

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.

| | |
|---|--|
|  THOMSON REUTERS® | <h2>Foreign National Information System</h2> |
| <div data-bbox="618 577 919 842"></div> <h1 data-bbox="435 856 1117 1045"><i>Florida Institute of Technology</i></h1> <div data-bbox="407 1129 1049 1205"><p>User ID <input type="text"/></p><p>Password <input type="password"/></p></div> <div data-bbox="919 1245 1049 1283"><input type="button" value="Login"/></div> | |
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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

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.

You are currently logged in as **TEST**.

[Log Out](#)

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.

Full Name test user ?
Title **First** Middle **Last** Post Title

Maiden Name ?

Identification

| | | | |
|---|---|--|---|
| <input type="text"/> Social Security Number | ? | If you do not have a U.S. SSN or ITIN, have you applied for one? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> I have SSN or ITIN | ? |
| <input type="text"/> Individual Taxpayer Identification Number | ? | | |
| <input type="text"/> Institution-Assigned ID Number | ? | <input type="text"/> Payroll system | ? |
| <input type="text"/> Financial/Accounts payable system | ? | <input type="text"/> Student system | ? |
| <input type="text"/> Visa/Immigration status system | ? | | |

Foreign Taxpayer ID ?

Student type ▼

Trainee type ▼ ?

Institution Information

| |
|--|
| <input type="text"/> Department at Institution |
| <input type="text"/> Occupation at Institution |
| <input type="text"/> Occupation 2 at Institution |

You are currently logged in as TEST.

[Save with Error Checking](#)

[Save with Errors](#)

[Log Out](#)

Foreign National Information Request:

Page Navigation 1 2 Individual Information 3 4 5 6 Help

Use this navigation bar to move quickly among pages **without saving**.
By holding your mouse pointer over a page number the title of the page will appear.
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 2: Individual Information

Date of Birth ?

Marital Status

Married

Single

Unknown

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 purpose? ?




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. | <input type="text" value="0"/> ? |
|  | 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. | <input type="text" value="0"/> ? |
|  | If you are a resident of India who entered the USA for the primary purpose of studying/acquiring training, enter your number of dependents who are US citizens or residents. | <input type="text" value="0"/> ? |

Telephone ?

?

Fax Number ?

Email Address ?

Date First Ever Entered USA ?

Claiming Personal Exemption

Yes No Unknown ?

You are currently logged in as TEST.

[Save with Error Checking](#) [Save with Errors](#) [Log Out](#)

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.

Page Navigation 1 2 3 Address Information 4 5 6 Help

Use this navigation bar to move quickly among pages **without saving**.
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Step 3: Address Information

| USA Local Address | |
|-------------------|--------------------------------|
| Address Line 1 | <input type="text"/> |
| Address Line 2 | <input type="text"/> |
| Address Line 3 | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text" value="v"/> |
| Zip | <input type="text"/> |

| Foreign Residence Address | |
|---------------------------|--------------------------------|
| Address Line 1 | <input type="text"/> |
| Address Line 2 | <input type="text"/> |
| Address Line 3 | <input type="text"/> |
| City | <input type="text"/> |
| Province/Region | <input type="text"/> |
| Regional Postal Code | <input type="text"/> |
| Country | <input type="text" value="v"/> |

You are currently logged in as TEST.

Save & Continue >

Log Out


Page Navigation 1 2 3 4 **Additional Information** 5 6 **Help**

Use this navigation bar to move quickly among pages **without saving**.
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To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 4: Additional Information

Country of Passport/Citizenship 


Passport Number


Passport Expiration Date DD-Mon-YYYY 


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.

[Save & Continue >](#) [Log Out](#)

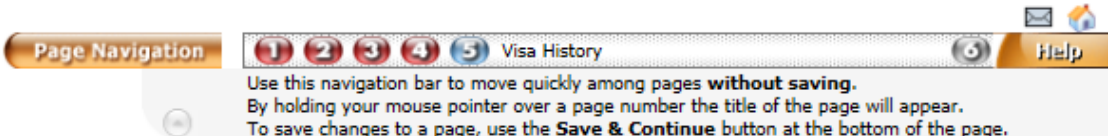
Foreign National Information Request:

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



The screenshot shows a navigation bar with a 'Page Navigation' label on the left. It contains five numbered buttons (1-5) and a 'Help' button on the right. Below the buttons, there is instructional text: 'Use this navigation bar to move quickly among pages **without saving**. By holding your mouse pointer over a page number the title of the page will appear. To save changes to a page, use the **Save & Continue** button at the bottom of the page.'

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.

[Add New Record](#)

You are currently logged in as TEST.

[Log Out](#)

[Continue >](#)

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

Page Navigation **1** **2** **3** **4** **5** Visa History **6** Help

Use this navigation bar to move quickly among pages **without saving**.
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To save changes to a page, use the **Save & Continue** button at the bottom of the page.

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.

| | | |
|---|-------------------------------------|--|
| Immigration Status | <input type="text"/> | |
| J Subcategory | Not Applicable <input type="text"/> | |
| Primary Purpose of Visit | <input type="text"/> | |
| Tax residence country before entering US | <input type="text"/> | |
| Treaty Benefit Taken as | Unknown <input type="text"/> | |
| Visa Number | <input type="text"/> | |
| First Day in U.S. in this Status | <input type="text"/> DD-Mon-YYYY | |
| Last Day in U.S. in this Status | <input type="text"/> DD-Mon-YYYY | |

You are currently logged in as TEST.

[Discard Changes](#)

[Save & Continue >](#)

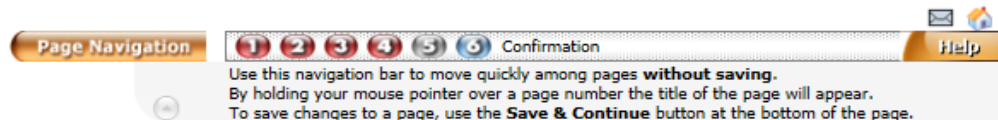
Foreign National Information Request:

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.



Step 6: Confirmation

You have reached the final page. If you would like to exit this form to continue at another time your information will be saved. To view a summary of your entries click on the **View Data** button below. This may be printed out, signed and returned to your Administrator's office once you have received confirmation from the administrator that the data is complete.

[View Data](#)

If you would like to submit this form please read the following statements:

I hereby authorize Florida Institute of Technology to release this information to Thomson Reuters (Tax & Accounting) Inc., 2395 Midway Road, Carrollton, TX 75006 for the following purpose: technical software support for the International Tax Navigator system.

I hereby certify under penalty of perjury that all of the above information is true, complete and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new form to the appropriate Department.

If you agree to these statements and would like to email this information to your institution, click the **Finish** button below. You will not be able to make any more changes without permission from the administrator at your institution.

| Confirmation | |
|--------------------------|--|
| <input type="checkbox"/> | The information I have entered is correct and I wish to submit it to my host site. |
| Finish | |