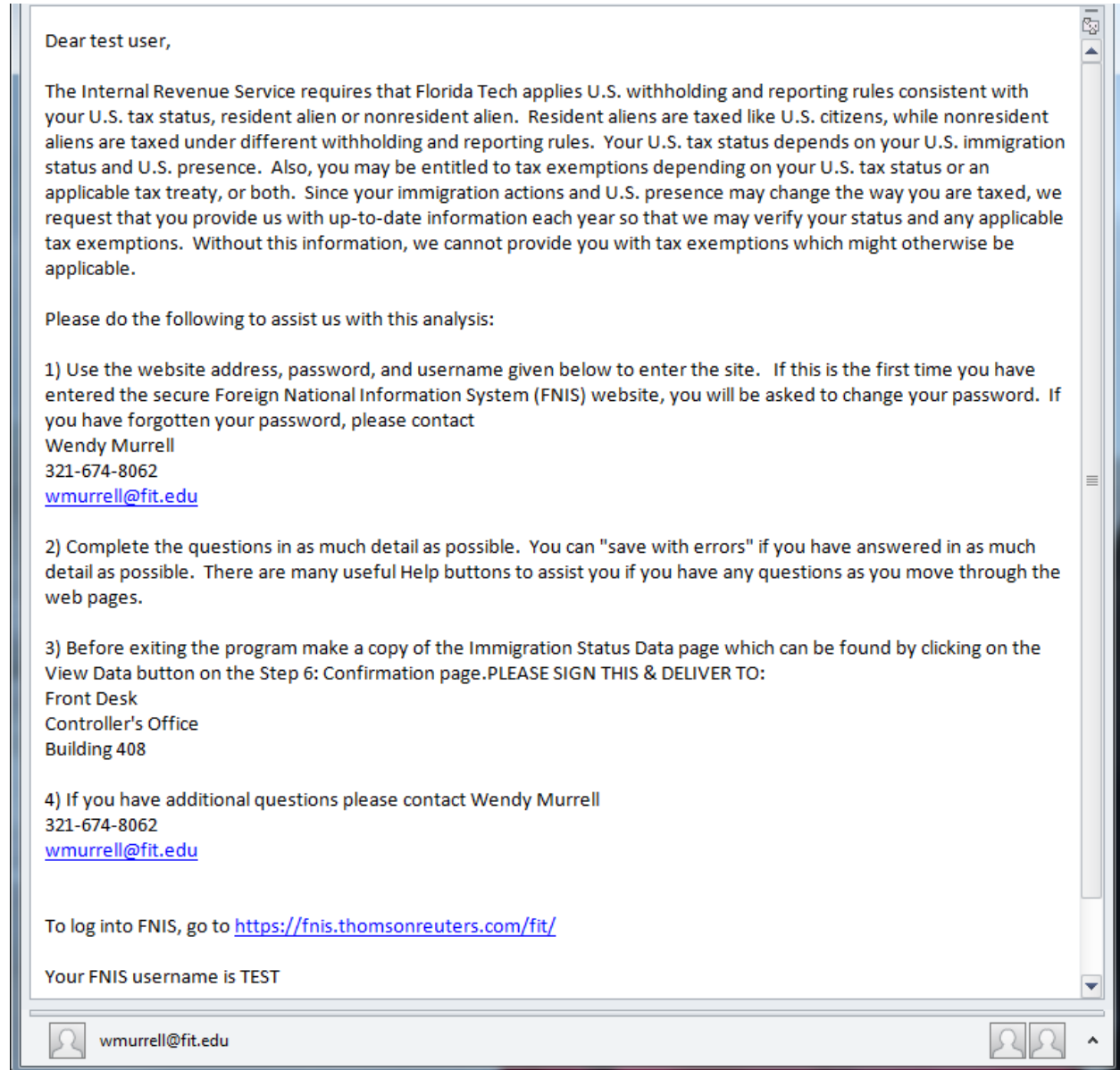


Foreign National Information Request:

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.



Dear test user,




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.

Please do the following to assist us with this analysis:

- 1) Use the website address, password, and username given below to enter the site. 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) Before exiting the program make a copy of the Immigration Status Data page which can be found by clicking on the View Data button on the Step 6: Confirmation page. PLEASE SIGN THIS & DELIVER TO:
Front Desk
Controller's Office
Building 408
- 4) If you have additional questions please contact Wendy Murrell
321-674-8062
wmurrell@fit.edu

