

Foreign National Information System (FNIS) Guide for Students and Employees – UPDATED February 2023

Overview:

This guide is meant to assist foreign national faculty, staff, and students who will receive compensation through the University of Notre Dame's Payroll Department to complete the required Foreign National Information System (FNIS) profile. In order to determine their status for U.S. tax purposes and eligibility for tax treaty benefits, the University must receive the following documents:

1. signed copy of the FNIS summary page
2. copy of Passport Identification Page(s)
3. copy of U.S. Visa Stamp
4. copy of Form I-20, Form DS-2019, or H-1B Approval or Form I-797 Approval Notice
5. copy of Employment Authorization Document (EAD) card, if applicable (F-1 Optional Practical Training, J-2 work authorization, work authorization based on pending legal permanent residence application, etc.)
6. copy of current I-94 record

Failure to complete this record can result in improper tax setup and withholding. Therefore, it is important that you complete your FNIS profile and provide the requested information in a timely manner.

Initial FNIS request:

Once your FNIS account is activated, you will receive a welcome email from the system. Please read the email carefully as it will provide you with your FNIS username and an overview of the submission process.

As you complete the record, please answer the prompts with as much detail as possible. Required fields are in bold. You may save with errors, but be sure to provide as much information as possible. If the required field does not apply to you, you can "Save with Errors."

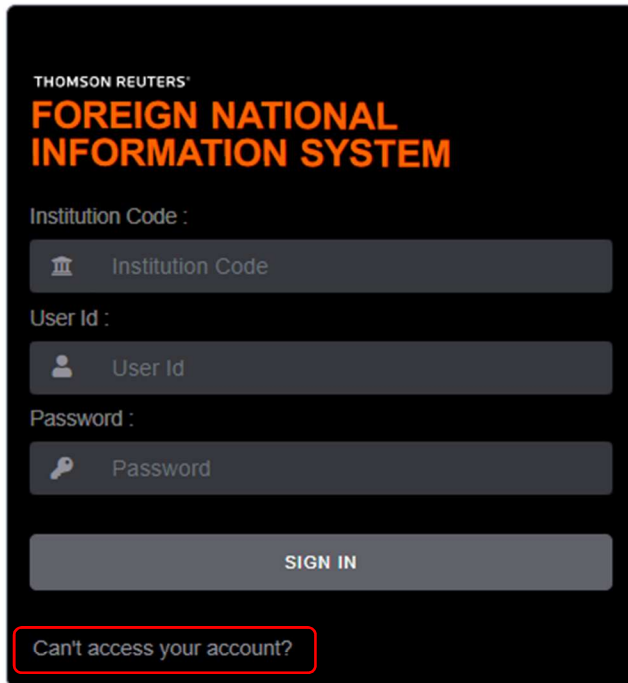
Once you have completed your FNIS profile, submit the following documents to fntax@nd.edu in order to complete your file:

1. signed copy of the FNIS summary page
2. copy of Passport Identification Page(s)
3. copy of U.S. Visa Stamp
4. copy of Form I-20, Form DS-2019, or H-1B Approval or Form I-797 Approval Notice
5. copy of Employment Authorization Document (EAD) card, if applicable (F-1 Optional Practical Training, J-2 work authorization, work authorization based on pending legal permanent residence application, etc.)
6. copy of current I-94 record

Log in to FNIS:

1. Click on the link in the email you received from FNIS (<https://fnis.thomsonreuters.com/Fnis/BasInfo>). This should take you to a login page.
2. Click "Can't access your account?" and follow the instructions using the username and institution ID provided in the email to set your password. Please note that the email address associated to your FNIS account is the same email address where you received the FNIS request.

If you do not receive a message with the temporary password to your email on file, please contact your FNIS administrator or fntax@nd.edu in order for a member of our department to manually reset your password.



