

# **UVM FNIS USER GUIDE**

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 have any questions that this Guide does not address, please e-mail fnis@uvm.edu.

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## Overview

We will use your FNIS submission to determine the applicability and tax rates of taxes withheld from payments issued to you by UVM.

#### Please make sure that the information provided is accurate and complete.

- Gather the following documents that will help you to complete the registration:
  - · Passport
  - U.S. Admission Records (can be printed here <u>https://i94.cbp.dhs.gov/I94/#/home</u>)
  - · Immigration documents (e.g.: I-20, DS-2019, I-797 or EAD, etc.)
  - Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
- There are 6 steps, and you must fill out all the required fields, including your full immigration history in Step 5, which will have a direct impact on your tax analysis.
- You will be able to save and edit your submission until you certify and submit.
- Read the questions carefully. Use the Help buttons for more information about the required fields.
- Not all fields are required. Those in **bold are required.** Please do not skip them.



# User Guide: Foreign National Information System

### Account Configuration

- 1. Click on the "UVM FNIS" link in the UVM FNIS Request email.
- **2.** Log in to FNIS with the FNIS Username and temporary FNIS Password provided in the FNIS email.
- **3.** Set up a new unique permanent password. Keep this Password and your Username for future use.
- **4.** Consider providing consent to receive IRS Forms 1042-S and other reports electronically. Electronic document delivery is faster, more secure and efficient.

#### IRS Form 1042-S

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.

#### All Other IRS Forms and Reports (Does not include 1042-S)

I have read the above and hereby agree to give consent to my Institution to deliver the IRS forms and Reports over the Internet.

○ I do not give consent to my Institution to deliver the IRS forms and Reports over the Internet.

#### Submit

#### 5. Proceed to Data Entry link.

<u>Data Entry</u>
Send information about yourself to your host institution.



# **Step 1: Basic Information**

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#### **REQUIRED FIELDS**

**Full Name:** Enter your full legal name exactly as it appears in your passport. Please do not use preferred names or modifications of your legal name here. Both the first / last names must match the passport and the Social Security Number, if any.

**Identification:** Generally, employees have SSNs<sup>1</sup> and unemployed students have ITINs<sup>2</sup>. If you do not currently have either one, leave blank. If you need to apply for one, you will be contacted separately.

**Student type:** Enter the student type that best describes you. If you are not a student, enter "Not a Student."

Do not fill other fields in Step 1.

<sup>&</sup>lt;sup>1</sup> SSN is a Social Security Number and is required for Treaty Benefits consideration

<sup>&</sup>lt;sup>2</sup> ITIN is an Individual Taxpayer Identification Number



## **Step 2: Individual Information**

#### **REQUIRED FILEDS**

Date of Birth.

Marital Status.

Telephone: Enter your U.S. phone number.

**Email Address:** This is a very important field. We will send any FNIS notifications as well as information on the availability of IRS Forms 1042-S. Please note that these notifications may be sent after you leave UVM. This is why it is important that we have the most current email address for you on file.

If more than one email address needs to be entered, separate them with a semi-colon, do not use spaces. Example: <u>fnis@uvm.edu;tax.services@uvm.edu</u>

**Date First Ever Entered USA:** This is the first time you in came in the U.S., regardless of what visa type you had at the time.

#### Do not fill other fields in Step 2.

#### **Step 3: Address Information**

#### **REQUIRED FILEDS**

**USA Local Address:** If a consent to receive FNIS forms electronically is not provided, this is where your 1042-S forms will be mailed. Please make sure to update as needed.

Foreign Residence Address: Address in the country where you live and pay taxes.

#### **Step 4: Additional Information**

#### **REQUIRED FILEDS**

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

**Country of Tax Residence:** Country where you live and pay taxes. This may or may not be the same as your Citizenship country.

Self-Employment. This applies only if you are self-employed, generally this is a "no".

**Other Information.** Answer "yes/no" to the questions that apply to you, "unknown" to the rest of the questions.



## Step 5: Visa/Immigration Status History

# This is a very important step. Failure to provide an accurate visit history may result in an incorrect tax withheld from your UVM payments.

- Please note that here we are asking you to enter a U.S. visit history. If not completed, you will be asked to redo this step.
- Click the Add New Record button to enter a record. Fill out required fields. Repeat as many times as needed until all U.S. visits are entered.
- Each record you create should begin with the date that you entered the U.S., and end with the date that you left. Your entry / departure date should be listed on your passport stamps or on this website: <a href="https://i94.cbp.dhs.gov/194/#/home">https://i94.cbp.dhs.gov/194/#/home</a>, If you do not have exact dates, enter your best estimate.
- The first record should begin with your first time ever in the U.S.; that is the same date you entered in Step 2.
- For OPT, CPT and Academic Training enter the status as a separate record. Immigration status will be either F-1 or J-1 with the Primary Purpose of the visit as "practical training".
- For your current visit, use the end date from your current Form I-20, Form DS-2019, Form I-797 Approval Notice, or EAD card as the Last Date in the U.S.

#### **REQUIRED FILEDS**

Page Navigation							
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# User Guide: Foreign National Information System

# **Step 6: Confirmation**

Certify and submit your information. We will review and notify you if any edits are needed.



# Step 7. Thank you!

#### Thank you for completing FNIS!

We appreciate your patience and dedication to this important process.

UVM Payroll and Tax Services Team

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Burlington, VT 05405-0160

Email: fnis@uvm.edu

Web: https://www.uvm.edu/finance/tax