

## THE FOREIGN NATIONAL INFORMATION SYSTEM (FNIS)

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## Overview

The purpose of this guide is to assist foreign national new hires to complete the required Foreign National Information System (FNIS). The information gathered in FNIS is used to determine a foreign individual's tax status and whether tax exemptions or treaties are available.

Gather the following documents to help complete your FNIS record:

- Passport
- Admission Record or I-94 (this is electronic and can be printed at <https://i94.cbp.dhs.gov/i94>)
- Social Security Card (if you do not have one, you can still complete the data entry)
- Immigration Document (I-20, DS-2019, I-797 or employment authorization card)

## Log in to FNIS

1. Click on the link in the FNIS request email that you received.

Dear %firstname% %lastname%,

The Internal Revenue Service requires that Penn apply U.S. withholding and reporting rules consistent with your U.S. tax status, resident alien or nonresident alien. Your immigration history and U.S. presence determines your tax status. We request that you provide us with this information in order for Penn to identify your tax status and any applicable tax exemptions or tax treaties.

Please use the website link, password, and username below to enter the secure Foreign National Information System (FNIS) website.

To log into FNIS, go to <https://fnis.thomsonreuters.com/upenn/>

Your FNIS username is %username%.

Your FNIS password is %password%.

2. Log in to FNIS with the FNIS Username and temporary FNIS Password provided in the FNIS email (**this is not your Pennkey and password!**)



THOMSON REUTERS® Foreign National Information System

 **Penn**  
UNIVERSITY of PENNSYLVANIA

User ID   
Password

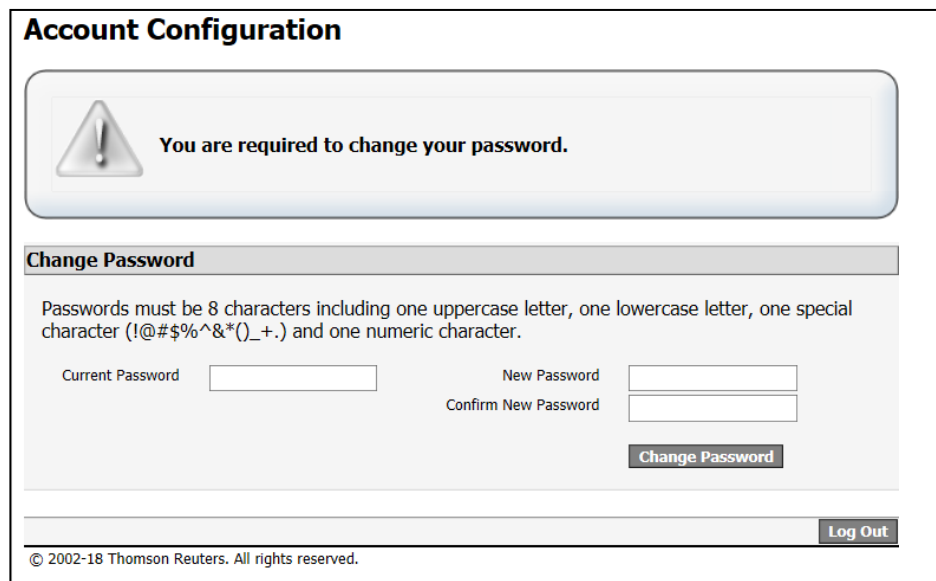
[Forgot your password?](#)

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## Account Configuration: Change Password

You will be required to change your password at your first log in.

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”



**Account Configuration**

 **You are required to change your password.**

**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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## Consent to Receive IRS Forms Electronically

Review the consent to view and print tax forms and make a selection in each section. By consenting to electronic delivery, it allows Penn to distribute your forms through FNIS. This electronic process will provide quick and convenient access to your documentation, including Form 1042-S and applicable tax treaty forms.

### 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.

#### 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**

## Step 1: Basic Information

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.

*Click the help buttons for more information about a given question.*

1. The required fields are below.

- **Identification**

- **Social Security Number:** Provide your U.S. SSN, if you have one. If you do not currently have an SSN, select “yes” indicating that you have applied for one. Even if you have not yet applied for one, you will need to.
- **All other information in the “Identification” box** should be left blank, except the Payroll System ID, which has been entered for you.
- **Skip the remaining information in Step 1 and complete Steps 2-6.**

## 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.

<b>Full Name</b>	<input type="text" value=""/>	<input type="text" value="JONE"/>	<input type="text" value=""/>	<input type="text" value="DOE"/>	<input type="text" value=""/>																																									
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						<a href="#">Save &amp; Continue &gt;</a>																																								

## Step 2: Individual Information

Enter Information that has not been pre-populated and answer the questions, if applicable.

