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 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."

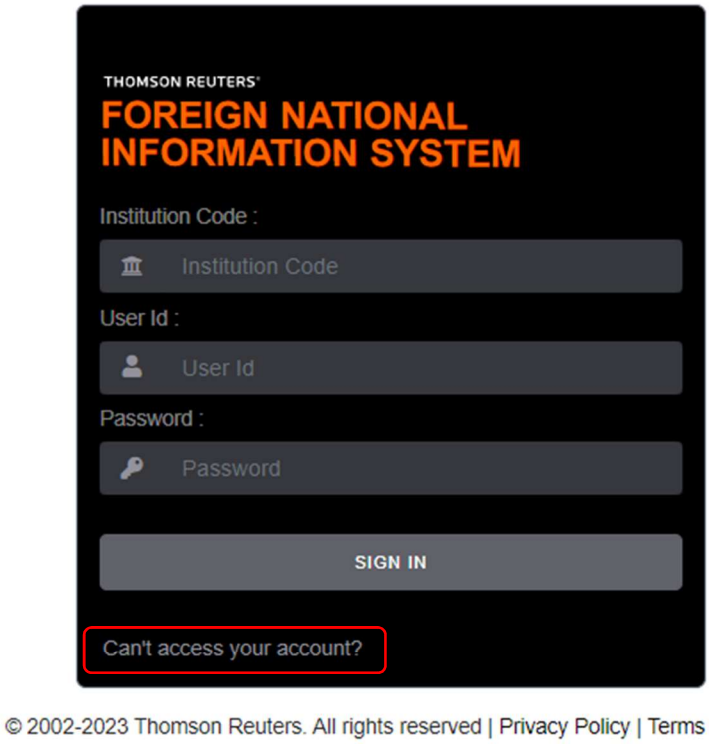
Once you have completed your FNIS profile, submit the following documents to fntax@nd.edu in order to complete your file:

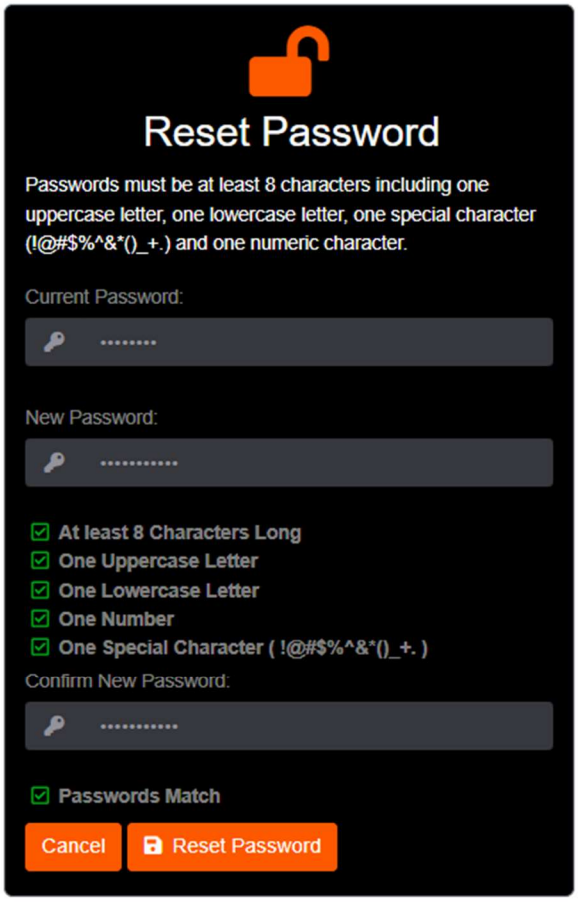
1. signed copy of the FNIS summary page
2. copy of Passport Identification Page(s)
3. copy of U.S. Visa Stamp
4. copy of Form I-20, Form DS-2019, or H-1B Approval or Form I-797 Approval Notice
5. copy of Employment Authorization Document (EAD) card, if applicable (F-1 Optional Practical Training, J-2 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.





