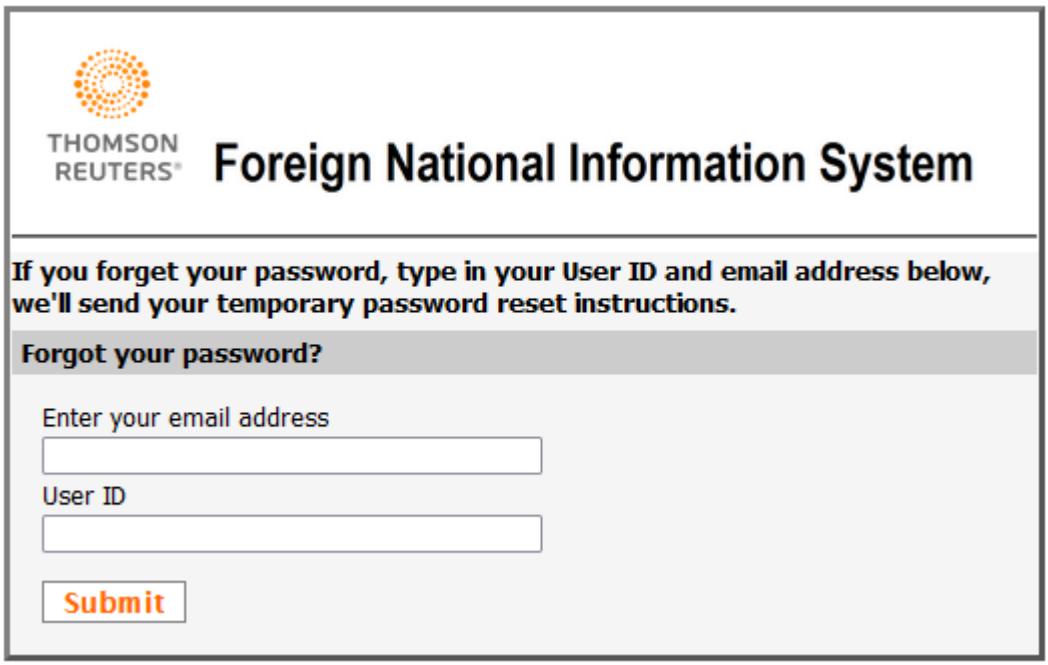
Foreign nationals need to provide immigration information and travel history so the Payroll Office can determine tax status and comply with U.S. withholding and reporting requirements. Baylor University uses the Foreign National Information System (FNIS) to collect this information.

