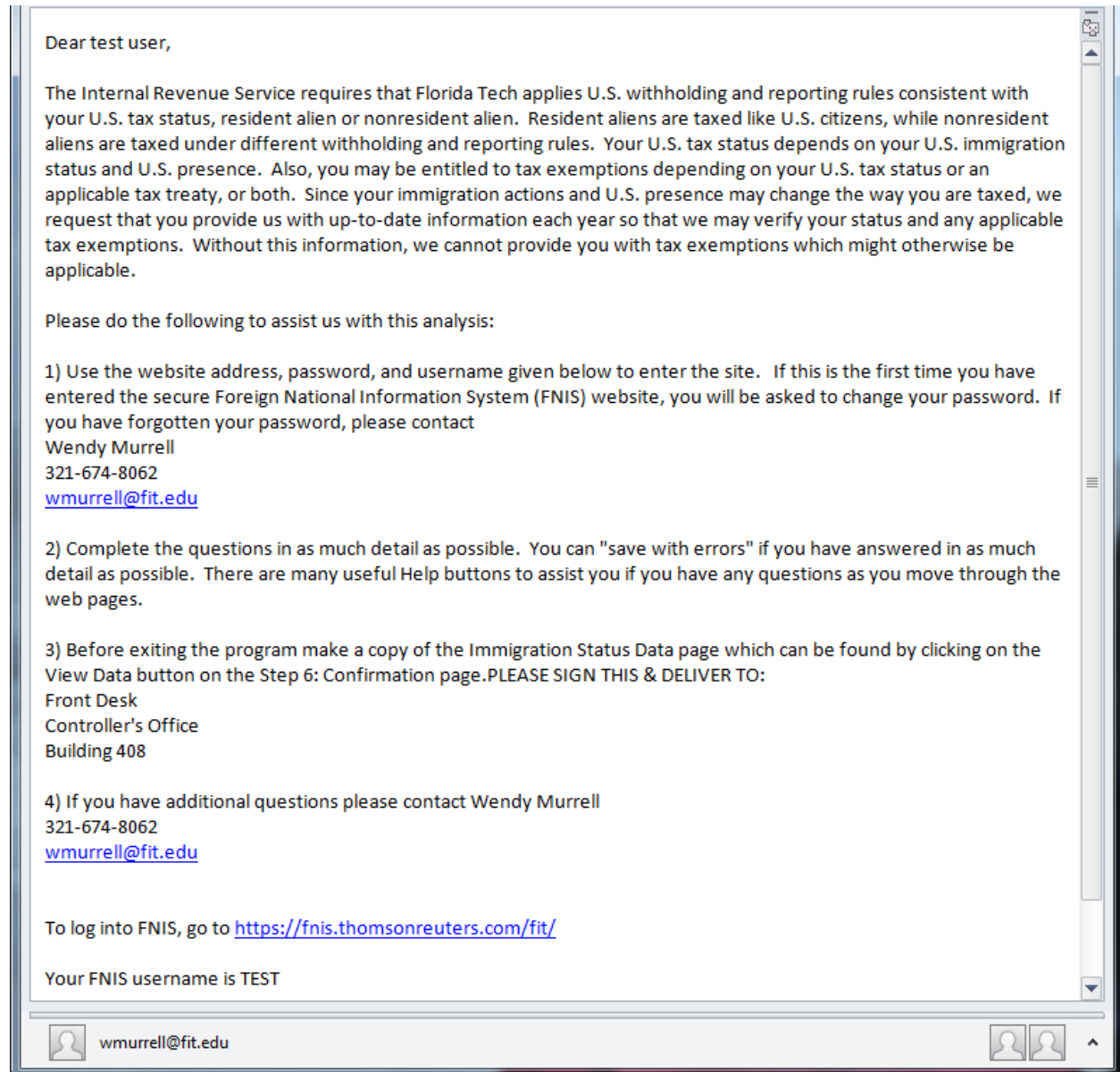


## Foreign National Information Request:

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](mailto: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](mailto: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](mailto:wmurrell@fit.edu)

