COMPLETING THE FOREIGN NATIONAL INFORMATION SYSTEM (FNIS) INFORMATION FORM

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Overview

The purpose of this guide is to assist foreign nationals new to the University of Vermont in completing the required FNIS electronic informational forms. If you feel that you have already completed the electronic form please email FNIS@uvm.edu.

If you have any questions regarding the process – please feel free to e-mail FNIS@email.edu.
Log in to FNIS

1. Click on the “UVM FNIS” link in the UVM FNIS Request email.

   Dear LACIE SMITH,

   This is your access to UVM’s web-based Foreign National Information System (FNIS). In order for UVM to determine your U.S. tax residency status, the University requests certain data be submitted via FNIS upon arrival.

   Please do the following to assist UVM with this analysis by submitting your information via FNIS within 2 business days:

   1) Log-in to UVM FNIS at https://fnis.thomsonreuters.com/uvm

   > Your FNIS Username is LSMITH
   > Your temporary FNIS Password is j7@1txGb

2. Log in to FNIS with the FNIS Username and temporary FNIS Password provided in the FNIS email (this is not your UVM netID and password!)
Account Configuration: Change Password

1. Enter the temporary password provided in the FNIS email in the Current Password box
2. Enter a New Password
3. Re-enter it to Confirm New Password
4. Click “Change Password”

Consent to Receive IRS Forms Electronically

Select the applicable options for how you would like to receive IRS reports

- I have read the above and hereby agree to give consent to my Institution to deliver the form 1042-S over the Internet.
- I do not give consent to my Institution to deliver the form 1042-S over the Internet.

Choose this if you agree to receive 1042-S forms electronically

Choose this if you agree to receive other forms electronically
Step 1: Basic Information

1. Click on Data Entry to add personal information.

   Welcome to the Foreign National Information System

   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.

   At any time click the help buttons for more information about a given question.

2. Enter Basic Information about yourself. The required fields are in **bold** (also highlighted in red on this user guide)
## 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** and are also highlighted in red.
- 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Title</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Post Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maiden Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter name exactly as it appears on your passport</td>
</tr>
</tbody>
</table>

### Identification

- **Only U.S. SSN - if available**
  - Social Security Number
- **If available**
  - Individual Taxpayer Identification Number

- **Net ID**
  - Institution-Assigned ID Number
- **Leave Blank**
  - Payroll system

- **Leave Blank**
  - Financial/Accounts payable system

- **Leave Blank**
  - Student system

- **Leave Blank**
  - Visa/Immigration status system

### Foreign Taxpayer ID

- **if available**

### Student type

- **Select**

<table>
<thead>
<tr>
<th>Trainee type</th>
<th>Select</th>
</tr>
</thead>
</table>

### Institution Information

- Department at Institution
- Occupation at Institution
- Occupation 2 at Institution

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You are currently logged in as **JULIA**.

[Save & Continue]   [Log Out]
Step 2: Individual Information

Enter Information about yourself:

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)

- **Dependent** is any individual (who is not your spouse) who lives with you in the U.S. and who depends on you for at least 51% of financial support.

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 U.S. Virgin Islands, or are a tax resident of Canada or Mexico, enter your total number of dependents.
- 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.
- 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.

- **Telephone**
  - Home Telephone in USA
  - Daytime Telephone in USA

- **Fax Number**

- **Email Address**

- **Date First Ever Entered USA**

- **Claiming Personal Exemption**
  - Yes
  - No
  - Unknown

You are currently logged in as JULIA.
Step 3: Address Information

USA Local Address

- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Zip

Foreign Residence Address

- Address Line 1
- Address Line 2
- Address Line 3
- City
- Province/Region
- Regional Postal Code
- Country

Address in the United States where tax documents can be mailed.

Address in home country where tax documents can be mailed.
Step 4: Additional Information

If you have multiple passports, use the one that your I-20, DS-2019 or I-797 shows you being a citizen of.

Country where you live and pay taxes

Are you receiving money (grant, scholarship, fellowship) from a country other than the U.S.?

Unless you have your own business, and that business has an office in the U.S., answer “no”.

Unless you have applied for this special status from the IRS, answer “no”.
Step 5: Visa/Immigration Status History (REQUIRED)

This is a very important field that will determine your tax residency status. If not completed, you will be contacted to re-do the registration again.

**DO NOT SKIP THIS STEP.**

1. At least one (current) visit needs to be entered.
2. Dates represent the actual dates in the U.S. (might be different from visa, program) dates.
3. New records need to be added for each separate entry in the U.S. (for every time you cross the U.S. border), even if your visa is the same.
4. All prior visits on visa type F, J, M, and Q MUST be entered.

When you click “add new record”, you will be prompted to enter the details of your visit.

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration Status</td>
<td>Yes</td>
</tr>
<tr>
<td>J Subcategory</td>
<td>Yes</td>
</tr>
<tr>
<td>Primary Purpose of Visit</td>
<td>Yes</td>
</tr>
<tr>
<td>Tax residence country before entering US</td>
<td>Yes</td>
</tr>
<tr>
<td>Treaty Benefit Taken as</td>
<td>Yes</td>
</tr>
<tr>
<td>Visa Number</td>
<td>Yes</td>
</tr>
<tr>
<td>First Day in U.S. in this Status</td>
<td>Optional</td>
</tr>
<tr>
<td>Last Day in U.S. in this Status</td>
<td>Optional</td>
</tr>
</tbody>
</table>

**FOR CURRENT VISIT:** enter anticipated exit date from your I-20 or DS-2019

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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.

If you would like to submit this form please read the following statements:

I hereby authorize University of Vermont 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.

Check this box

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

Select “Finish” when ready to submit

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 University of Vermont 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.