Accessing FNIS

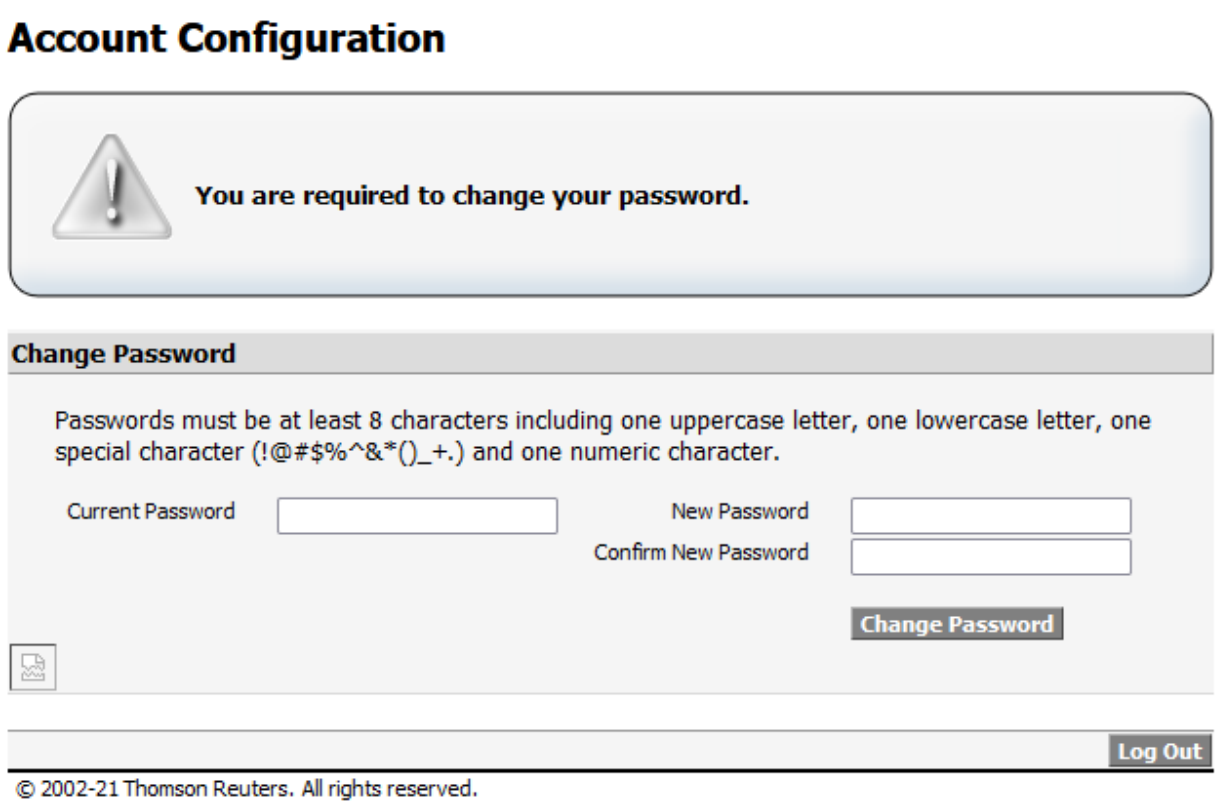
You will receive an e-mail from the Payroll Office giving you the website and your user name. If you do not receive the e-mail, please send an e-mail to Payroll_Office@baylor.edu with your name and Baylor ID and we will get you entered into the system and send you the login information. **Your login information will be sent to you in the e-mail.**

Website login: https://fnis.thomsonreuters.com/baylor/
User ID: (Enter your user name)
Click on: Forgot your Password

Enter your e-mail address and user name



A temporary password will be e-mailed to you. Passwords are case sensitive, enter it exactly as it is in the e-mail (you can copy and paste), then enter the password you choose to usr.



Please make a note of your user name and password for future logins, if you are applying for a new social security card, you will login again to enter it when you get the new card/number.

We do not send the 1042-S form electronically, so please choose "I do not give consent".

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

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**
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.