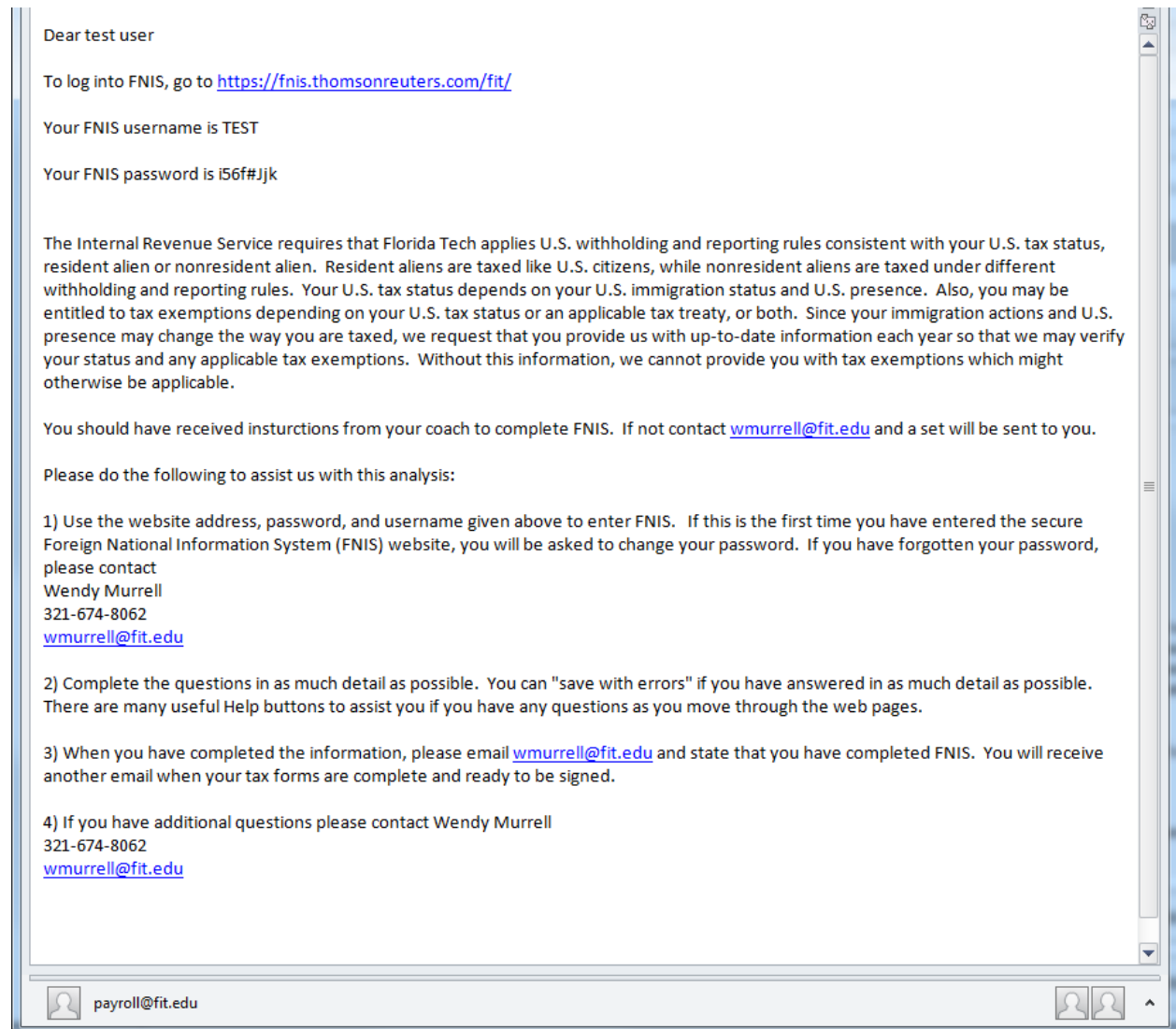
To log into FNIS, go to <https://fnis.thomsonreuters.com/fit/>

Your FNIS username is TEST

 [wmurrell@fit.edu](mailto:wmurrell@fit.edu)  


## Foreign National Information Request:

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



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> <p data-bbox="435 856 1117 1045"><i>Florida Institute of Technology</i></p> <p data-bbox="410 1129 1049 1163">User ID <input type="text"/></p> <p data-bbox="410 1171 1049 1205">Password <input type="password"/></p> <p data-bbox="920 1245 1049 1283"><a href="#">Login</a></p>	
<p>© 2002-16 Thomson Reuters. All rights reserved.   <a href="#">Privacy Policy</a>   <a href="#">Terms Of Use</a></p>	

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](mailto: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	<input type="text"/>	New Password	<input type="text"/>
		Confirm New Password	<input type="text"/>

[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](#)

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.