Consent to Receive IRS Forms Electronically:

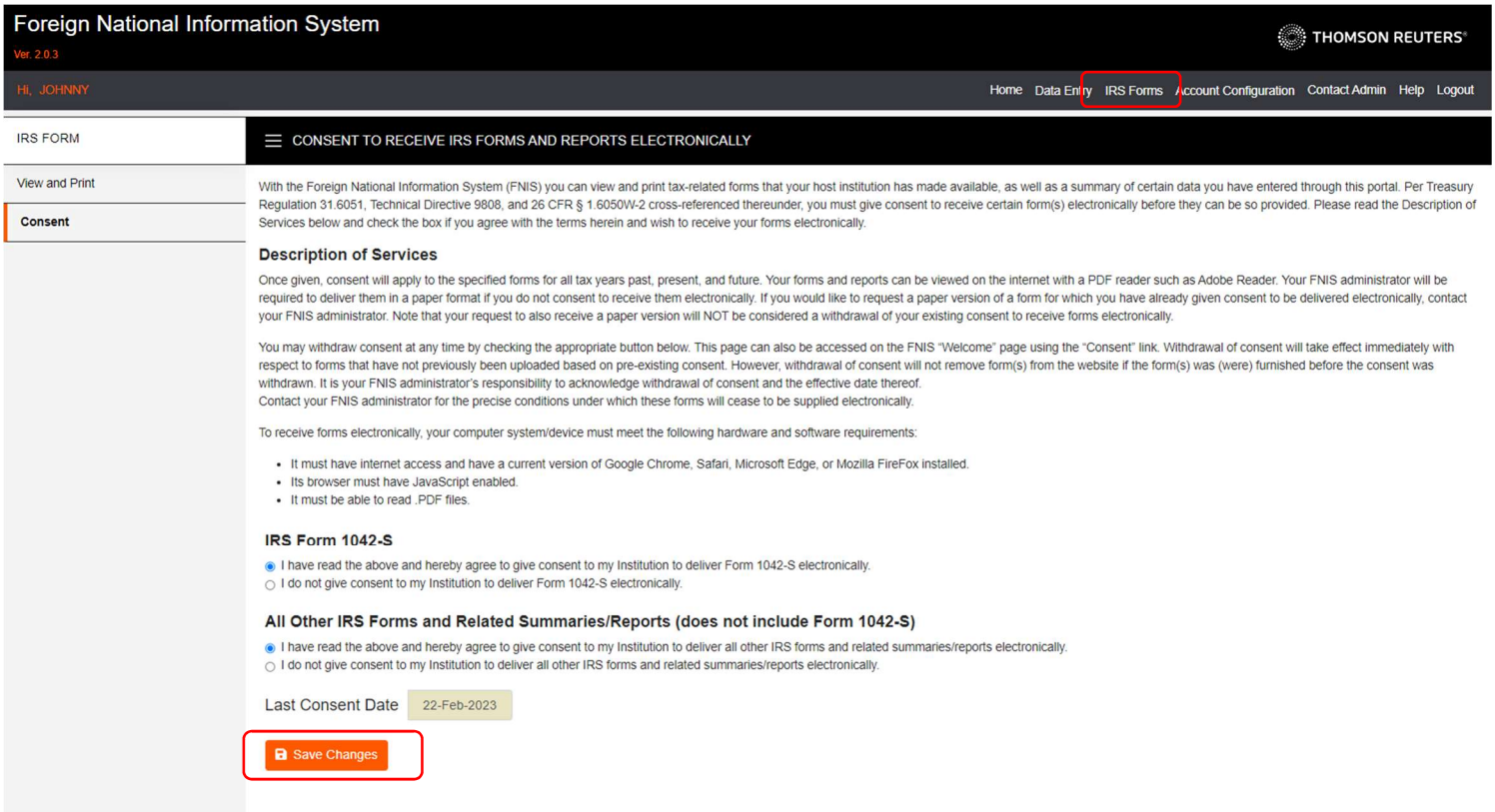
By consenting to electronic delivery, Notre Dame is able to distribute your tax forms through FNIS in time for you to file taxes in the US. This allows for quick and convenient access to your forms and reports through the FNIS portal. It also eliminates the chance of your paper statement being lost in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