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

Log Out

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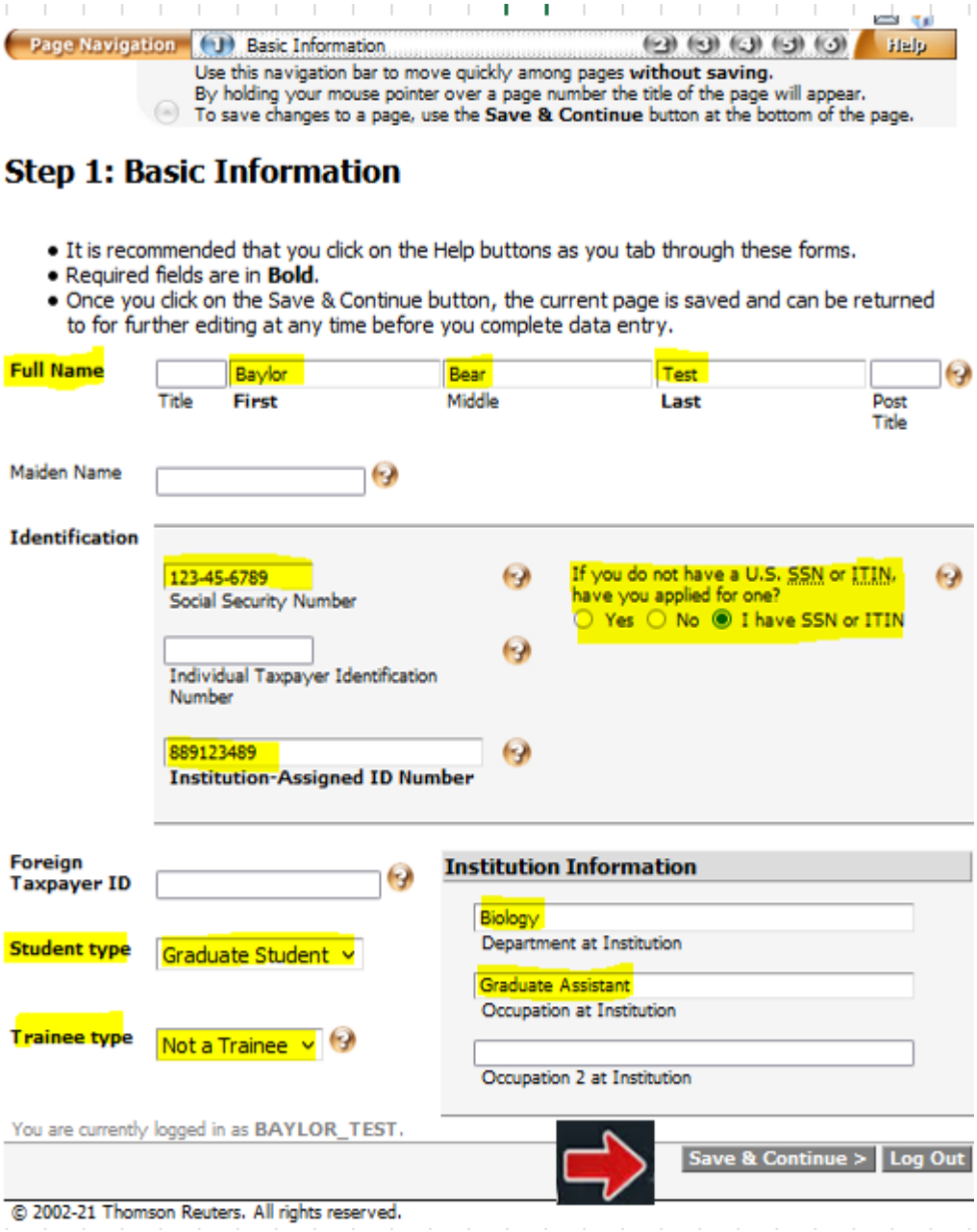


Full Name (REQUIRED) – Enter your First, Middle and Last name(s) as indicated on your passport

Identification (REQUIRED)

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).

Individual Taxpayer Identification Number (ITIN) if you do not have your SSN, enter the 9-digit ITIN provided to you by the U.S. tax agency, the Internal Revenue Service (IRS). If you do not have one leave it blank. (A social security number replaces a previous ITIN number, and if you are employed, you are required to get a SSN)

Applied for U.S. Social Security number or Individual Taxpayer Identification Number – If you have secured employment at Baylor University and you selected "No", you must **apply for your SSN** through the U.S. Social Security Administration Office. **Please be sure to make note of your login and password for FNIS, when you receive your new social security number you will be required to login to FNIS again to enter it. Click here for information on how to apply for your social security number:**
How to apply for your Social Security Number

If you have more questions, please contact the **Baylor Center for Global Engagement** at ISSS_Support@baylor.edu or visit the CGE Office located at Hankamer Academic Building Room H160, 1428 S. 5th St. Waco, Texas.

