4: Additional Information**

Country of Passport/Citizenship

Passport Number

Passport Expiration Date

Are you also a U.S. citizen?
- Yes
- No
- Unknown

Country of Tax Residence

Self-Employment
- Fill out this section only if you are self-employed.
  - Do you have an office regularly available to you in the USA?
    - Yes
    - No
    - Unknown

Other Information
- Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship)
  - Yes
  - No
  - Unknown
- Have you proven to the IRS that you have a closer connection to a foreign country than to the USA?
  - Yes
  - No
  - Unknown
- Have you submitted an application to become a US lawful permanent resident?
  - Yes
  - No
  - Unknown
- Are you engaged in a full-time program?
  - Yes
  - No
  - Unknown
- Do you wish to claim treaty benefits if they are available?
  - Yes
  - No
  - Unknown

You are currently logged in as TEST.

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Foreign National Information Request:

**Step 5: Visa/Immigration Status History**

Please list all visa activity that satisfies any of the following criteria:

- Visa immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

Click on the button: Add New Record

---

**Step 5: Visa/Immigration Status History**

Please list all visa activity that satisfies any of the following criteria:

- Visa immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

When you are finished, click the **Continue** button at the bottom of the page.

---

You have not yet entered any visa information. Click the Add New Record button below to enter a record, or simply click the Continue button at the bottom of the page if you have no visa immigration history to enter. If you need assistance, contact your institution administrator.
Foreign National Information Request:

Create a New Visa Immigration Record

Please fill in each line with the information from your personal VISA document.

Click on the button: Save and Continue

Create a New Visa Immigration Record

Visa information may not be saved unless the Immigration Status, J Subcategory, Primary Purpose of Visit, Tax residence country before entering US and Date Fields are completed. Please complete these fields and then click the Save & Continue button at the bottom of the page.

You are currently logged in as TEST.

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Foreign National Information Request:

**Step 6: Confirmation**

If you are satisfied with the information you have provided and feel that it is accurate, please check the box stating the information I have entered is correct and I wish to submit to my host site.

Click the Finish Button.

After you have clicked the Finish button, please send an email to payroll@fit.edu and state that you have completed the required FNIS documents. You should then receive an email that either your documents are complete and ready to be signed, or if there are errors, you will be directed to log back in and resubmit.
Foreign National Information Request:

Once you have filled in the information requested, if there are any errors or blank required information, you will receive this email. Please log back in with the same user name and password to complete the information. After you have completed the information, please send an email to payroll@fit.edu stating that you have completed this process.

Dear test user,

We have reviewed your FNIS data and found that some fields were left blank or need to be corrected. Please log into the FNIS program as before at https://fnis.thomsonreuters.com/fit/ and fill in any fields that are in red. Once that is done go to Page 6, the Confirmation page, and check the box showing that you have completed the forms.

If you have any questions regarding your password or any other issues you can contact us at:

Wendy Murrell
321-674-8062
wmurrell@fit.edu
Foreign National Information Request:

After your information is complete and all information has been uploaded onto the proper tax forms, you will receive this email. When you receive it, please come into the Office of the Controller R.A. Work Building. At this time, we will tell you the tax treatment of your wages/ taxable scholarships and you will sign all proper IRS documents needed for the University to properly withhold on your income.

**PLEASE NOTE** Not all taxable scholarship recipients will be advised to come into the office to sign. You may receive notice that you will sign at a later date when applying for your ITIN.
Foreign National Information Request:

Contact Information

For questions related to the FNIS process:
Wendy Murrell
Tax Reporting and Compliance Manager
Office of the Controller, Work Building
Phone: 321-674-8062
Email: wmurrell@fit.edu and payroll@fit.edu

Or

Paul Kenoyer
Payroll Specialist
Office of the Controller, Work Building
Phone: 321-674-7419
Email: pkenoyer@fit.edu and payroll@fit.edu

For questions related to ITIN:
Jackie Lingner
Associate Director – ISSS
ISSS Office, Harris Commons Building
Phone: 321-674-8053
Email: jlingner@fit.edu

For questions related to SSN and payroll deductions:
Diane Frederick
HRIS Specialist II
Office of Human Resources, Work Building
Phone: 321-674-8939
Email: dfrederick@fit.edu

Or

Karen Hill
Human Resources Information Specialist
Office of Human Resources, Work Building
Phone: 321-674-8702
Email: khill@fit.edu

For questions related to a student account:
Terri Carter
Director of Student Financial Services
Harris Commons, Room 139
Phone 321-674-8320
tcarter@fit.edu