



Foreign National Information System (FNIS)

User Guide

Foreign nationals need to provide immigration information and travel history so the Payroll Office can determine tax status and comply with U.S. withholding and reporting requirements. Rice University uses the Foreign National Information System (FNIS) to collect this information.

Accessing FNIS

Access the FNIS homepage at <https://fnis.thomsonreuters.com/rice/>.

THOMSON REUTERS® Foreign National Information System

RICE®

User ID

Password

[Forgot your password?](#)

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Once successfully logged into FNIS, you will be prompted to change your password.

Account Configuration

Change Password

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

Current Password

New Password

Confirm New Password

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Submitting Personal Information and Travel History

After changing your password, you will be navigated to the main menu. Click on the **Data Entry** link to access Step 1 of the process.

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.

Step 1: Basic Information

Enter all of the information that applies to you. **Required** fields are **BOLD** in FNIS. **Help** is available by clicking on the icon.

Page Navigation **1** Basic Information **2** **3** **4** **5** **6** Help

Use this navigation bar to move quickly among pages **without saving**.
By holding your mouse pointer over a page number the title of the page will appear.
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

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**.
- 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.

Full Name (REQUIRED) – Enter your First, Middle, and Last name(s) as indicated on your passport.

Full Name	MS	KIM		TEST		
	Title	First	Middle	Last	Post Title	

Maiden Name ?

Identification (REQUIRED) – Enter or verify your Rice employee or student ID number (as it appears on your Rice ID card) as the **Institution-Assigned ID Number**.

Identification

<input type="text" value="123-45-6789"/> Social Security Number	?	If you do not have a U.S. <u>SSN</u> or <u>ITIN</u> , have you applied for one?	?
<input type="text"/>	?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> I have SSN or ITIN	
<input type="text" value="E00012345"/> Institution-Assigned ID Number	?	<input type="text"/>	?
<input type="text"/>	?	Payroll system	
<input type="text"/>	?	<input type="text"/>	?
Financial/Accounts payable system		Student system	
<input type="text"/>	?		
Visa/Immigration status system			

U.S. Social Security Number (SSN) – If you have a SSN, enter your 9-digit SSN as it appears on your U.S. social security card (including the dashes; xxx-xx-xxxx format).

U.S. Individual Taxpayer Identification Number (ITIN) – If you do not have a SSN, enter the 9-digit ITIN provided to you by the U.S. tax agency, the Internal Revenue Service (IRS).

Applied for U.S. Social Security Number or Individual Taxpayer Identification Number – If you have secured employment through Rice University and you selected “No”, you must apply for a SSN through the U.S. Social Security Administration. More information is available through the [Social Security Administration](#) and students should reference the Office of International Students & Scholars under [Employment](#).

Foreign Taxpayer ID	<input type="text"/>	?	Institution Information
Student type	<input type="text" value="Not a Student"/>	▼	<input type="text" value="Payroll"/> Department at Institution
Trainee type	<input type="text" value="Not a Trainee"/>	▼ ?	<input type="text" value="Payroll Director"/> Occupation at Institution
			<input type="text"/> Occupation 2 at Institution

Student Type – Select a student type. If you are not currently a student, select **Not a Student**.

Trainee Type – Select a trainee type **only if your primary purpose in the U.S. is to acquire training**. Otherwise, select **Not a Trainee**.

Institution Information (REQUIRED) – Enter the **Department at Institution** and **Occupation at Institution**. If you are a student, please indicate one of the following in **Occupation at Institution**:

- Undergraduate Student
- Graduate Student (for those **not** receiving a graduate stipend)
- Graduate Fellow, Research Assistant, or Teaching Assistant (for those receiving a graduate stipend)

Click **Save with Error Checking**. You will advance to the next screen if error-free.



If you have any errors or blank fields, you will receive this error message.

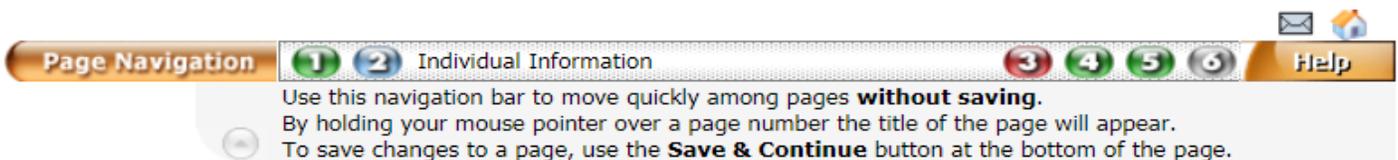


Errors have been detected on this page.