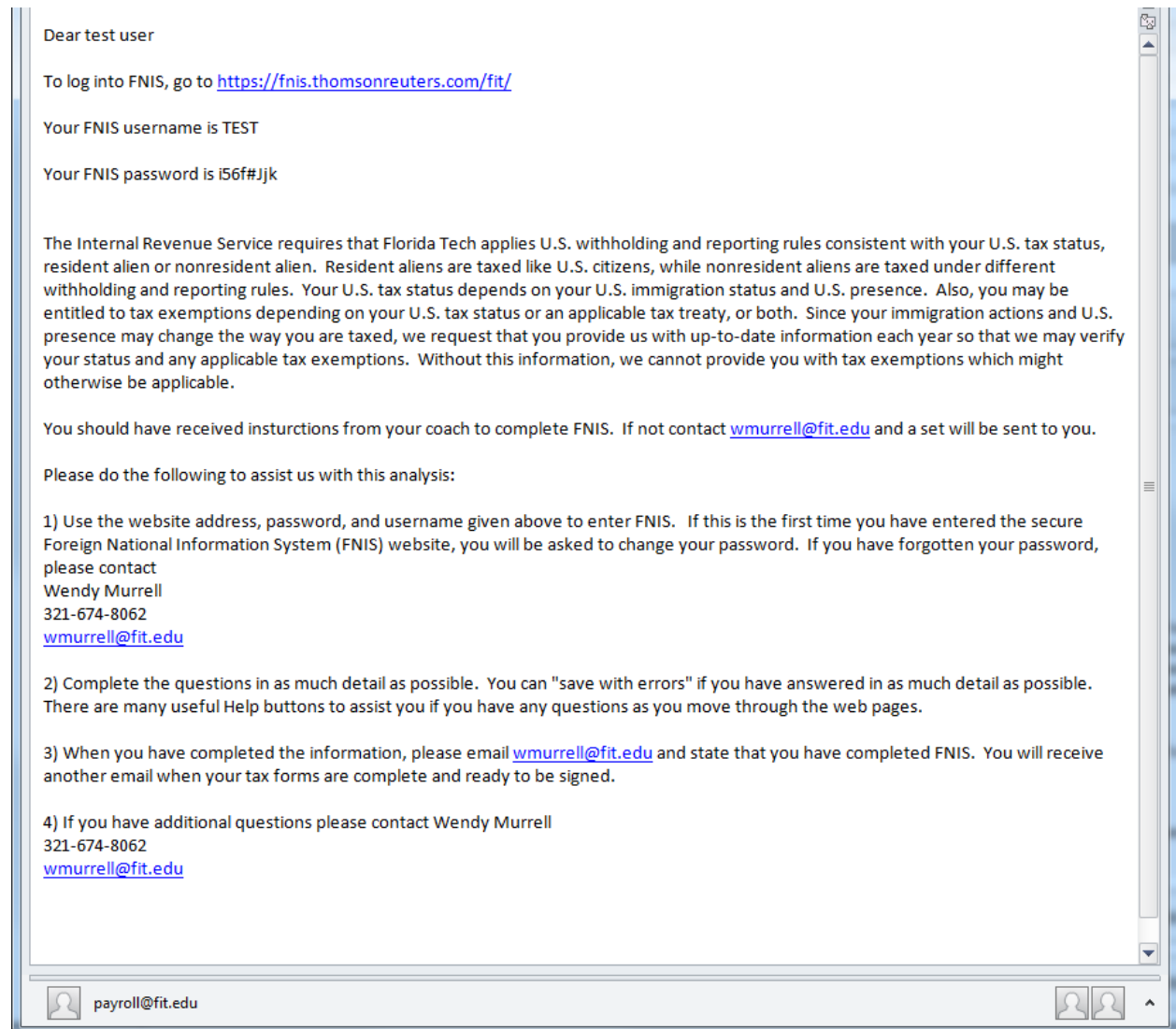
To log into FNIS, go to <https://fnis.thomsonreuters.com/fit/>