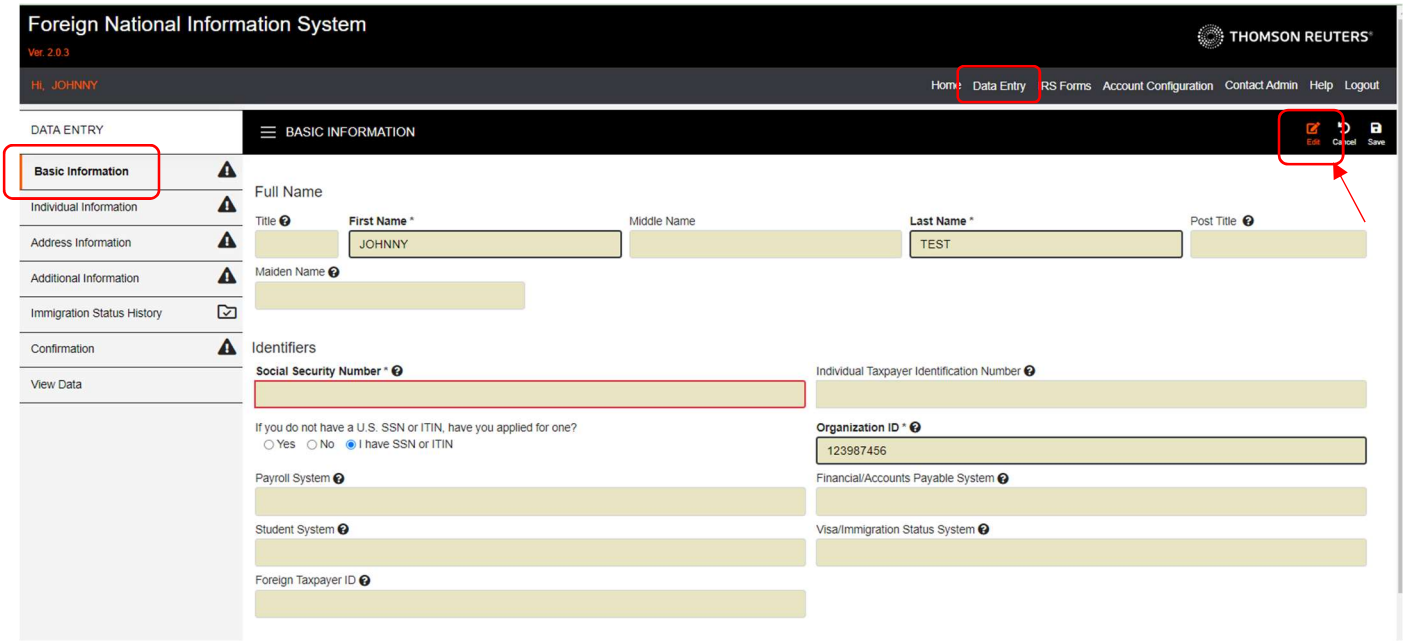
If you ever change your mind and wish to continue to receive a printed form by mail, select the button for "I do not give consent to my Institution to deliver the form 1042-S over the Internet." and click "Submit." **Please note:** Once you consent for electronic delivery, this consent will apply until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