## 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"/> <b>Institution-Assigned ID Number</b>	?	<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"/> <b>Department at Institution</b>
<input type="text"/> <b>Occupation at Institution</b>
<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:

## 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:

**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**  DD-Mon-YYYY

**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**

Home Telephone in USA  Extension

Daytime Telephone in USA  Extension

**Fax Number**

**Email Address**

**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](#)

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.

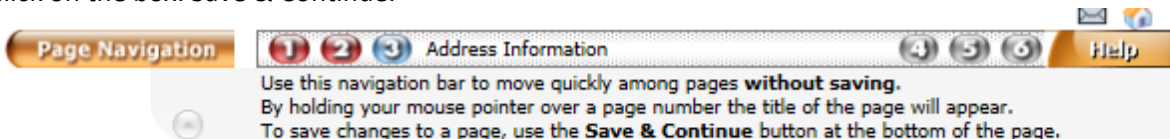
#### Foreign Residence Address

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.



The navigation bar features a 'Page Navigation' button on the left, followed by a series of numbered tabs (1-6). Tab 3 is currently selected and labeled 'Address Information'. To the right of the tabs are icons for email and a globe, and a 'Help' button. Below the navigation bar, a text box provides instructions: '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 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

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."


**Page Navigation** 1 2 3 4 **Additional Information** 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 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](#)

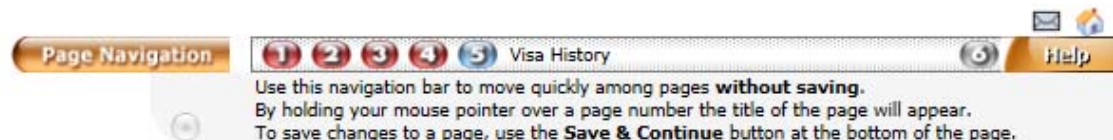
Foreign National Information Request:

## 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



Page Navigation 1 2 3 4 5 Visa History 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 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**.  
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.

