Foreign National Information System (FNIS) Instructions

Middlebury College /
Monterey Institute of International Studies

FNIS 2013

Deadline for FNIS: within two business days
Who needs to submit FNIS information?

You need to submit FNIS information if:

- You are NOT a U.S. citizen in 2013.
Things Needed for FNIS:

- Passport
- U.S. Visas including expired ones
- I-20 (if on F-1 visa) form
- Social Security number if you have one
- EAD card if you have one
FNIS 2013

- FNIS is a system that Middlebury provides for you to determine your tax status and to handle any payments to you for financial aid, wages, honoraria, prizes, or reimbursements.
- If you are required to send information to the Tax Office, you will receive an email from Tax Manager like this:

  Dear [Name],

  Welcome to Middlebury College or the Monterey Institute Institute of International Studies, a graduate school of Middlebury College. As somebody who is not a U.S. citizen, you are required to submit certain information to the Tax Office that will determine your tax status according to Internal Revenue Service (IRS) regulations. Based on this tax status, we will know how to handle any payments to you for financial aid, wages, honoraria or reimbursements. Even if you do not receive any of the above, you need to submit this information in order for us to determine what IRS forms we need to send to you.

  Please submit your information within 2 business days.

  If you are a greencard holder or US citizen, please contact me directly at taxmanager@middlebury.edu. You then do not have to fill out this form.
FNIS 2013

- To access FNIS, click the link and you will be sent to the system. Log on with your username and password provided by Tax Manager.
FNIS for new users

- If this is the first time you are using FNIS, you are required to change your password.
- As seen below, enter the current and new passwords.
- Click Change Password.
IRS Forms and Reports

• Once you change your password, you will see the screen below.
• Choose consent to receive the form 1042-S and other IRS forms and reports electronically.
Start FNIS

- Click *Data Entry* to start entering your information.

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.
Basic Information

- Enter your title: Mr. or Ms.
- Verify your first, middle and last names.
- Enter SSN or ITIN if you have one; otherwise, indicate Yes if you apply for one.
- Ignore the other boxes in the identification section.
- Choose Undergraduate for student type.
- Enter YYYY MIDD or YYYY MIIS for the department where YYYY is the year of graduation (e.g. 2017 MIDD).
- Enter Student for the occupation.
- Click Save & Continue.
Individual Information

- Enter your date of birth.
- Choose your marital status.
- Skip the next section if you are single.
Individual Information

- Complete the dependents section if applicable.
- Enter your contact information (phone and email address).
- Enter date of first visit to USA.
- Indicate Yes to claim exemption.
- Click Save & Continue.
Address Information

- Enter your Middlebury College address with your mailbox number if you are a student; enter the name of the department you are visiting if you are a short-term visitor; enter your actual address if you are at Monterey.
- Enter your residence address at home.
- Click *Save & Continue*.
Additional Information

- Enter your country of citizenship.
- Enter your passport number.
- Enter the expiration date.
- Indicate whether you are a U.S. citizen.
- Enter your country of residence.
- Fill out the self-employment section only if you are a visitor.
- Enter the other information (indicate Yes to the last 2 questions).
- Click Save & Continue.
Visa/Immigration Status History

- Add all of your past visa history including visits as a tourist **AND** your current visa. Use dates of actual visit, not the dates on the visa.
- Click *Save & Continue*.

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.
Notes:

- The first and last days in USA refer to the dates as shown on your I-20, DS-2019, I-797, EAD, etc. If you are an F-1 student, the end date will be your graduation date.
- If you are on a CPT or OPT, add this as a new visa with visa type F-1 and primary purpose Practical Training/J-1, F-1.
- If you come on a visa waiver, use visa type VWB for business or VWT for tourist.
- Do NOT use primary purpose Professional/Educational Activities for an F-1 visa; select Studying in Degree Program or Studying in Non-Degree Program.
Confirmation

• Click View Data to check your entries; do NOT print the data sheet at this point. You will receive an email letting you know when to print it.
• Check the box next to approval.
• Click Finish.
Notification

- Send an email notifying Tax Manager that you have submitted your FNIS information. If the system gives you trouble with sending the email, it’s ok not to send an email.

Information Received

Your information has been received and you will be contacted by your school administrator within a few business days.

Please click here to create an email notifying your administrator at Middlebury College that you have just submitted your Foreign National Information Form. Sending this email will ensure that your information is seen and checked for completeness by your administrator.
Next Steps

• The Tax Office will review your data and contact you via email either with further questions or with the request to print the data sheet as well as tax forms (W-4, W-8BEN, 8233, etc.) that will be available on the FNIS website.

• The second email you will receive looks like this:

   Dear [Username],

   Thank you for submitting your information.

   We have reviewed and processed your information. Please log on to the Foreign National Information Systems (FNIS) website again to print out and sign your tax forms.

   Using Internet Explorer, please log on to https://fnis.thomsonreuters.com/middlebury/, click on Data Entry, click on View Data. You will see the Immigration Status Data page. Please print it out, review it, make any changes necessary by hand on it, sign and date it.

   Next, go to IRS forms and print out the documents with today's date, usually Form W-4 Form W-8BEN or W-9 And if you receive treaty benefits Form 8233. Those documents only need to be signed by you, they are already completely filled out.

• Click the link and log on using the same username and password as before.
FNIS Again

- Click *View and Print* to print all tax forms with today’s date.
- Go back to the homepage and click *Data Entry*.
FNIS Again

• Click *View Data* and print the data sheet.
• Go back to the Confirmation page and then the homepage.
• Click *Log Out*.
Returning Data Sheet and Tax Forms

Congratulations! You’ve finished!

Now, bring your signed data sheet and tax forms to:

Human Resources
Service Building
(2nd floor, 1st office on the right)