

COMPLETING THE FOREIGN NATIONAL INFORMATION SYSTEM (FNIS) INFORMATION FORM

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Overview

- The purpose of this guide is to assist any foreign nationals in any immigration status who receive payments from University of Florida.
- Please read the questions carefully. If you are unsure as to what a question means, clicking on the question mark (?) that is next to the relevant question will provide you with additional help.
- Required fields are in BOLD. If a required field is not applicable to you, you may use the “Save with Errors” button to save your information. Records saved with errors will be reviewed by UF Payroll Services and may be rejected if the information missing is vital to your tax analysis.
- In order to be considered for a tax treaty, all UF employees are required to enter his/her Social Security number in the FNIS data entry.
- Please take time to follow the instructions and complete Step 5: Visa/Immigration Status History as best as you can. The information entered here will have a direct impact on your tax analysis.
- Please note: U.S. citizens and lawful permanent residents (Green Card holders) are NOT required to use FNIS.
- Contact us if you have any questions:

Email: payroll-services@ufl.edu

Phone: (352) 392-1231

Log in to FNIS

1. Click on the "UF FNIS" link in the "University of Florida: Access for FNIS System" email

Subject: University of Florida: Access for FNIS System

Dear ALBERT ALLIGATOR,

Greetings from UF Payroll Services!

The purpose of this email is to provide you access to the Foreign National Information System (FNIS). This secured web portal allows you to enter in your information needed to generate tax and payroll forms for your appointment at UF.

ONCE ALL THE INFORMATION IS ENTERED, PLEASE SEND AN EMAIL NOTIFYING YOUR FNIS ADMINISTRATOR THAT YOU HAVE SUBMITTED YOUR FOREIGN NATIONAL INFORMATION FORM, SO PAYROLL SERVICES CAN REVIEW THE DATA.

You will then receive another email instructing you to log back into the FNIS to retrieve your forms. These forms will need to be signed, date, and submitted to your department HR liaison.

Let's begin!

To log into FNIS, go to <https://fnis.thomsonreuters.com/Fnis/InstLogin?InstId=ufl> 

Your FNIS User ID is AALLIGATOR

Your FNIS password is 5vv;5WrS

Log in to FNIS

2. Log in to FNIS with the FNIS Username and temporary FNIS Password provided in the Access for FNIS System email

THOMSON REUTERS
**FOREIGN NATIONAL
INFORMATION SYSTEM**

UF UNIVERSITY of
FLORIDA

Institution Code :
ufl

User Id :
AALLIGATOR

Password :
.....

SIGN IN

Can't access your account?

If you need to reset
your password, click
'Can't access your
account?'



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Account Configuration: Reset 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 "Reset Password"



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

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Consent to Receive IRS Forms Electronically

IRS Form 1042-S

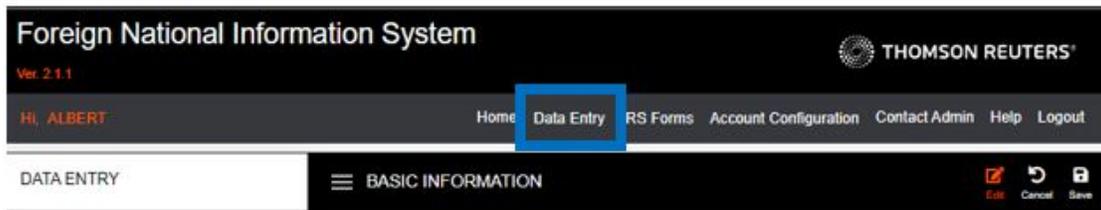
- I have read the above and hereby agree to give consent to my Institution to deliver Form 1042-S electronically.
- I do not give consent to my Institution to deliver Form 1042-S electronically.

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.

Step 1: Basic Information

1. Click on **Data Entry** to add personal information.



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

Click 'Edit' to enter/update your information. Once completed, click "Save Changes".