Foreign Taxpayer ID - Not required

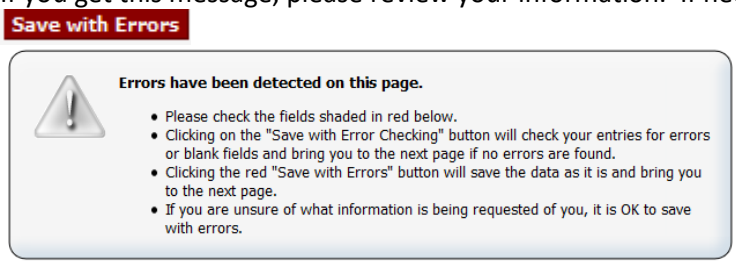
Student Type – Select a student type. If you are not currently a student, select **Not a Student.**

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 – Enter your Department at Baylor, and your Occupation at Baylor. If you are a student, please indicate Undergraduate Student or Graduate Student

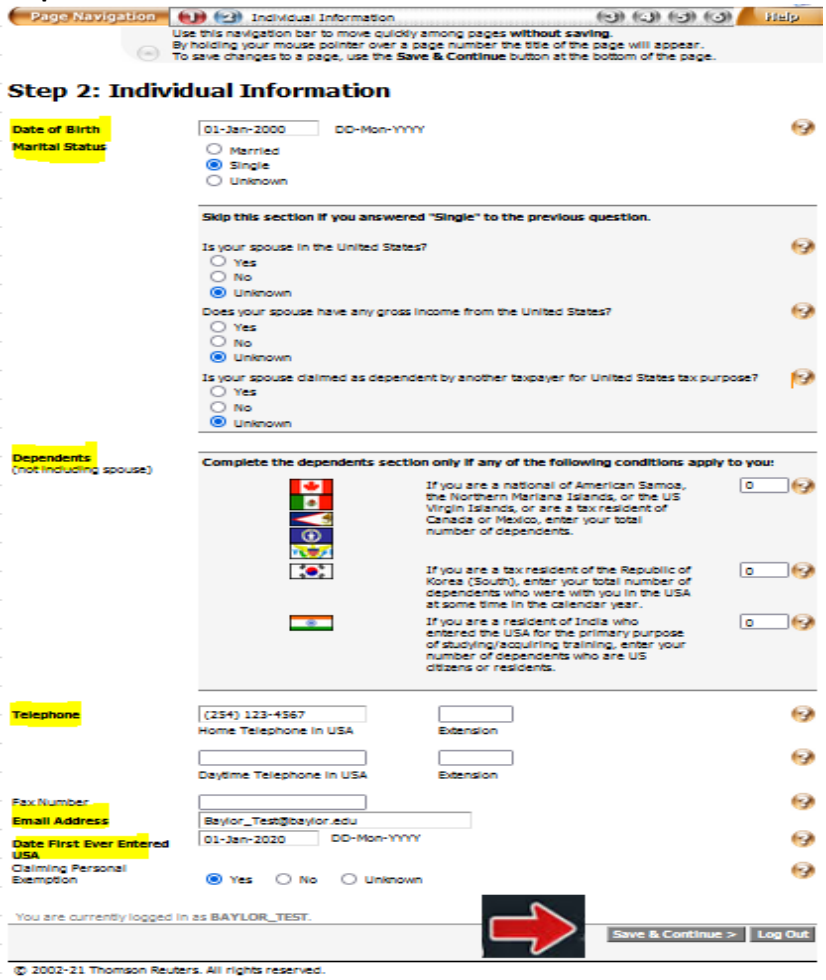
Be sure to click on the "Save" button in-between each step.