- Please check the fields shaded in red below.
- Clicking on the "Save with Error Checking" button will check your entries for errors or blank fields and bring you to the next page if no errors are found.
- Clicking the red "Save with Errors" button will save the data as it is and bring you to the next page.
- If you are unsure of what information is being requested of you, it is OK to save with errors.

Step 2: Individual Information

Enter all of the information that applies to you. **Required** fields are **BOLD** in FNIS. **Help** is available by clicking on the  icon.



Step 2: Individual Information

Date of Birth DD-Mon-YYYY 

Marital Status

- Married
- Single
- Unknown

Date of Birth (REQUIRED) – Enter your date of birth, using the format: two-digit date – first three letters of the month – four-digit year (DD-MON-YYY).

Marital Status (REQUIRED) – Enter your marital status. If you selected **Single**, skip the spouse questions.

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 (REQUIRED) – Leave zeros unless any of these apply to you. (This section does not include your spouse as a dependent – see earlier section above for spouse information.)

Dependents
(not including spouse)

Complete the dependents section only if any of the following conditions apply to you:

	<p>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.</p>	<input type="text" value="0"/> 
	<p>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.</p>	<input type="text" value="0"/> 
	<p>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.</p>	<input type="text" value="0"/> 

Telephone and Email Address (REQUIRED) – Enter your U.S. telephone numbers and your RICE email address so you can receive FNIS notifications.

<p>Telephone</p> <p>Home Telephone in USA</p>	<input type="text" value="(123) 345-6789"/> <input type="text"/>	<p>Extension</p> 
<p>Daytime Telephone in USA</p>	<input type="text" value="(987) 765-4321"/> <input type="text"/>	<p>Extension</p> 
<p>Fax Number</p>	<input type="text"/>	
<p>Email Address</p>	<input type="text" value="kap5@rice.edu"/>	

Date of First Visit to U.S. (REQUIRED) – Enter the date of the **first** time you entered the U.S., using the format: two-digit date – first three letters of the month – four-digit year (DD-MON-YYY).

IMPORTANT: This may not be the first day you entered the U.S. to attend Rice or work at Rice.

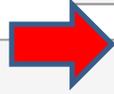
Date First Ever Entered DD-Mon-YYYY 

USA

Claiming Personal Exemption Yes No Unknown 

Click **Save with Error Checking**. You will advance to the next screen if error-free or receive the error message.

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



Save with Error Checking

Save with Errors

Log Out

Step 3: Address Information

Enter all of the information that applies to you. **Required** fields are **BOLD** in FNIS. **Help** is available by clicking on the  icon.

Page Navigation 1 2 3 **Address Information** 4 5 6 **Help**  

Use this navigation bar to move quickly among pages **without saving**.
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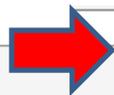
Step 3: Address Information

U.S. Address and Foreign Residence Address (REQUIRED) – Enter your local address in the U.S. and your foreign address where you live outside of the U.S.

USA Local Address	
Address Line 1	<input type="text" value="123 Main Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text" value="Houston"/>
State	<input type="text" value="Texas"/>
Zip	<input type="text" value="77030"/> 
Foreign Residence Address 	
Address Line 1	<input type="text" value="456 Main Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text" value="Vancouver"/>
Province/Region	<input type="text"/>
Regional Postal Code	<input type="text" value="V6C 1H2"/>
Country	<input type="text" value="CANADA"/>

Click **Save with Error Checking**. You will advance to the next screen if error-free or receive the error message.

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



Save with Error Checking

Save with Errors

Log Out

Step 4: Additional Information

Enter all of the information that applies to you. **Required** fields are **BOLD** in FNIS. **Help** is available by clicking on the  icon.

Page Navigation     Additional Information   

Use this navigation bar to move quickly among pages **without saving**.
By holding your mouse pointer over a page number the title of the page will appear.
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 4: Additional Information

Country of Passport/Citizenship	<input type="text" value="THAILAND"/>	
Passport Number	<input type="text" value="123456"/>	
Passport Expiration Date	<input type="text" value="31-Dec-2020"/> DD-Mon-YYYY	
Are you also a U.S. citizen?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	
Country of Tax Residence	<input type="text" value="SPAIN"/>	

Country of PASSPORT/CITIZENSHIP (REQUIRED) – Select the country that issued your passport.

Passport Number (REQUIRED) – Enter the passport number as it appears in your passport.

Passport Expiration Date (REQUIRED) – Enter the passport expiration date, using the format: two-digit date – first three letters of the month – four-digit year (DD-MON-YYY).

U.S. Citizenship Status (REQUIRED) – Select whether you have U.S. citizenship. If you have dual citizenship with the U.S. and another country, select **Yes**.

Country of TAX RESIDENCE (REQUIRED) – Select the country where you were a tax resident (paid taxes or liable to tax based on that country's tax law) **immediately before** entering the U.S. for **this status**.