### Step 2: Individual Information

**Date of Birth**

**Marital Status**

**Dependents**  
(not including spouse)

**Telephone**

**Fax Number**

**Email Address**

**Date First Ever Entered USA**

**Claiming Personal Exemption**

DD-Mon-YYYY

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

**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"/>

Home Telephone in USA  Extension

Daytime Telephone in USA  Extension

You are currently logged in as JULIA.

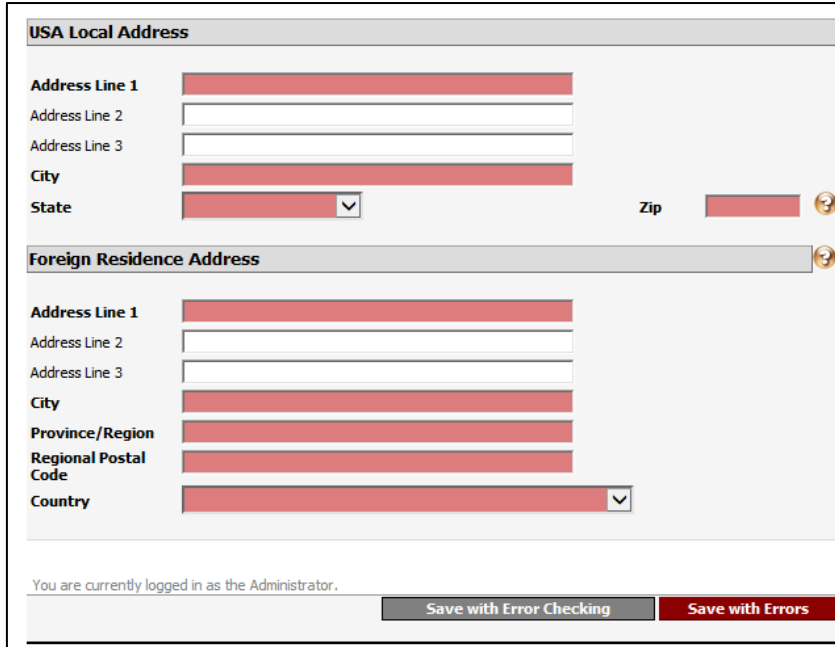
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- **Date First Ever Entered USA:** This is the first time you entered the U.S. in your lifetime, regardless of the visa type you had at that time.

### Step 3: Address Information

- **USA Local Address:** Verify that the address is your current address in the U.S.

- **Foreign Residence Address:** Your permanent address in your home country.



**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

You are currently logged in as the Administrator.

#### Step 4: Additional Information

- Select current country of passport/citizenship and enter passport number and expiration date.
- **Country of Tax Residence:** This is typically the location of your permanent home where you pay taxes.
- **Self-Employment section:** Answer “No” unless you have a business in the U.S.



Page Navigation **1** **2** **3** **4** Additional Information **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 4: Additional Information

Country of Passport/Citizenship	<input type="text"/>	?
Passport Number	<input type="text"/>	
Passport Expiration Date	<input type="text"/> 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"/>	?
Self-Employment	<b>Fill out this section only if you are self-employed.</b>	
	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 type="radio"/> Yes <input checked="" 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 checked="" type="radio"/> Yes <input 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	?

You are currently logged in as the Administrator.

Save & Continue >

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## Step 5: Visa/Immigration Status History (REQUIRED)

**DO NOT SKIP THIS STEP. PLEASE REVIEW THE CRITERIA BELOW.**

1. Enter **ALL** of your U.S. visits, even as a tourist.
2. You must enter your current visa. Please list your date of entry as the start date and use the end date from your current immigration document (I-20, DS-2019, I-797, EAD card).
3. F and J visas do not need to list your short visits home for semester breaks or holidays.

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

## 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.

Visa/ Immigration Activity		
Visa Type/Immigration Status	Start Date	End Date
<a href="#">J-1 Exchange Visitor</a>	25-Aug-2017	15-Dec-2017
<a href="#">B-2 Visitor for Pleasure</a>	01-Jan-2018	14-Jan-2018
<a href="#">F-1 Student</a>	21-Mar-2019	25-Mar-2024

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

You are currently logged in as the Administrator.

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## Step 6: Confirmation

Check the box to certify and submit your information to the Administrator. The information entered will be reviewed and you will receive further requests if your record is deemed incomplete or incorrect. Once the data is approved, a treaty analysis will be performed. If you are eligible for tax treaty benefits, you will receive an email with instructions to claim these benefits.

For additional help, please contact the Penn Employee Solution Center at 215.898.7372 or [hcmsolutioncenter@upenn.edu](mailto:hcmsolutioncenter@upenn.edu) .