If you get this message, please review your information. If necessary, you can click on "Save with errors" to continue



Step 2: Individual Information

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



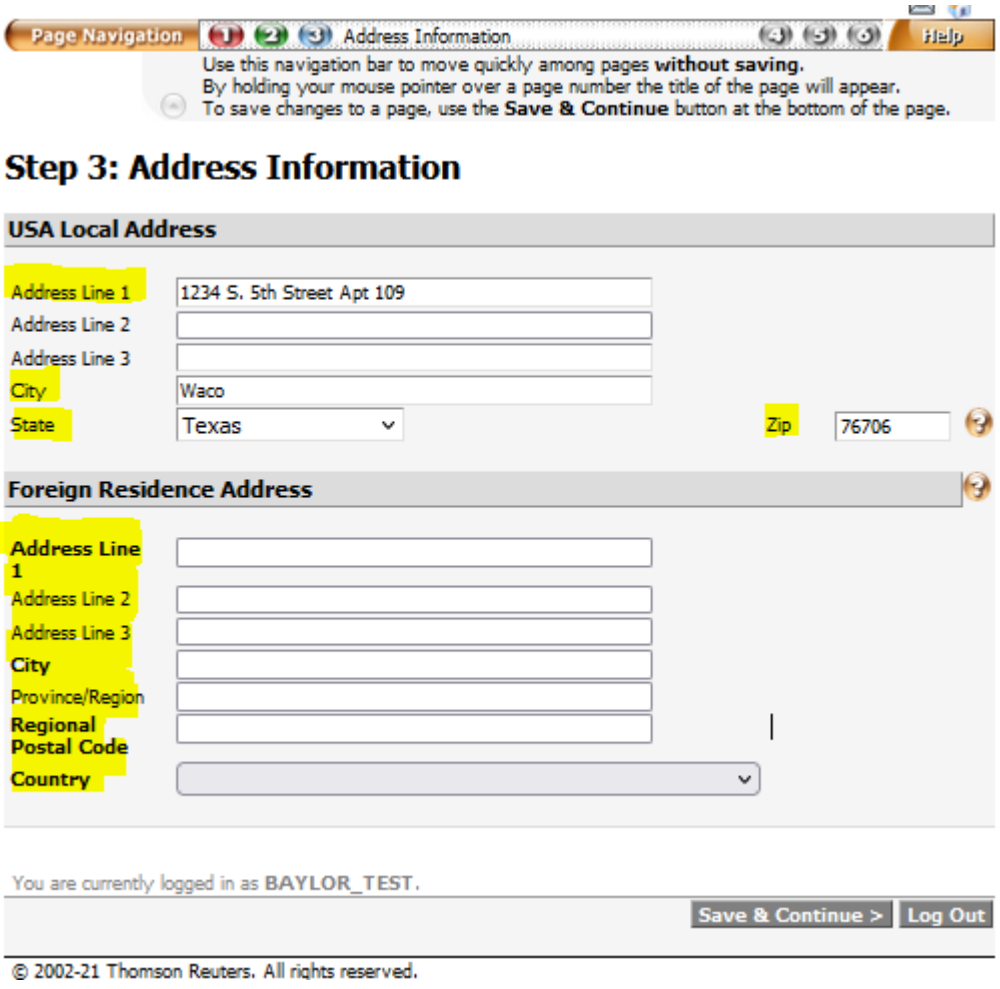
Date of Birth (REQUIRED) Enter your date of birth, using this format: two-digit date, first three letters of the month, four-digit Year (DD-MON-YYYY).

Marital Status (REQUIRED) – enter your marital status. If you select Single, Skip the Spouse questions.

Dependents (REQUIRED) Leave zeros unless any apply to you. (This section does not include your spouse as a dependent)

Telephone and e-mail address (REQUIRED) - Enter your U.S. telephone number and your Baylor e-mail address so you can receive FNIS notifications.

Date of First Visit to the U.S. (REQUIRED) - Enter the date of the first time you entered the U.S. using this format: two-digit date, first three letters of the month, four-digit Year (DD-MON-YYYY). This may be different than the first date you entered the U.S. to attend school.