IMPORTANT: The country of tax residence may not be the one associated with the foreign address where you live when you leave the U.S.

Self-Employment	Fill out this section only if you are self-employed.				
	Do you have an office regularly available to you in the USA?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Unknown	
Other Information	Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship)	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Unknown	
	Have you proven to the IRS that you have a closer connection to a foreign country than to the USA?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Unknown	
	Have you submitted an application to become a US lawful permanent resident?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Unknown	
	Are you engaged in a full-time program?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Unknown	
	Do you wish to claim treaty benefits if they are available?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Unknown	

Self-employment (REQUIRED) – Select the appropriate answer if you receive payments for services as a contractor or not an employee (refer to  icon for HELP). If you are not self-employed, select **No**.

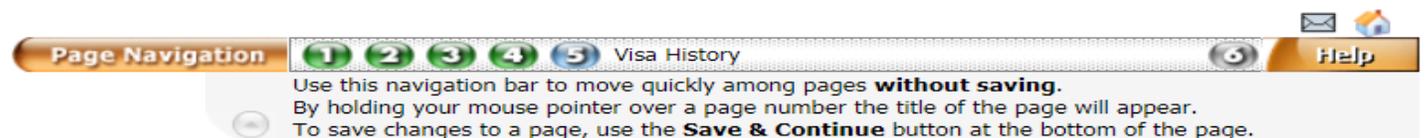
Other Information (REQUIRED) – Refer to the  icon for HELP.

Click **Save with Error Checking**. You will advance to the next screen if error-free or receive the error message.



Step 5: Visa/Immigration Status History

Enter all of the requested visa/immigration status history. **Required** fields are **BOLD** in FNIS. **Help** is available by clicking on the  icon.



Step 5: Visa/Immigration Status History

IMPORTANT: Please make sure to include (1) all **F, J, M** or **Q** visa/immigration history since January 1, 1985; (2) all visa/immigration history **associated with treaty benefits**; and (3) any other visa/immigration history **within the past three calendar years**.

This will help to ensure that we determine your tax status correctly and comply with the U.S. withholding and reporting requirements.

Please list all visa activity that satisfies 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.



When you are finished, click the **Continue** button at the bottom of the page.

You have not yet entered any visa information. Click the **Add New Record** button below to enter a record, or simply click the **Continue** button at the bottom of the page if you have no visa immigration history to enter. If you need assistance, contact your institution administrator.



Add New Record



Click on **Add New Record**.

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.

Immigration Status	<input type="text"/>	?
J Subcategory	Not Applicable ▾	?
Primary Purpose of Visit	<input type="text"/>	?
Tax residence country before entering US	<input type="text"/>	?
Treaty Benefit Taken as	Unknown ▾	?
Visa Number	<input type="text"/>	?
First Day in U.S. in this Status	<input type="text"/> DD-Mon-YYYY	?
Last Day in U.S. in this Status	<input type="text"/> DD-Mon-YYYY	?
Residency Election	None ▾	?

Immigration Status (REQUIRED) – Select the appropriate immigration status.

J Subcategory (REQUIRED) – Defaults to **Not Applicable**. However, if you selected **J-1 Exchange Visitor** above, then you have to select the appropriate subcategory as it appears on your Form DS-2019.

Primary Purpose of Visit (REQUIRED) – Select the appropriate primary purpose for this visit to the U.S. This is the purpose for your visit to the U.S., not necessarily the purpose for being at Rice.

IMPORTANT: The country of tax residence may not be the one associated with the foreign address where you live when you leave the U.S.

Tax Residence Country before entering the U.S. (REQUIRED) – Select the country where you were a tax resident (paid taxes or liable to tax based on that country’s tax law) **immediately before** entering the U.S. for **this visit**.

IMPORTANT: The country of tax residence may not be the one associated with the foreign address where you live when you leave the U.S.

Treaty Benefit Taken – Defaults to **Unknown**.

- For your **current immigration status**, leave the default (**Unknown**).
- For **previous immigration status**, select **Trainee, Researcher, Student, or Teacher** to specify the type of treaty benefits or **None** if no treaty benefits taken.

Visa Number – Enter the visa number as it appears in your passport (red letters and digits at the bottom right side of visa sticker).

First Day in the U.S. in this Status (REQUIRED) – Enter the first date of entry into the U.S. for **this status** indicated by the U.S. Customs and Border Patrol (CBP) stamp in your passport or on your Form I-20 or Form DS-2019. Use the format: two-digit date – first three letters of the month – four-digit year (DD-MON-YYY).