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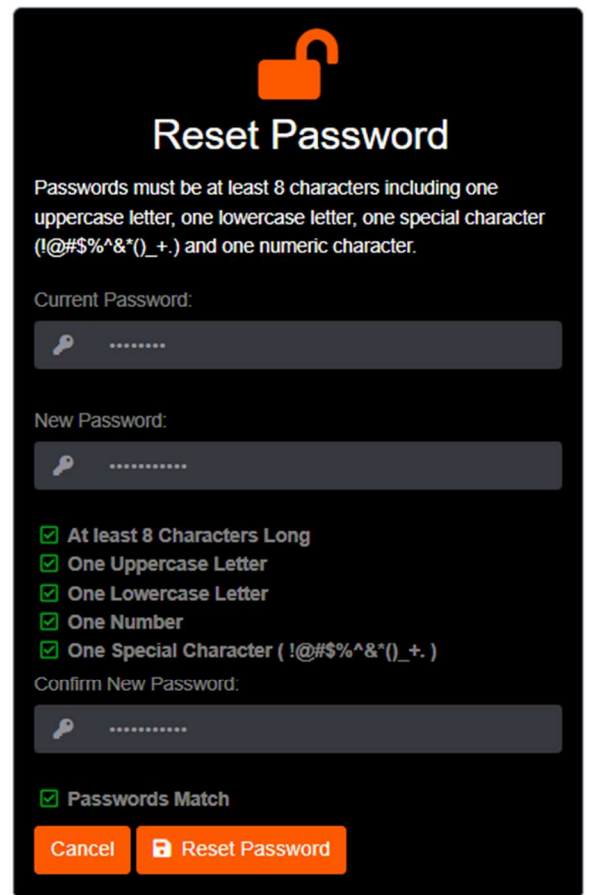
Institution Code :


User Id :

Password :

SIGN IN

Can't access your account?




Reset Password

Passwords must be at least 8 characters including one uppercase letter, one lowercase letter, one special character (!@#%&*()_+.) and one numeric character.

Current Password:

New Password:

- At least 8 Characters Long
- One Uppercase Letter
- One Lowercase Letter
- One Number
- One Special Character (!@#%&*()_+.)

Confirm New Password:

- Passwords Match

Cancel **Reset Password**

Consent to Receive IRS Forms Electronically:

By consenting to electronic delivery, Notre Dame is able to distribute your tax forms through FNIS in time for you to file taxes in the US. This allows for quick and convenient access to your forms and reports through the FNIS portal. It also eliminates the chance of your paper statement being lost in the mail and improves the privacy of your personal financial information.

To opt-in to consent to receive forms electronically, read the information provided and select “*I have read the above and hereby agree to give consent to my Institution to deliver the form 1042-S/IRS forms and Reports over the Internet.*” and click “Submit”.

If you ever change your mind and wish to continue to receive a printed form by mail, select the button for “I do not give consent to my Institution to deliver the form 1042-S over the Internet.” and click “Submit.” **Please note:** Once you consent for electronic delivery, this consent will apply until you select the “I do not give consent” election.

If you elect to consent to receive these forms electronically, please ensure that you have access to the email associated with your account, as no physical copies of the forms will be mailed and email to the address on file will be the only form of communication.

If you plan to separate from the University in less than a year, please ensure that you have an email address associated with your account to which you will have access even after graduation.

Foreign National Information System

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IRS FORM

☰ CONSENT TO RECEIVE IRS FORMS AND REPORTS ELECTRONICALLY

View and Print

Consent

With the Foreign National Information System (FNIS) you can view and print tax-related forms that your host institution has made available, as well as a summary of certain data you have entered through this portal. Per Treasury Regulation 31.6051, Technical Directive 9808, and 26 CFR § 1.6050W-2 cross-referenced thereunder, you must give consent to receive certain form(s) electronically before they can be so provided. Please read the Description of Services below and check the box if you agree with the terms herein and wish to receive your forms electronically.

Description of Services

Once given, consent will apply to the specified forms for all tax years past, present, and future. Your forms and reports can be viewed on the internet with a PDF reader such as Adobe Reader. Your FNIS administrator will be required to deliver them in a paper format if you do not consent to receive them electronically. If you would like to request a paper version of a form for which you have already given consent to be delivered electronically, contact your FNIS administrator. Note that your request to also receive a paper version will NOT be considered a withdrawal of your existing consent to receive forms electronically.