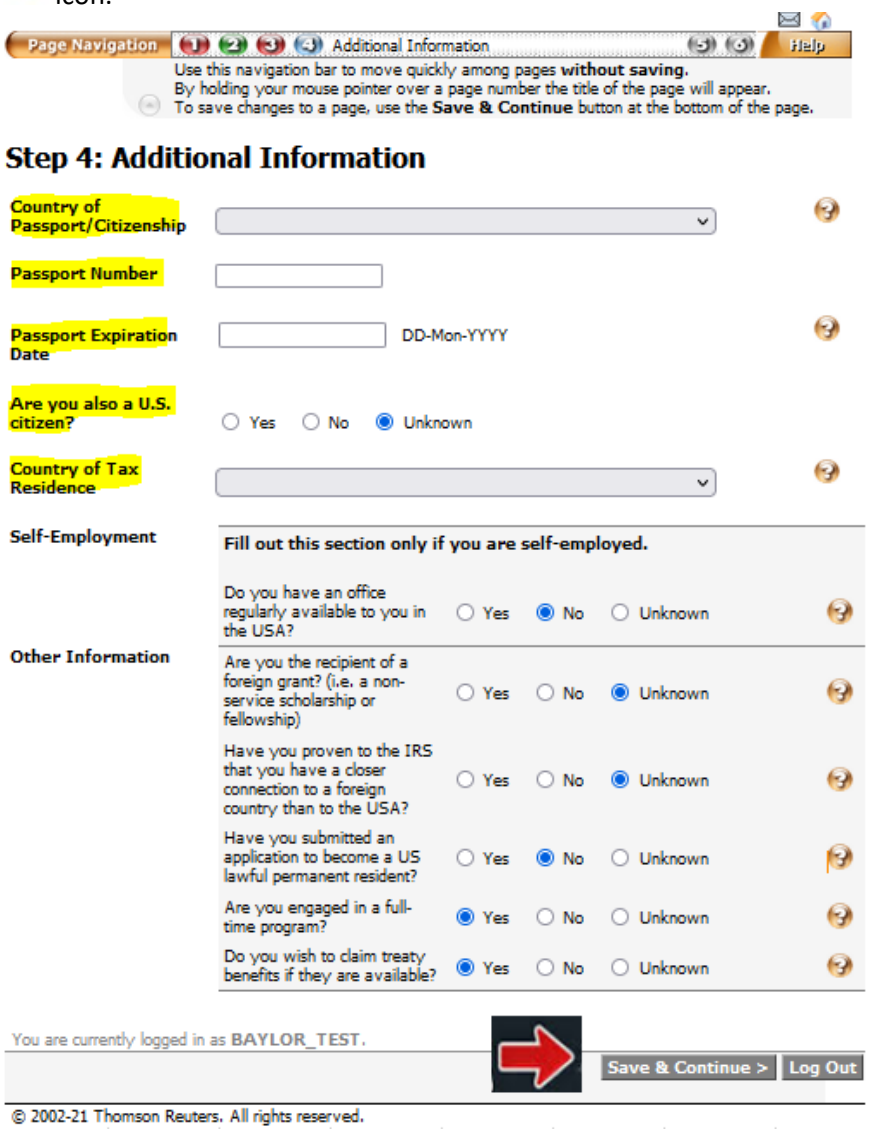


U.S. Address and Foreign Residence Address (REQUIRED) – Enter your local address, including your apartment number (if applicable) and your foreign address where you live outside of the U.S. Use as many address lines as you need.

This address is where your 1042-S form (if applicable) will be mailed to at the end of the year. If you change addresses, please be sure to notify us at Payroll_Office@baylor.edu. Updating your address in BearWeb or Ignite will not update the address in FNIS.

Step 4: Additional information

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



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 DD-MON-YYYY

U.S. Citizenship Status (REQUIRED) – Select yes or no. 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.**

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

Other Information (REQUIRED) – Refer to the help icon if needed.

It is vital for Step 5 to be completed with your immigration information.

Click on Add New Record (If you have multiple entry and exit dates, click on Add New Record for each one.)

