

Foreign National Information System (FNIS)

How to Submit your Information into the FNIS system for a Tax Analysis

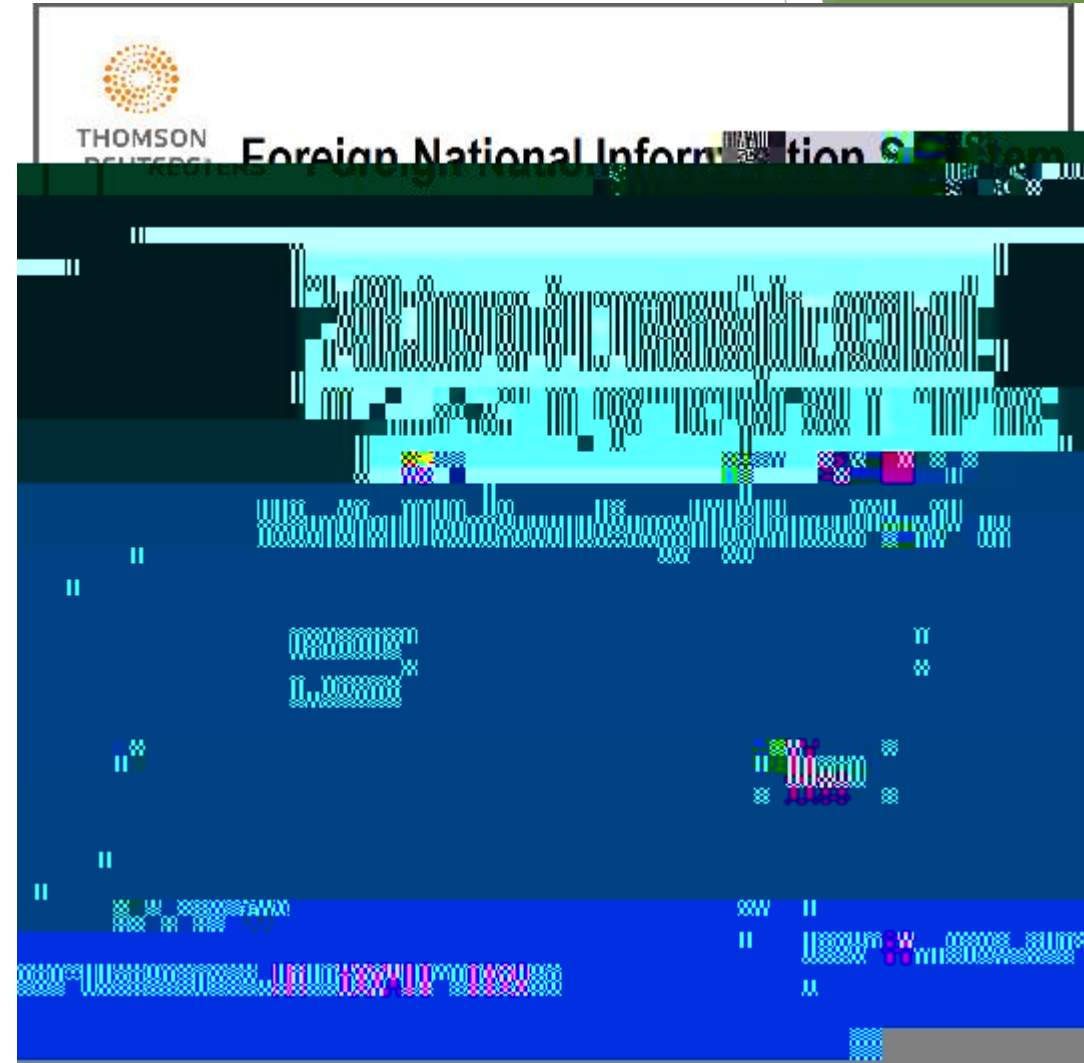
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Logging In

1. Copy and paste the following address into your web browser

<http://fnis.thomsonreuters.com/binghamton>

2. Enter your user name and password (found in your email)
3. Please enter a new password for security purposes
4. Click on Data Entry. Please disregard the IRS Form Ì Consent selection.
5. Complete the **BOLDED** questions on all pages in as much detail as possible.
6. Submit your information



Step 1:

The screenshot shows a registration form with the following fields and options:

