

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 - Consent selection.
5. Complete the **BOLDED** questions on all pages in as much detail as possible.
6. Submit your information



The screenshot shows the login interface for the Thomson Reuters Foreign National Information System. At the top left is the Thomson Reuters logo. The main heading is "Foreign National Information System". Below this is the Binghamton University logo, which consists of the word "BINGHAMTON" in a large, white, serif font on a dark green rectangular background, with "UNIVERSITY" in a smaller, white, serif font below it. Underneath the logo is the text "State University of New York" in a black, serif font. The login area contains two input fields: "User ID" and "Password". To the right of the "Password" field is an orange "Login" button. At the bottom of the page, there is a footer with the text "© 2002-19 Thomson Reuters. All rights reserved. | [Privacy Policy](#) | [Terms Of Use](#)".

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.

Your name should automatically populate. Please check it is spelled correctly.

Full Name

Title	First	Middle	Last	Post Title
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Maiden Name

Please enter your SSN here

Identification

Social Security Number

Individual Taxpayer Identification Number

Institution-Assigned ID Number

Financial/Accounts payable system

Visa/Immigration status system

If you do not have a U.S. SSN or ITIN, have you applied for one?
 Yes No I have SSN or ITIN

Payroll system

Student system

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

You do not need to enter any information in this section

Foreign Taxpayer ID

Student type

Trainee type

Institution Information

Department at Institution

Occupation at Institution

Occupation 2 at Institution

What department do you work for?

What is your title for that department?



- Student Type Options:
- Graduate Student
 - Medical Student
 - Not a Student
 - Post Doctoral
 - Postgraduate
 - Undergraduate

- Trainee Type Options:
- Business
 - Not a Trainee
 - Professional
 - Technical

Step 2: Individual Information

Date of Birth DD-Mon-YYYY

Your DOB should automatically populate. Please check.

Marital Status
 Married
 Single
 Unknown

Please enter your marital status.

If single, skip ahead.

If married, please complete the remainder of the section.

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
(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.



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.



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.

If these situations apply to you, please complete.

If they do not, please skip ahead.

Telephone

Home Telephone in USA

Extension

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

Daytime Telephone in USA

Extension

Fax Number

Email Address

Your email should automatically populate. Please check.

Date First Ever Entered USA DD-Mon-YYYY

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

Claiming Personal Exemption
 Yes No Unknown

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

You are currently logged in as the Administrator.

Save & Continue >

Step 3: Address Information

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

Please enter your local address here.

Please enter your home country address here.

You are currently logged in as the Administrator.

[Save & Continue >](#)

Step 4: Additional Information

Country of
Passport/Citizenship



What country issued your passport?

Passport Number



What is your passport number?

Passport Expiration
Date

DD-Mon-YYYY



Are you also a U.S.
citizen?

Yes No Unknown



Did you become a US Citizen?

Country of Tax
Residence



Where were you living prior to coming to the US?

Self-Employment

Fill out this section only if you are self-employed.



Leave as unknown

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



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

Must indicate yes for treaty benefits

You are currently logged in as the Administrator.

Save & 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.

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.



You are currently logged in as the Administrator.

Log Out

Continue >

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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.

Page Navigation **1** **2** **3** **4** **5** Visa History **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.

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 <input type="text"/>	?
Primary Purpose of Visit	<input type="text"/>	?
Tax residence country before entering US	<input type="text"/>	?
Treaty Benefit Taken as	Unknown <input type="text"/>	?
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	?

You are currently logged in as the Administrator.

Administrator Confirmation

Employee Name has sent you Immigration Status information with the certification as stated below. To make changes to the approval status of you or the User please use the checkboxes at the bottom of the page.

[View Data](#)

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

I hereby authorize Binghamton 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 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 send 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 foreign national has approved this information and sent it for review.
- The administrator has approved this information.

Send email to _____ to be corrected.

[Change Approval Status](#)

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



Then Select this!



Next Steps.....

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!!!