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 yur form DA-2019)

Primary Purpose of Visit (REQUIRED) – Select The appropriate primary purpose for this visit to the U.S. If you are a current student, please select **Studying in a Degree Program**.

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.**

Treaty Benefits Taken – Defaults to **Unknown**

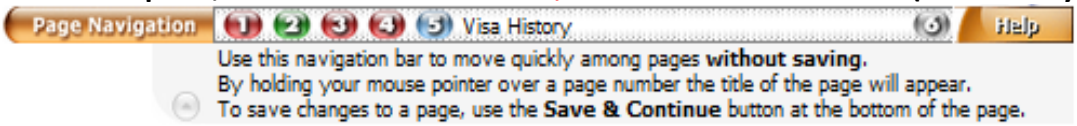
- For your **current immigration status**, leave the default **(Unknown)**.
- For **previous immigration status**, select **Trainee, Researcher, Student or Teacher** to specify the type of treaty benefits or **None** if no treaty benefits were taken.

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 stamp in your passport or on your form I-20 or Form DS-2019 (DD-MON-YYYY)

Last Day in the U.S. in this Status (REQUIRED) – Enter the (future)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 (DD-MON-YYYY). The end date should show that you are still currently in the U.S.

When complete, click on Save & Continue, then on Add New Record (if necessary) and then on Continue



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.

Please click as shown below and then send the e-mail confirmation to the Payroll Office:

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 Baylor 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.

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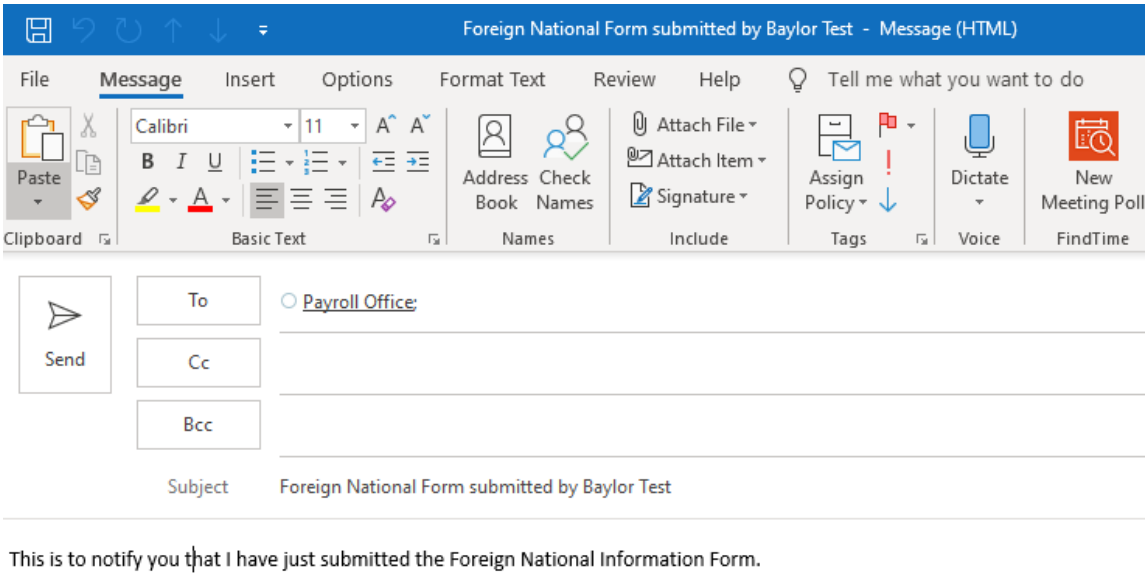

If you qualify to claim a tax treaty, the 8233 form will be e-mailed to you with instructions on how to complete it (you must have a social security number to claim the treaty exemption).

If further actions are needed, you will be contacted by the Payroll Office. If you have questions, please send an e-mail to Payroll_Office@baylor.edu.