Your FNIS username is TEST

 wmurrell@fit.edu   ^

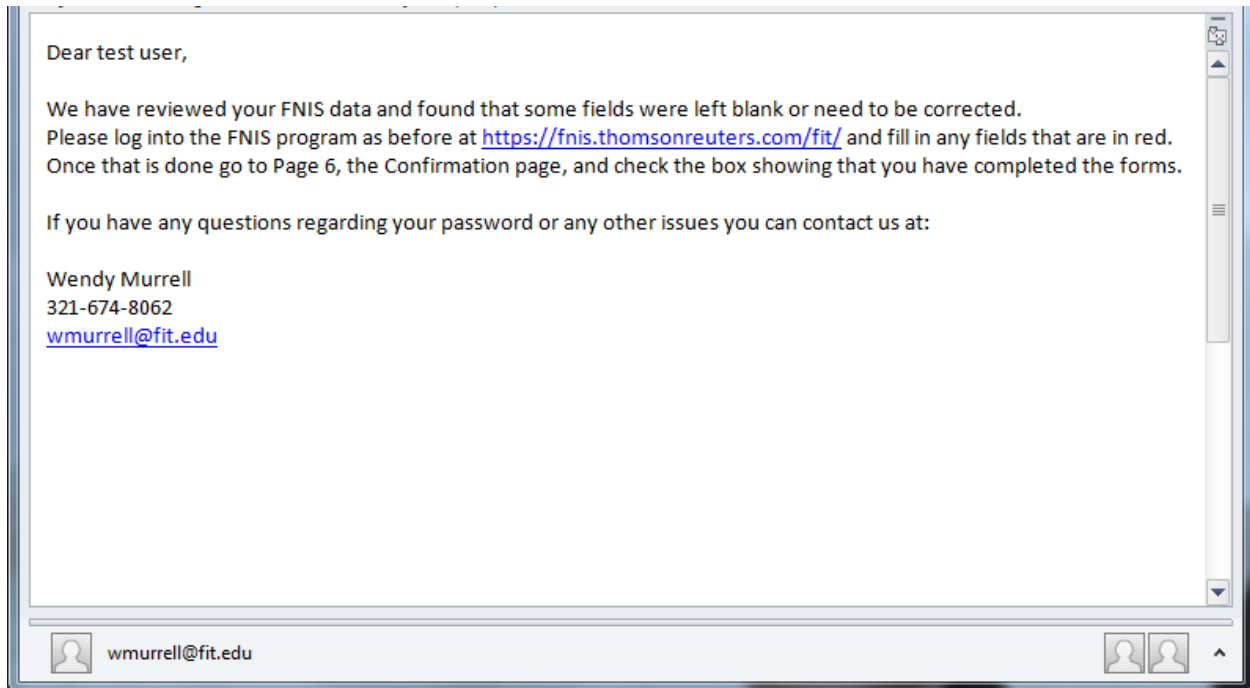
Foreign National Information Request:

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



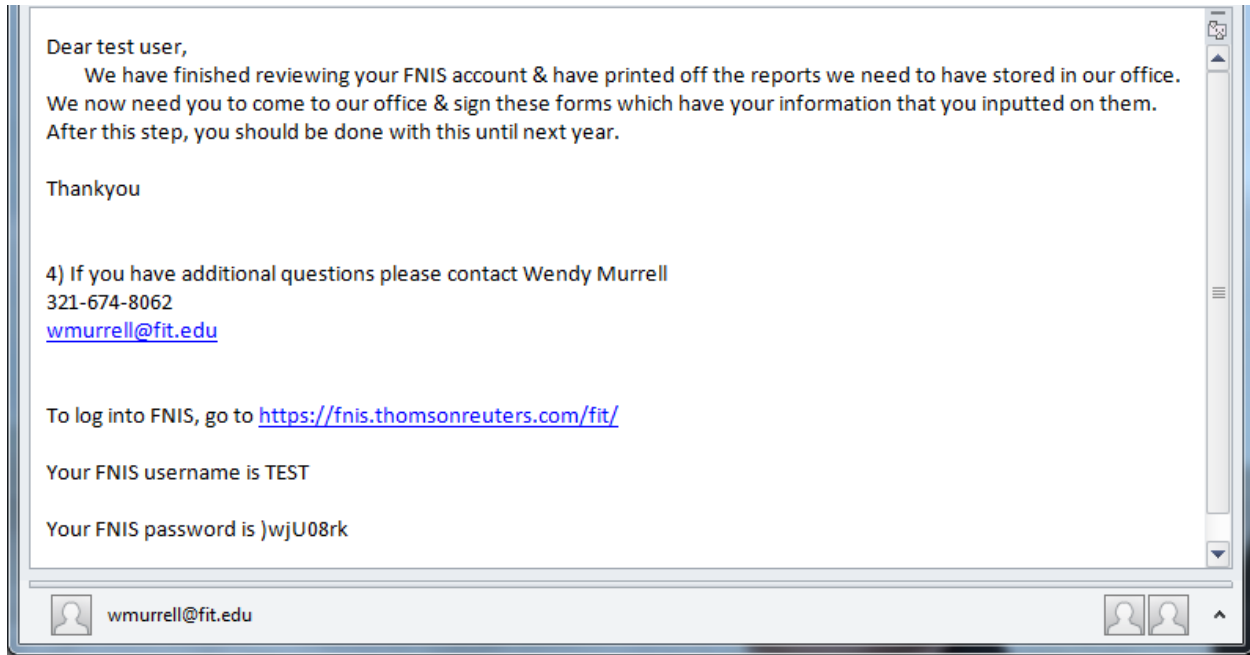
Foreign National Information Request:

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.



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.**