☰ BASIC INFORMATION Edit Cancel Save

Full Name Enter name exactly as it appears on your Social Security Card or your passport

Title [?] **First Name *** Middle Name **Last Name *** Post Title [?]

MR ALBERT ALLIGATOR

Maiden Name [?]

Identifiers Enter your SSN only if it is available. If you don't have a U.S. SSN, leave the field blank.

Social Security Number * [?] Individual Taxpayer Identification Number [?]

***-**-6789

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 * [?] XXXX-XXXX **Do not change formatting of the UFID**

Payroll System [?] Financial/Accounts Payable System [?]

Student System [?] Visa/Immigration Status System [?]

Foreign Taxpayer ID [?]

Student/Trainee Type Choose Student/Trainee Type

Student Type Trainee Type [?]

Not a Student Not a Trainee

Institution Information Enter your UF Department and Occupation

Department at Institution * [?] Occupation at Institution * [?] Occupation 2 at Institution [?]

Edit Cancel Save Changes

Step 2: Individual Information

Enter Information about yourself:

☰ INDIVIDUAL INFORMATION

 Edit
 Cancel
 Save

Date Of Birth *

Enter your 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

Enter your Telephone number in USA

Home Telephone in USA *

Extension

Daytime Telephone in USA

Extension

Fax Number

Email Address *

Enter your valid Email Address

Date First Ever Entered USA

Claiming Personal Exemption

Yes
 No
 Unknown

Edit
 Cancel
 Save Changes

Step 3: Address Information

☰ ADDRESS INFORMATION Edit Cancel Save

US Local Address

Address Line 1 * Address in the U.S. where tax documents can be mailed

Address Line 2

Address Line 3

City * State * Zip Code *

Foreign Residence Address ⓘ

Address Line 1 * Address in the country where you live and pay taxes

Address Line 2

Address Line 3

City *

Province/Region *

Regional Postal Code *

Country *

Edit Cancel Save Changes

Step 4: Additional Information

☰ ADDITIONAL INFORMATION

 Edit  Cancel  Save

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 Passport/Citizenship 

Passport Number *

Passport Expiration Date * 

Are you also a U.S. citizen?

Yes No Unknown

Country of Tax Residence * 

Country where you live and pay taxes

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

 Edit

 Cancel

 Save Changes

Step 5: Visa/Immigration Status History (REQUIRED)

DO NOT SKIP THIS STEP

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.

1. **One (current) visit and all prior visits on visa type MUST 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.

Be sure to list all your visits to the U.S. All dates (if they are correct) from your I-94 travel history have to be listed on this section.

[Click here to add additional records of visits](#)

☰ VISA/IMMIGRATION STATUS HISTORY

Please add all Visa/Immigration statuses that satisfy 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.

Visa/ Immigration Activity

[+ Add New Record](#) [Continue](#)

Immigration Status - Enter visa type here

Primary Purpose of Visit - Enter the purpose of your visit

Tax residency country before entering US - Country where you live and pay taxes

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”

First Day/last Day in U.S. in this status - Dates should be the actual dates of entry/departure. The format should be DD-MON-YYYY

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

☰ VISA/IMMIGRATION STATUS HISTORY Cancel Save

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 * ? 📅

Cancel Save

FOR CURRENT VISIT: enter anticipated exit date from your I-20, DS-2019, I-797, or EAD

Step 6: Confirmation

☰ 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.

 View Data

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

I hereby authorize **University of Florida, Gainesville** 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

ONCE ALL THE INFORMATION IS ENTERED, PLEASE SEND AN EMAIL NOTIFYING YOUR FNIS ADMINISTRATOR THAT YOU HAVE SUBMITTED YOUR FOREIGN NATIONAL INFORMATION FORM, SO PAYROLL SERVICES CAN REVIEW THE DATA.

Home Data Entry IRS Forms Account Configuration **Contact Admin** Help Logout

☰ CONFIRMATION

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Phone: (352) 392-1231