## 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.

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

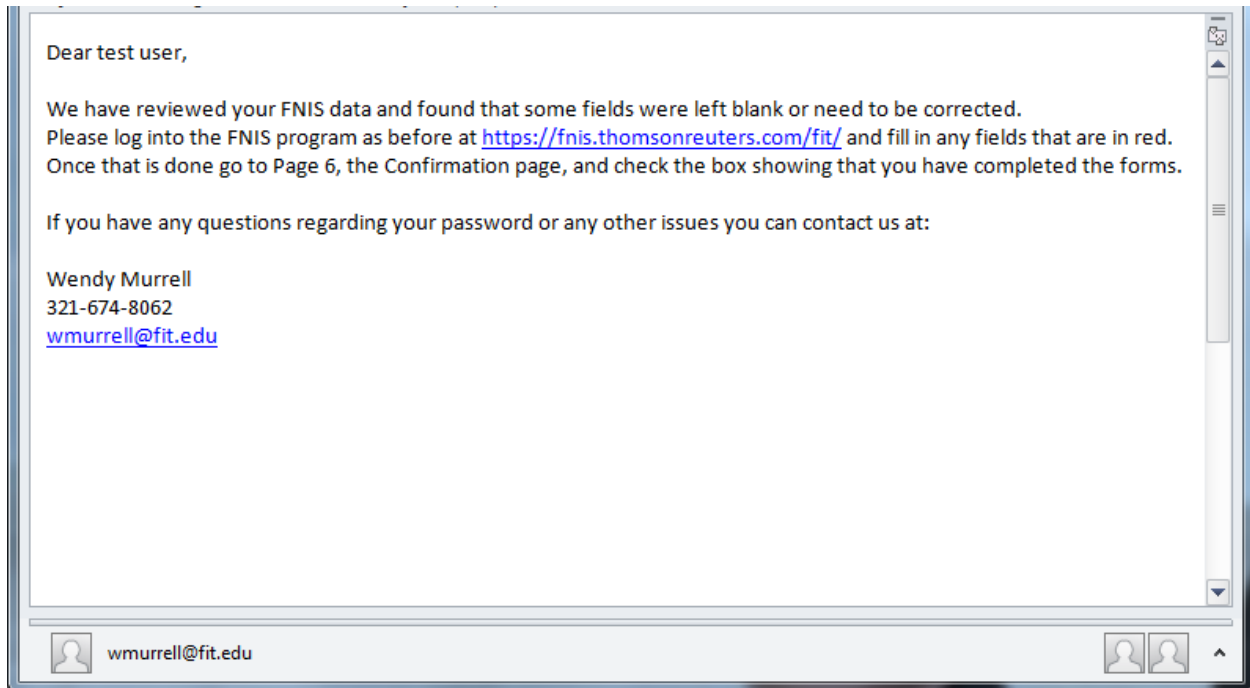
**Confirmation**

The information I have entered is correct and I wish to submit it to my host site.

[Finish](#)

Foreign National Information Request:

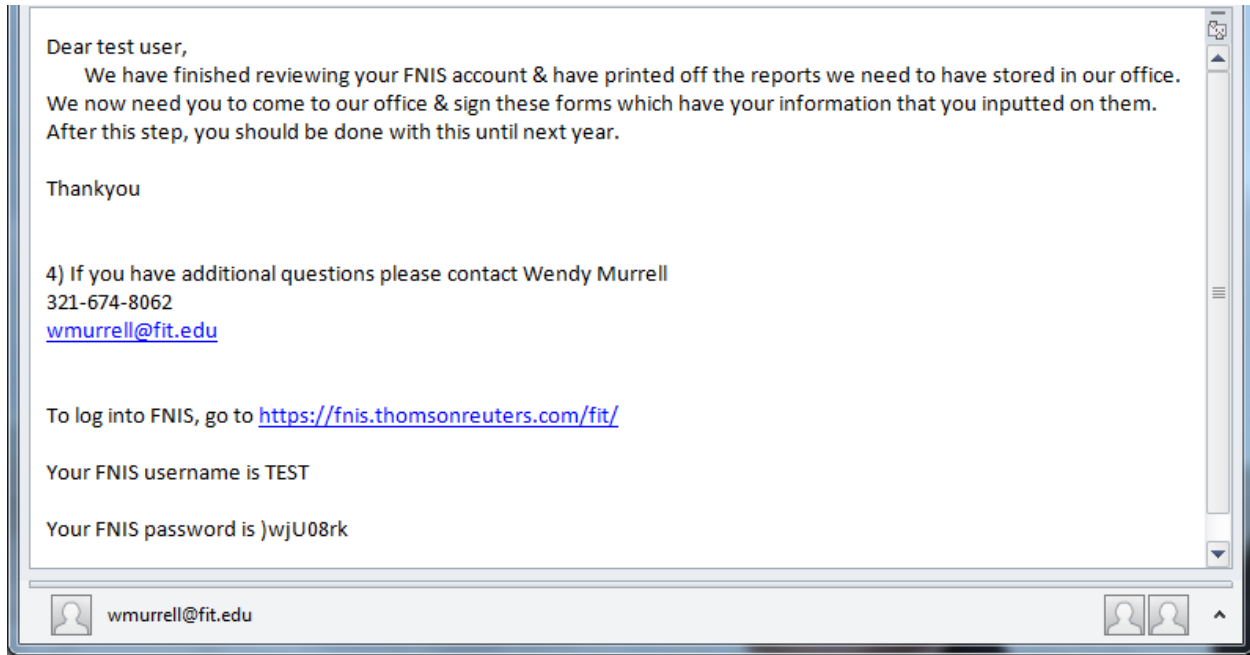
Once you have filled in the information requested, if there are any errors or blank required information, you will receive this email. Please log back in with the same user name and password to complete the information. After you have completed the information, please send an email to [payroll@fit.edu](mailto:payroll@fit.edu)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

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](mailto:wmurrell@fit.edu) and [payroll@fit.edu](mailto:payroll@fit.edu)

Or

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

Or

Karen Hill  
Human Resources Information Specialist  
Office of Human Resources, Work Building  
Phone: 321-674-8702  
Email: [khill@fit.edu](mailto: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](mailto:tcarter@fit.edu)