You may withdraw consent at any time by checking the appropriate button below. This page can also be accessed on the FNIS “Welcome” page using the “Consent” link. Withdrawal of consent will take effect immediately with respect to forms that have not previously been uploaded based on pre-existing consent. However, withdrawal of consent will not remove form(s) from the website if the form(s) was (were) furnished before the consent was withdrawn. It is your FNIS administrator’s responsibility to acknowledge withdrawal of consent and the effective date thereof. Contact your FNIS administrator for the precise conditions under which these forms will cease to be supplied electronically.

To receive forms electronically, your computer system/device must meet the following hardware and software requirements:

- It must have internet access and have a current version of Google Chrome, Safari, Microsoft Edge, or Mozilla FireFox installed.
- Its browser must have JavaScript enabled.
- It must be able to read .PDF files.

IRS Form 1042-S

I have read the above and hereby agree to give consent to my Institution to deliver Form 1042-S electronically.

I do not give consent to my Institution to deliver Form 1042-S electronically.

All Other IRS Forms and Related Summaries/Reports (does not include Form 1042-S)

I have read the above and hereby agree to give consent to my Institution to deliver all other IRS forms and related summaries/reports electronically.

I do not give consent to my Institution to deliver all other IRS forms and related summaries/reports electronically.

Last Consent Date 22-Feb-2023

Save Changes

Basic Information:

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DATA ENTRY
BASIC INFORMATION

Basic Information

Full Name
Title First Name * Middle Name Last Name * Post Title ?
JOHNNY TEST

Maiden Name ?

Identifiers
Social Security Number * ? Individual Taxpayer Identification Number ?
If you do not have a U.S. SSN or ITIN, have you applied for one?
 Yes No I have SSN or ITIN
Organization ID * ?
123987456

Payroll System ?
Student System ?
Foreign Taxpayer ID ?
Financial/Accounts Payable System ?
Visa/Immigration Status System ?

Edit Cancel Save

1. Select "Data Entry" on the welcome page to enter your personal information
2. Check to ensure that any pre-filled fields are correct. If any fields need correction, please update fields as necessary by clicking on the **"edit" button on the right hand side**.
3. Complete the required fields (in **bold**)
4. Social Security Number (SSN): Please provide your U.S. SSN on the required field. If you do not yet have a US SSN, answer **"Yes"** to the questions "If you do not have a U.S. SSN or ITIN, have you applied for one?"
 - a. For instructions on how to apply for a US SSN, please visit: <https://issa.nd.edu/life-in-the-u-s/social-security-number/>
5. Your Institution-Assigned ID Number is your 9-digit ndID listed on your Irish1 Card.
6. Click "Save and Continue"

7. Individual Information:

- Complete all the required fields. **Note: Pay close attention to the date formatting.**
- “Date First Ever Entered USA” is the first time you entered the US in your lifetime, regardless of the visa type at the time.
- Click “Save & Continue”

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DATA ENTRY INDIVIDUAL INFORMATION Edit Cancel Save

Basic Information
Individual Information
Address Information
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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 purposes? 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. 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. 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. 0

Home Telephone in USA * Extension Daytime Telephone in USA * Extension
Fax Number *

8. Address Information:

- a. USA Local Address: Enter your current *local* address in the US
- b. Foreign Residence Address: Enter your permanent address in your home country
Note: For countries other than Canada, please do not use the province/region or regional postal code fields. You may enter this information on one of the address lines or next to the city on the city field.
- c. Click "Save & Continue"

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DATA ENTRY ADDRESS INFORMATION

Basic Information	US Local Address
Individual Information	Address Line 1 *
Address Information	Address Line 2
Additional Information	Address Line 3
Immigration Status History	City *
Confirmation	State *
View Data	Zip Code * ⓘ