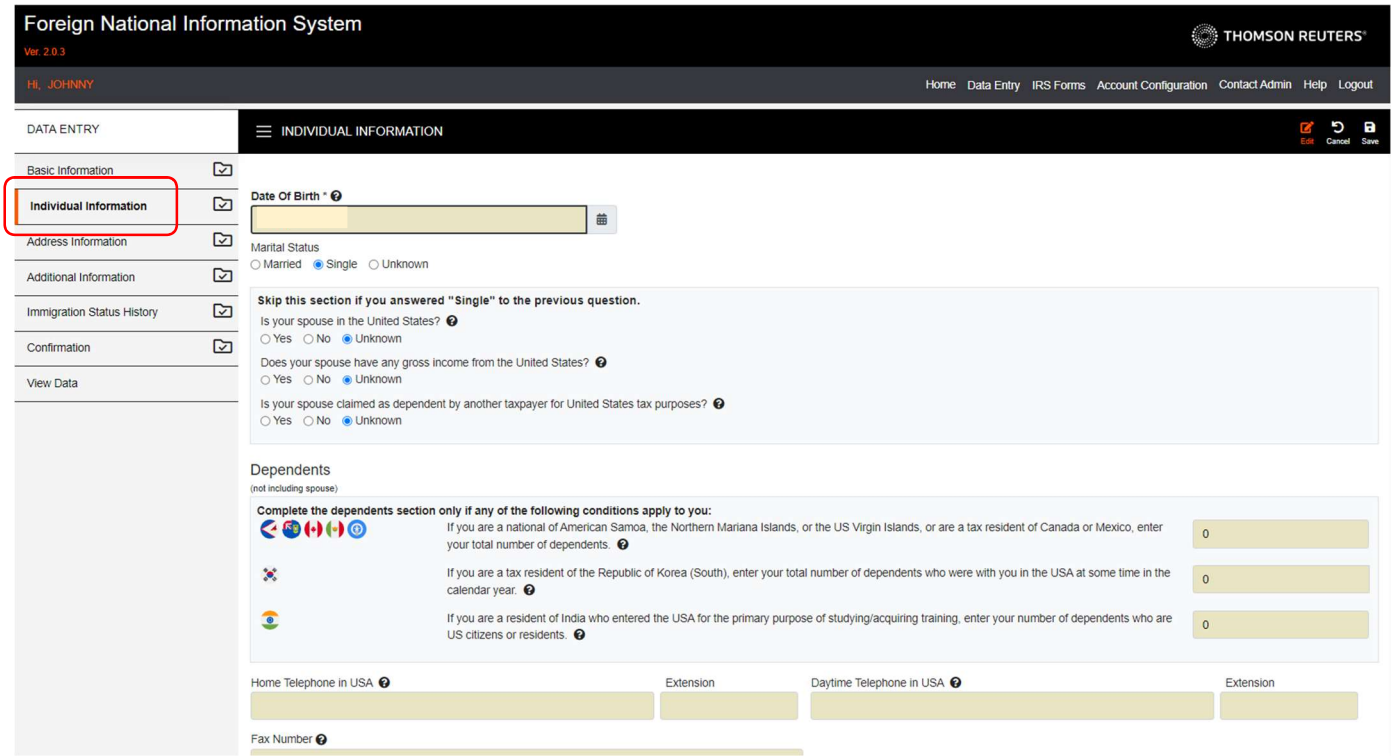


Basic Information:

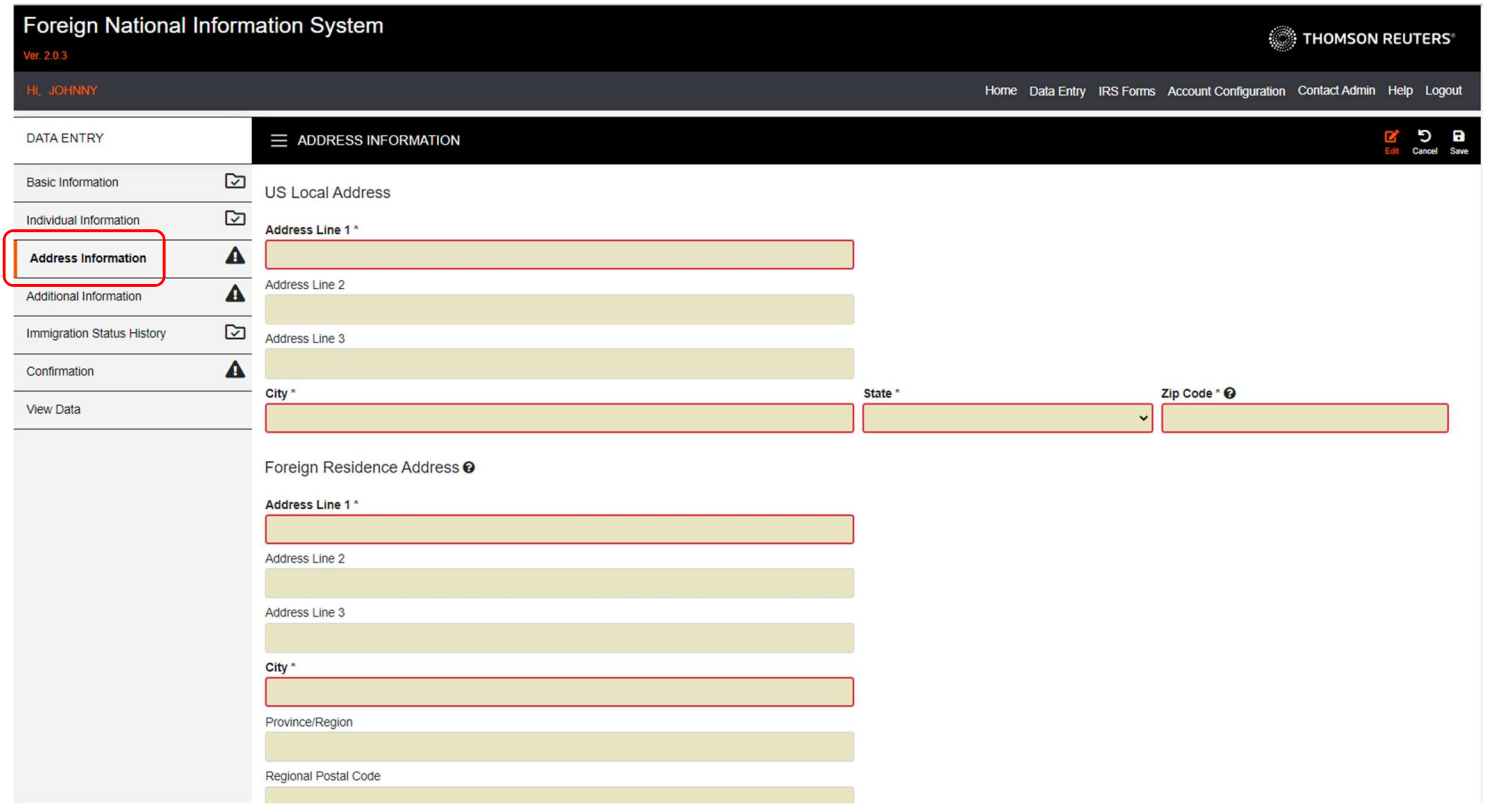


1. Select "Data Entry" on the welcome page to enter your personal information
2. Check to ensure that any pre-filled fields are correct. If any fields need correction, please update fields as necessary by clicking on **the "edit" button on the right hand side**.
3. Complete the required fields (in **bold**)
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-us/social-security-number/
5. Your Institution-Assigned ID Number is your 9-digit ndID listed on your Irish1 Card.
6. Click "Save and Continue"