- First Name:** Text input field.
- Last Name:** Text input field.
- SSN:** Text input field with a checkbox labeled "I have applied for an SSN" to its right.
- Individual Taxpayer Identification Number:** Text input field.
- Foreign Taxpayer ID:** Text input field.
- Department at Institution:** Text input field.
- Occupation at Institution:** Text input field.
- Student type:** Text input field.
- Trainee type:** Text input field with a dropdown arrow.
- Checkboxes:** "Resident in the United States", "U.S. citizen", "Naturalized citizen", "Permanent resident", "Temporary resident", "Visa/Immigration status system", "Foreign born", "Foreign born and naturalized citizen", "Foreign born and permanent resident", "Foreign born and temporary resident".

Your name should automatically

If you do not have a SSN, please mark if you have applied for one or not.

What department do you work for?

What is your title for that department?

Step 2: Individual Information

Yes
 No
 Unknown

Yes
 No
 Unknown

Dependents
(any not including spouse)

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

You are a national of American Samoa, the Northern Mariana Islands, or the Virgin Islands, or are a tax resident of the United States.

If you are a tax resident of the Republic of Korea who entered the United States at some time in the calendar year.

If you are a resident of India who entered the United States for the primary purpose of studying/acquiring training, etc.

Home Telephone
 Daytime Telephone

Fax Number
 Email Address

Single 1 (Yes or Unknown)
 Single 0 (No)

Your DOB should automatically populate. Please check.

Please enter your marital status.
 If single, skip ahead.
 If married, please complete the remainder of the section.

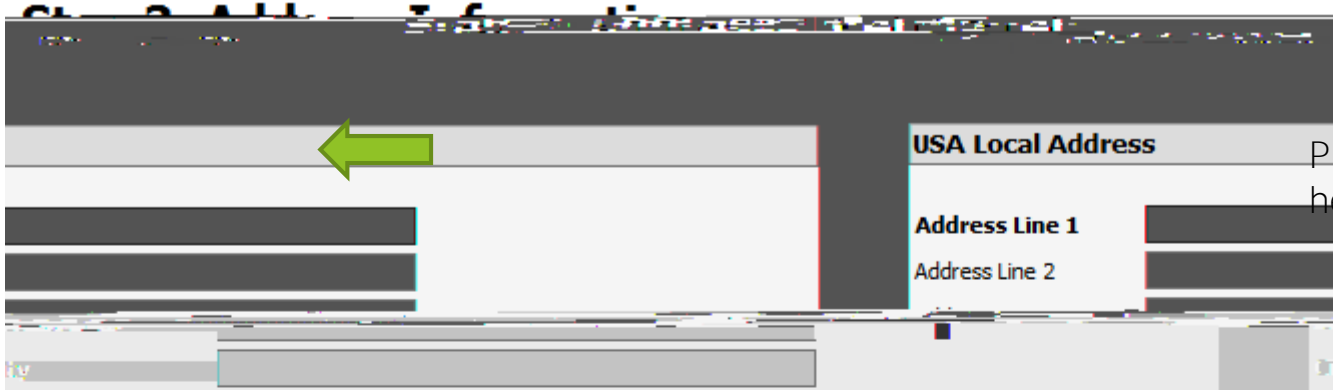
If these situations apply to you, please complete.
 If they do not, please skip ahead.

Please enter a valid USA phone number for both Home and Daytime telephone.

Your email should automatically populate. Please check.