Last Day in the U.S. in this Status (REQUIRED) – Enter the end date for **this status** indicated on your Form I-94 or the program end date on your Form I-20 or Form DS-2019. Use the format: two-digit date – first three letters of the month – four-digit year (DD-MON-YYY).

Residency Election – This appears for a **Married** individual (Step 2: marital status) or individuals from Barbados, Jamaica, or Hungary. Defaults as **None**. Select the appropriate election.

Honorarium (REQUIRED) – This appears for B1, Canadian Walkover, and Visa Waiver individuals.

Honorarium

Activity to receive honorarium last more than 9 days?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Unknown 
Did you receive honorarium in more than 5 Organizations in the past 6 months?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Unknown
Is the activity to be performed normal academic activity?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Unknown

Click on **Save & Continue**.

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



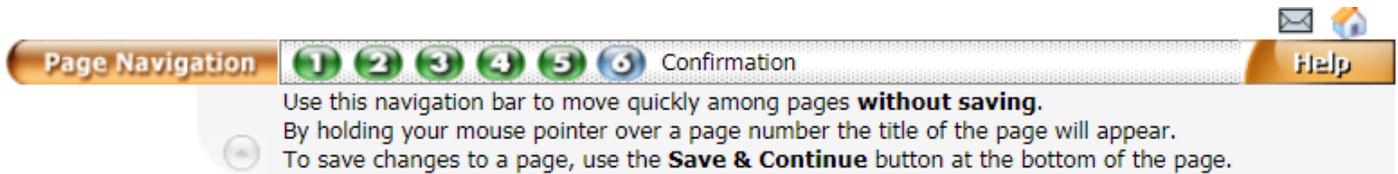
Click on **Add New Record** until all required visa/immigration history appears under Visa/Immigration Activity. Click on **Visa Type/Immigration Status** to edit or delete that record. Click **Continue** when finished.

Visa/ Immigration Activity		
Visa Type/Immigration Status	Start Date	End Date
J-1 Exchange Visitor	01-Jan-2016	31-Dec-2018

 To edit or delete a record, click on the **Visa Type/Immigration Status** entry for that record.

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

Step 6: Confirmation



Page Navigation 1 2 3 4 5 6 Confirmation Help

Use this navigation bar to move quickly among pages **without saving**.
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To save changes to a page, use the **Save & Continue** button at the bottom of the page.

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.

View Data

Click **View Data** to view a summary of Steps 1 – 5.

Once you confirmed the accuracy of the information, read the following statements.

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

I hereby authorize Rice University 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.

Then, click the **Confirmation** box and click **Finish** to submit the information to the Payroll Office.

- Once you click **Finish**, you will not be able to make changes to any of the information until your residency and tax status has been evaluated by the Payroll Office.
- After the Payroll Office uploads reports and tax treaty forms to you through FNIS, then you will have the opportunity to update your information (refer to pages 13 and 14 for more information).

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.

Confirmation

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

Finish

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Once the information is submitted successfully, you will receive the **Information Received** confirmation. Please allow a few business days for Payroll to review and process your information.

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 Rice University 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.

- You will receive a request from Payroll **if more information or clarification is needed** to process your information.
- You will receive notification from Payroll if you are **eligible for treaty benefits** to provide the next steps (if interested in the treaty benefit).
- You will **not** receive notification from Payroll if you are **not eligible for treaty benefits**. Once Payroll processes the information, report(s) are provided through FNIS to those who consent to receive forms/reports electronically.

IMPORTANT: Please click on the **Please click here** link to notify the Payroll Office that you submitted your Foreign National Information Form. This step will reduce processing delays.

Providing Consent to Receive Tax Forms and/or Other IRS Forms/Reports Electronically

At the FNIS main menu, click on **Consent** under IRS Form.

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.

Read the consent statement.

Consent to Receive IRS Forms and Reports Electronically

With the Foreign National Information System (FNIS) you can view and print immigration and taxation forms that your host institution has made available. 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. Please read the Description of Services below and check the box if you would like to view your form(s).

Your forms and reports can be viewed on the internet with a PDF reader such as Adobe Reader. They can be furnished in a paper format if you do not consent to receive it 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. A withdrawal of consent does not remove a form(s) from the website if this form(s) was furnished before the consent is withdrawn.

Your administrator will inform you of any conditions under which these forms will cease to be supplied electronically.

Make your selections and click **Submit**.

- If you give consent to receive the Form 1042-S and other IRS forms and reports through the internet, you will receive an email notification from payroll@rice.edu when forms/reports are available for review through FNIS.
- If you do not give consent, you will have your forms sent to your address in ESTHER.

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

Accessing Tax Forms Electronically

At the FNIS main menu, click on **View and Print** under IRS Form. You will receive an email notification from payroll@rice.edu when forms are available for review through FNIS.

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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.