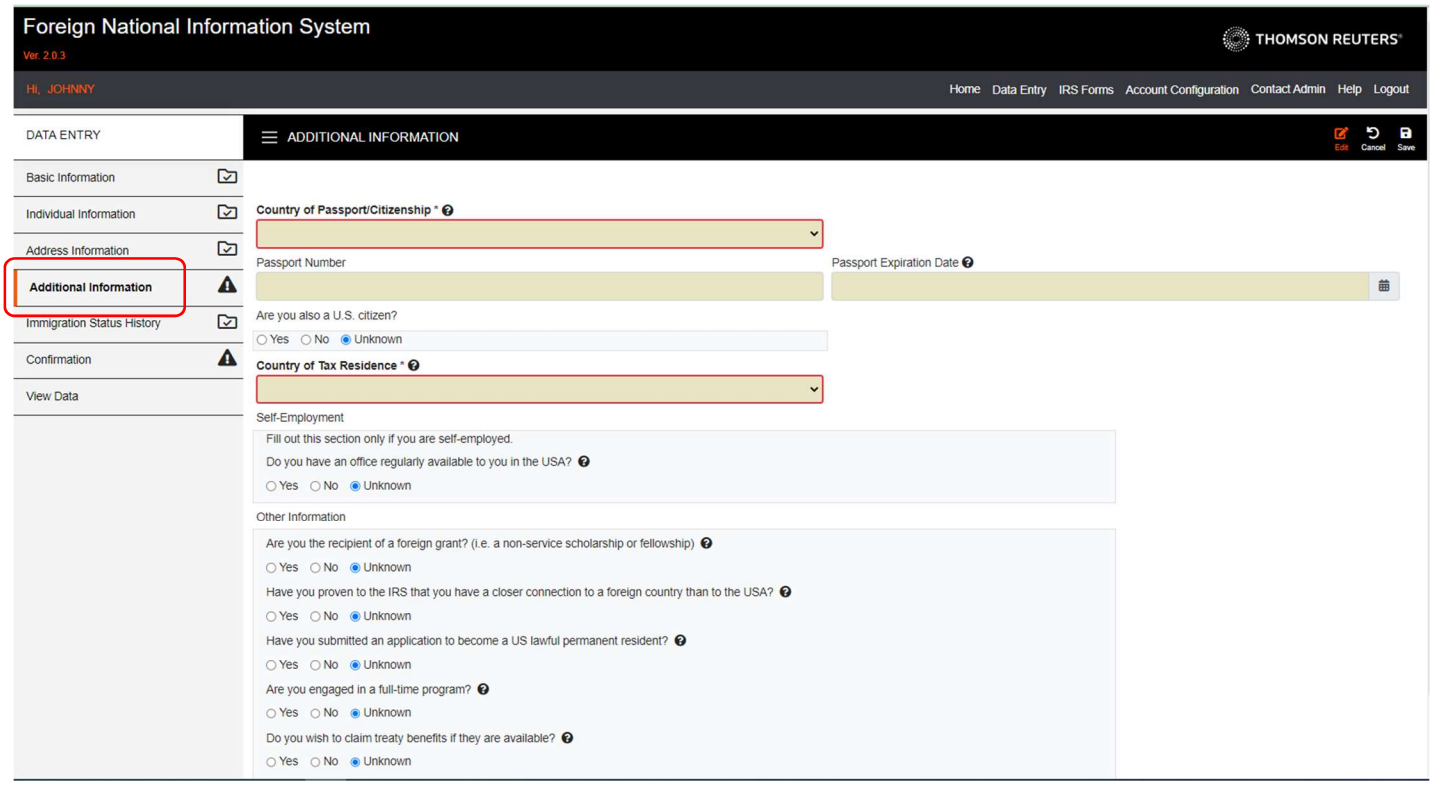
7. Individual Information:
    a. Complete all the required fields. **Note: Pay close attention to the date formatting.**
    b. “Date First Ever Entered USA” is the first time you entered the US in your lifetime, regardless of the visa type at the time.
    c. Click “Save & Continue”