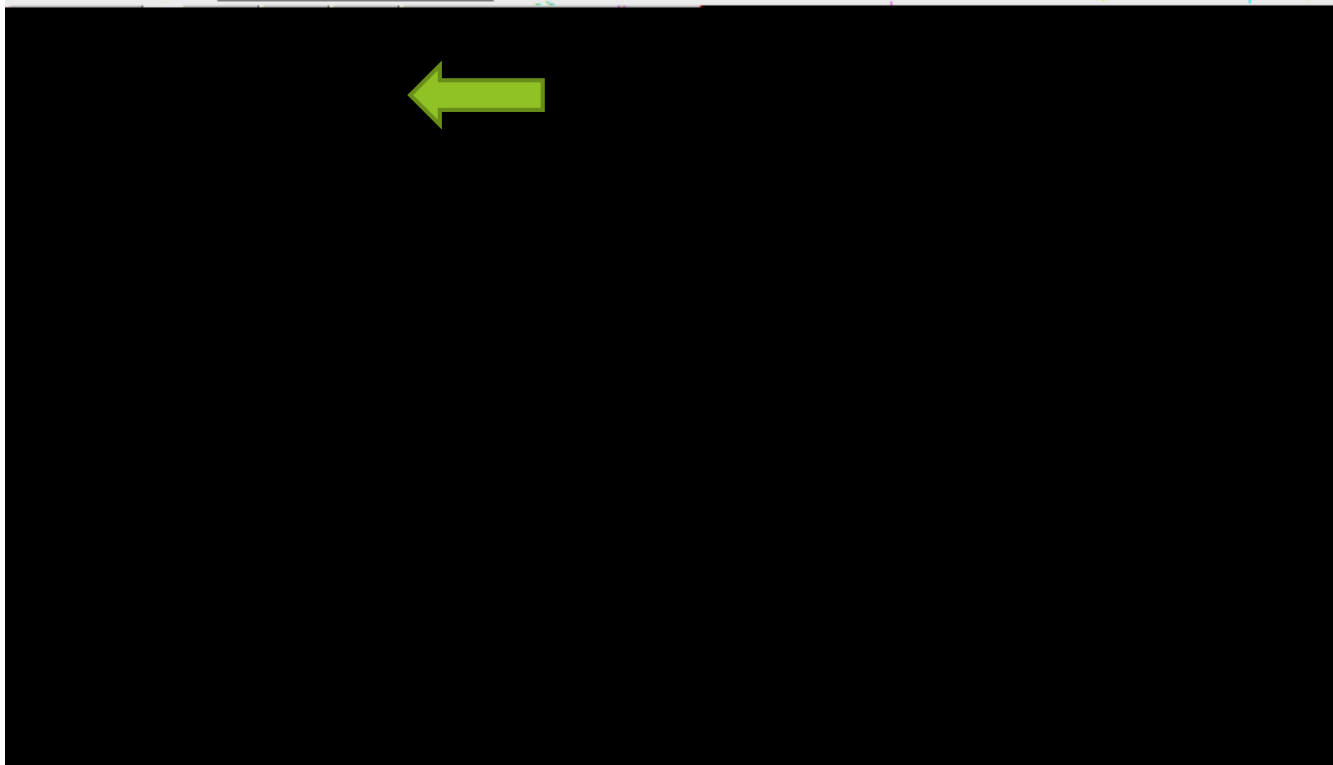
Please enter the date you FIRST EVER arrived in the US.

This means are you claiming Single 1 (Yes or Unknown) or Single 0 (No) on your taxes.



A screenshot of a web form. A green arrow points to a text input field. To the right of this field, the text "USA Local Address" is displayed. Below this, there are two more text input fields labeled "Address Line 1" and "Address Line 2".

Please enter your local address here.



A large black rectangular area covering the bottom half of the page, indicating redacted content. A green arrow points to the left side of this area.

Please enter your home country address here.

Step 4: Additional Information

The screenshot shows a tax form interface with several sections and fields. Green arrows point to the following elements:

- Country of**: A dropdown menu with a question mark icon.
- Passport Number**: A text input field.
- Are you also a US Citizen?**: A radio button selection area.
- Country of Tax Residence**: A text input field.
- Self-Employment**: A section header with a note: "Fill out this section only if you are self-employed."
- Other Information**: A section with a question mark icon circled in green.

What country issued your passport?

What is your passport number?

Did you become a US Citizen?

Where were you living prior to coming to the US?

Leave as unknown

If you are unsure of these answers, please leave as unknown.

Must indicate yes for treaty benefits

Step 5: Visa/Immigration Status History

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.

button below to
I have no visa

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 records.