Foreign Residence Address ⓘ

Address Line 1 *

Address Line 2

Address Line 3

City *

Province/Region

Regional Postal Code

9. Additional Information:

- a. Passport Information: enter your information carefully and correctly
- b. Country of Tax Residence: the country where you lived immediately prior to entering the US.
- c. Review the selections for "Other Information"; usually the standard selections are correct for most foreign nationals

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DATA ENTRY ≡ ADDITIONAL INFORMATION

Basic Information

Individual Information

Address Information

Additional Information

Immigration Status History

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Country of Passport/Citizenship *

Passport Number Passport Expiration Date

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

10. Visa/Immigration Status History:

- a. **DO NOT SKIP THIS STEP.** This is a very important field that will determine your tax residency status.
- b. Please enter travel information for:
 - a. ALL visits to the US in F, J, M, or Q visa
 - b. All visits to the US any visa type (including visa waiver) in the last 3 calendar yearsNote: You may be able to view your US travel history at the US Department of Homeland Security website (<https://i94.cbp.dhs.gov/i94/#/history-search>)
- c. Click “Add New Record” to record the details of each entry to the US
 - a. Begin with your current visit (Please ensure you current visa is listed as a record).
 - b. List your date of entry as the start date and use the end date from your current immigration document (I-20, DS-2019)
- d. F and J visas **do not** need to list short visits home during school breaks/holidays

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DATA ENTRY VISA/IMMIGRATION STATUS HISTORY

Basic Information Please add all Visa/Immigration statuses that satisfy any of the following criteria:

Individual Information

- 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.

Address Information

Additional Information

Immigration Status History + Add New Record Continue

Visa Type/ Immigration Status	Start Date	End Date	Action
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DATA ENTRY VISA/IMMIGRATION STATUS HISTORY

Basic Information

Individual Information

Address Information

Additional Information

Immigration Status History

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View Data

Add a New Visa/ Immigration Record

Immigration Status *

Primary Purpose of Visit *

Tax residence country before entering US *

Treaty Benefit Taken as

Visa Number

First Day in U.S. in this Status *

Last Day in U.S. in this Status *

- A-1 Foreign Government Worker
- A-2 Other foreign government official and family
- A-3 Attendant, servant or ee of A-1 or A-2, and family
- A21 Emancipated Child of a Diplomat
- ACPR Abandoned Contingent Permanent Resident
- ALPR Abandoned Lawful Permanent Resident
- ASLM Political Asylum
- B-1 Visitor for Business
- B-2 Visitor for Pleasure
- B-2P Prospective Student/Scholar
- C-1 Continuous Transit Alien
- C-2 Alien in transit to UN Headquarters
- C-3 Foreign official, family, servants in transit
- CFA Compact of Free Assoc. Country National
- CPO Chinese Protective Order - Oct 90
- CPR Conditional Permanent Resident
- CW-1 A CNMI-Only transitional worker
- CW-2 Dependent of a CNMI-Only transitional worker
- D-1 Crewman

11. Confirmation:

- a. Click on “View Data” to review the information that you have provided
- b. Print out the review page, sign, and return to the ND Tax Department (ndtax@nd.edu) along with scanned copies of your:
 - a. I-94 Record
 - b. I-20 (and EAD card if OPT status), DS-2019, H-1B Approval Notice, or other immigration document
 - c. Passport
 - d. Visa
- c. Check the confirmation box and click “Finish” to submit your information to the Department.

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DATA ENTRY CONFIRMATION

Basic Information

Individual Information

Address Information

Additional Information

Immigration Status History

Confirmation

View Data

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 **University of Notre Dame** 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 **Submit Confirmation** button below. You will not be able to make any more changes without permission from the administrator at your institution.

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

Submit Confirmation

Next Steps

After you submit your information online and send in your signed form with your scanned documents, the ND Tax Department will review it and contact you if there is any further information that is needed. If you have consented to receive your tax forms electronically, your 1042-S (to file income taxes in the US) and any tax treaty forms for which you may be eligible will be sent to you through your FNIS portal.

If you are sent a Form 8233, a tax treaty form, please print, sign, and send to the ND Tax Department; they will send it to the IRS for you.

Please contact ndtax@nd.edu for any assistance.