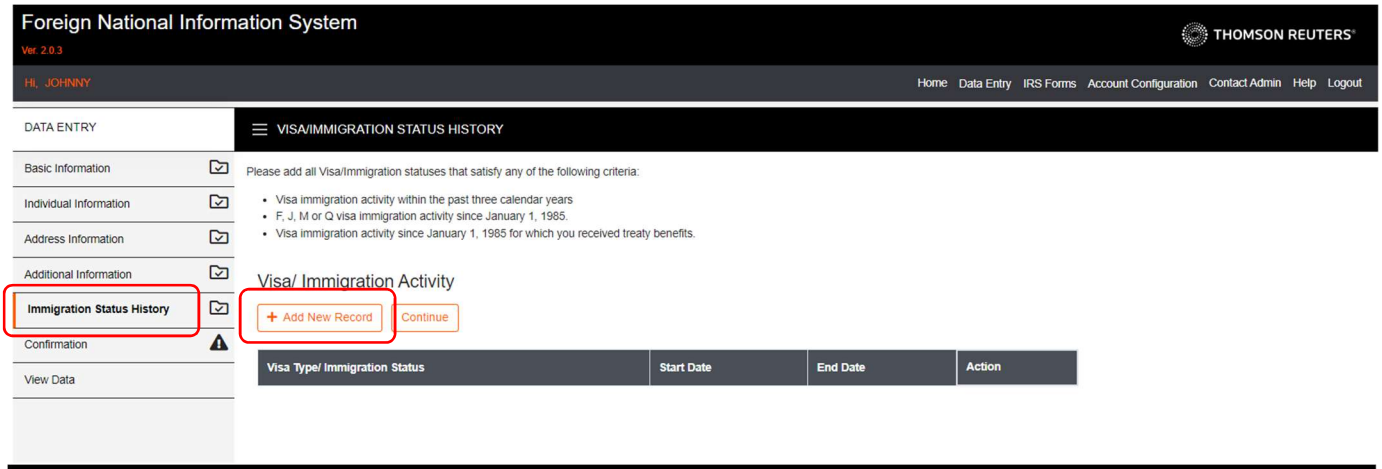
8. Address Information:
    a. USA Local Address: Enter your current *local* address in the US
    b. Foreign Residence Address: Enter your permanent address in your home country
    Note: For countries other than Canada, please do not use the province/region or regional postal code fields. You may enter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