[Add New Record](#)

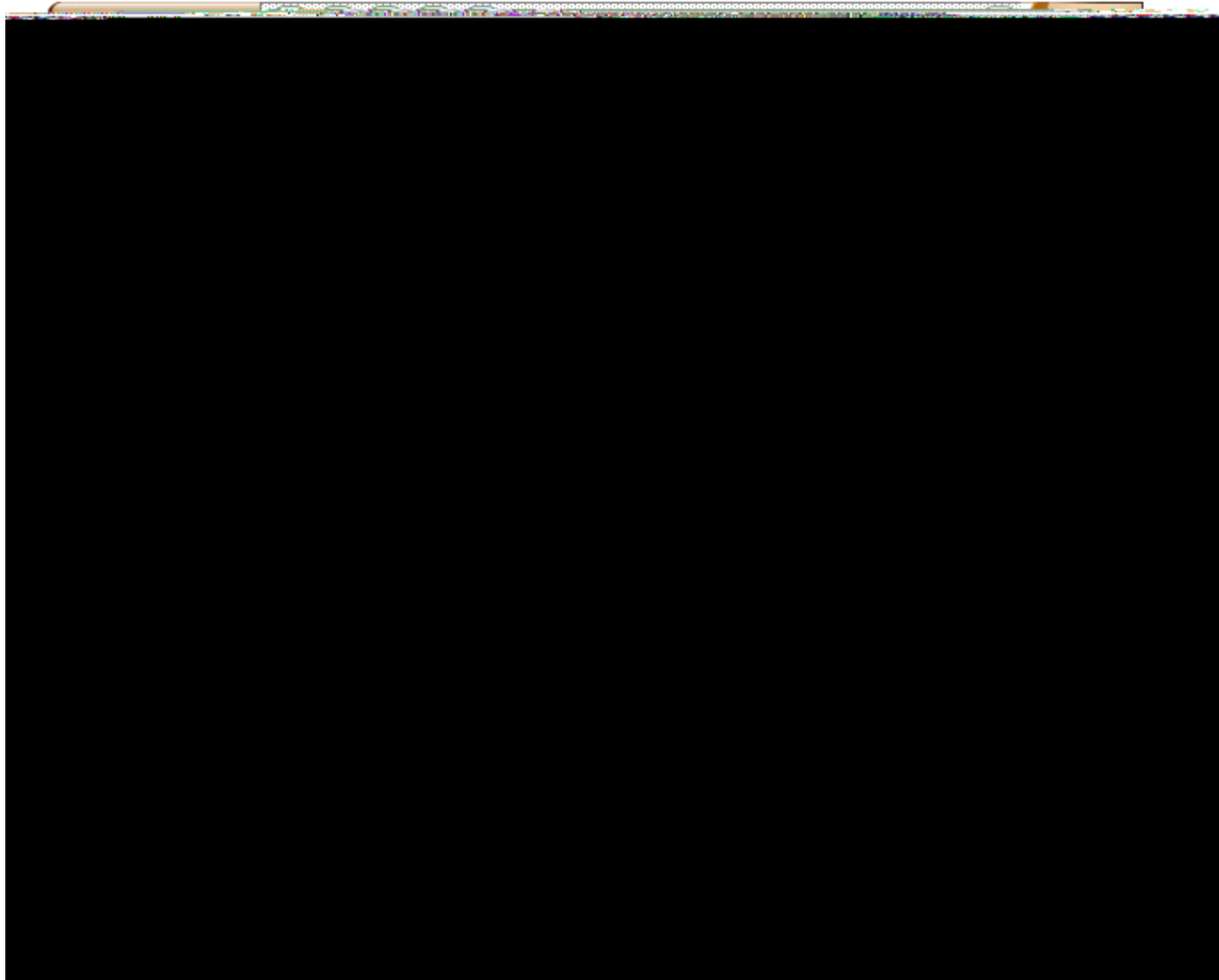
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Please add a new record for each VISA status you have held.

If you remained on the same VISA and went home for summer/winter/holiday breaks - you do not need to add separate records. Just use the end date on your I-20 as the expected end of that VISA status.

Please complete the **BOLDED** information that pertains to your Visa status on this screen.

Save & Continue when finished.





Once you have completed all prior screens, click this box!

Then Select this!

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I will review the information that is submitted and will let you know if I have any questions.

If I have no questions, I will move forward with your tax analysis.

Once the tax analysis is complete, I will contact you with the results of the tax analysis.

If there are no treaty benefits available to you, there will be no further action to take.

If treaty benefits are available to you, forms will be sent to your local home address or email address to complete.

Once I receive those forms, I can update our payroll system to provide those treaty benefits to you.

Treaty benefits are only good for the calendar year, so in order to take advantage of the benefits new forms have to be completed every year.

Thank you!!!