

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.

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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.

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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."

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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

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