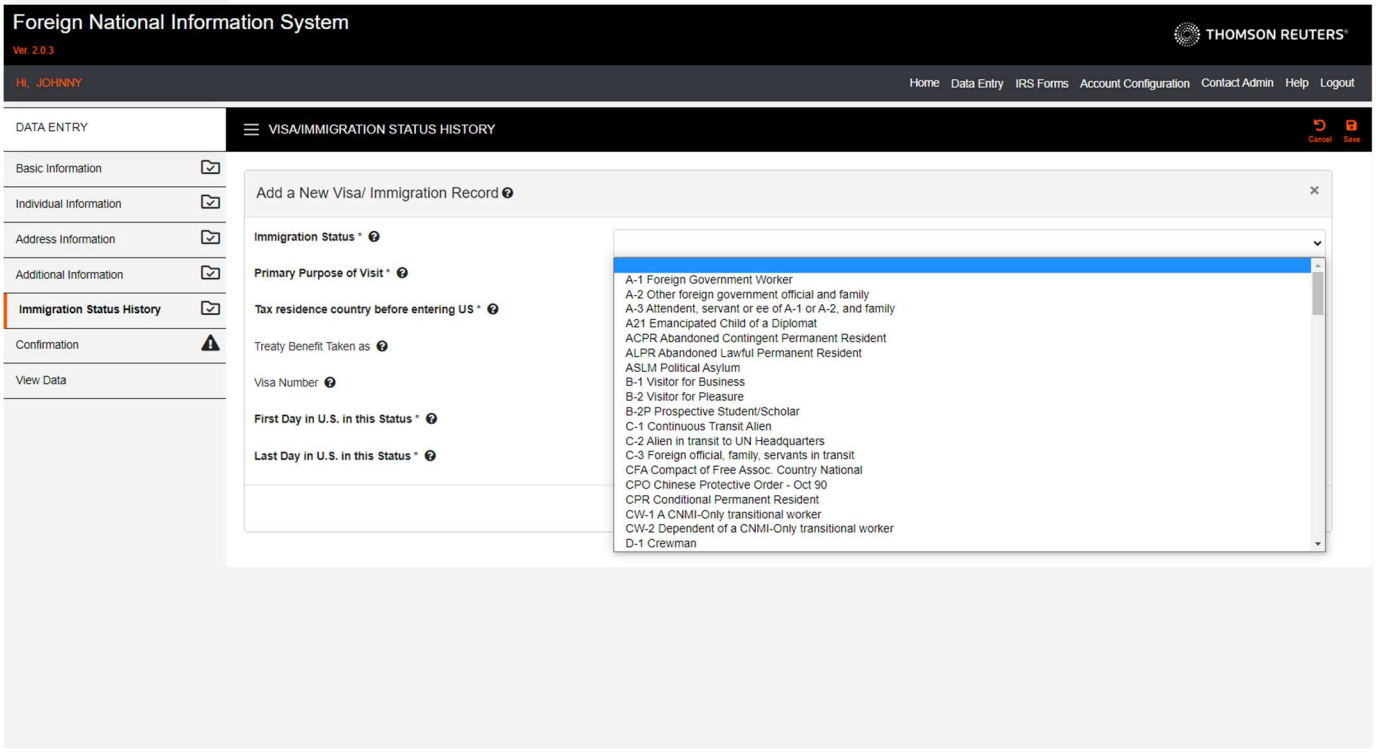


9. Additional Information:
    a. Passport Information: enter your information carefully and correctly
    b. Country of Tax Residence: the country where you lived immediately prior to entering the US.
    c. Review the selections for “Other Information”; usually the standard selections are correct for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

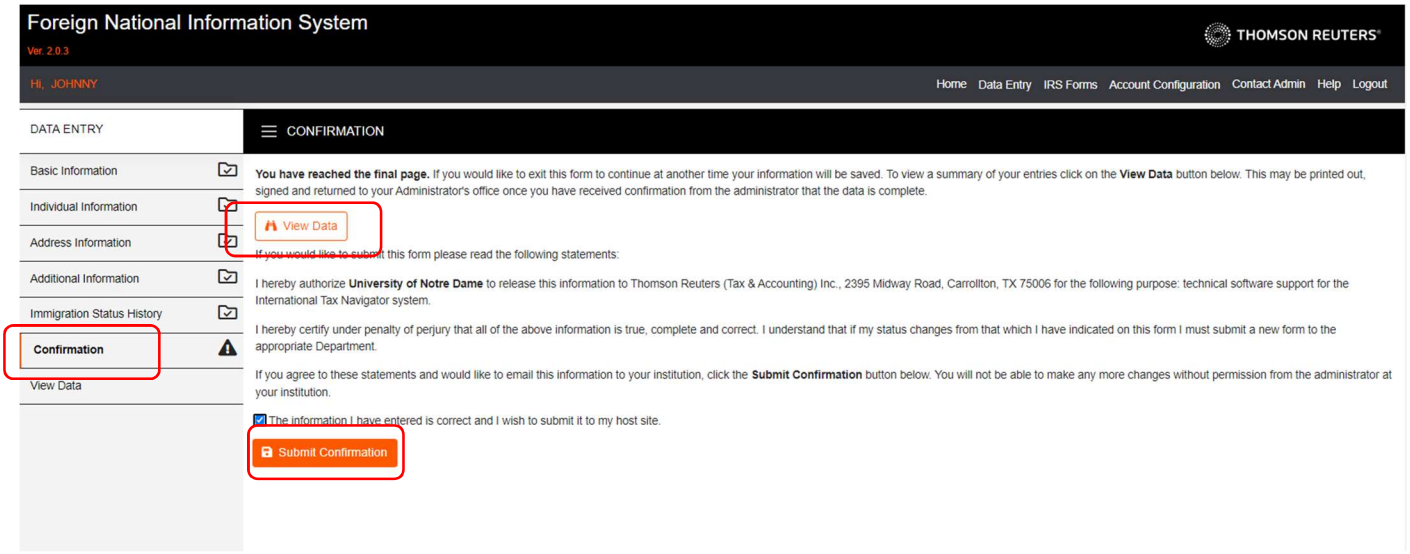


10. Visa/Immigration Status History:
    a. **DO NOT SKIP THIS STEP**. This is a very important field that will determine your tax residency status.
    b. Please enter travel information for:
        a. ALL visits to the US in F, J, M, or Q visa
        b. All visits to the US any visa type (including visa waiver) in the last 3 calendar years
        Note: 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





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.



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.