

COMPLETING THE FOREIGN NATIONAL INFORMATION SYSTEM (FNIS) INFORMATION FORM

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Overview

- The purpose of this guide is to assist any foreign nationals in any immigration status who receive payments from the Marine Biological Laboratory.
- Please read the questions carefully. If you are unsure as to what a question means, clicking on the question mark (?) that is next to the relevant question will provide you with additional help.
- Required fields are in BOLD. If a required field is not applicable to you, you may use the “Save with Errors” button to save your information. Records saved with errors will be reviewed by MBL Financial Services and may be rejected if the information missing is vital to your tax analysis.
- In order to be considered for a tax treaty, all MBL foreign nationals are required to enter his/her Social Security number in the FNIS data entry.
- Please take time to follow the instructions and complete Step 5: Visa/Immigration Status History as best as you can. The information entered here will have a direct impact on your tax analysis.
- Please note: U.S. citizens and lawful permanent residents (Green Card holders) are NOT required to use FNIS.**
- Contact us if you have any questions:

Log in to FNIS

1. Click on the “MBL FNIS” link in the email you will receive in your inbox

Dear SAMMY SEAHORSE

We are looking forward to welcoming you to the MBL!

The purpose of this email is to provide you with access to the Foreign National Information System (FNIS). This secured database allows you to enter in your required information needed to generate tax forms after your tax analysis has been completed in order for your payment and/or travel reimbursement to be processed.

Please note that your I 94 Travel Document is generated digitally *after your arrival into the United States*.

FNIS Login

Link: <https://fnis.thomsonreuters.com/mb/>

User ID: SEAHORSES

Password: 9xx-qz86

In preparation of your arrival, please input the information below into your FNIS profile:

Full Name

Date of Birth

Foreign Residence Address

Passport Country and Number

Passport Expiration Date

U.S. Citizenship – (Yes/No) **FNIS not required for US Citizens**

Country of Tax Residence

Visa/Immigration History

Visa Type for MBL

Department

Occupation

Consent for Digital Forms ('yes' required for tax form distribution)

Uploaded/Scanned Copy of Visa (upload under IRS Forms)

Uploaded/Scanned Copy of Unexpired Passport (upload under IRS Forms)

Uploaded/Scanned Copy of I 94 Travel Form (upload under IRS Forms) <https://i94.cbp.dhs.gov/home>

Please Note: The IRS does not accept diacritic marks or special characters. Only standard Latic characters (A-Z) and numbers (0-9) are permitted. Profiles containing these characters will be returned for correction.

After completing these sections, select "Confirm" to finalize your information. Once you have entered all of the information correctly, please send an email to FNIS-TaxNav@mbledu notifying that you have submitted your FNIS information. This will allow us to review your data and begin the process of payment.

If you have any questions or concerns, please reach out to FNIS-TaxNav@mbledu.

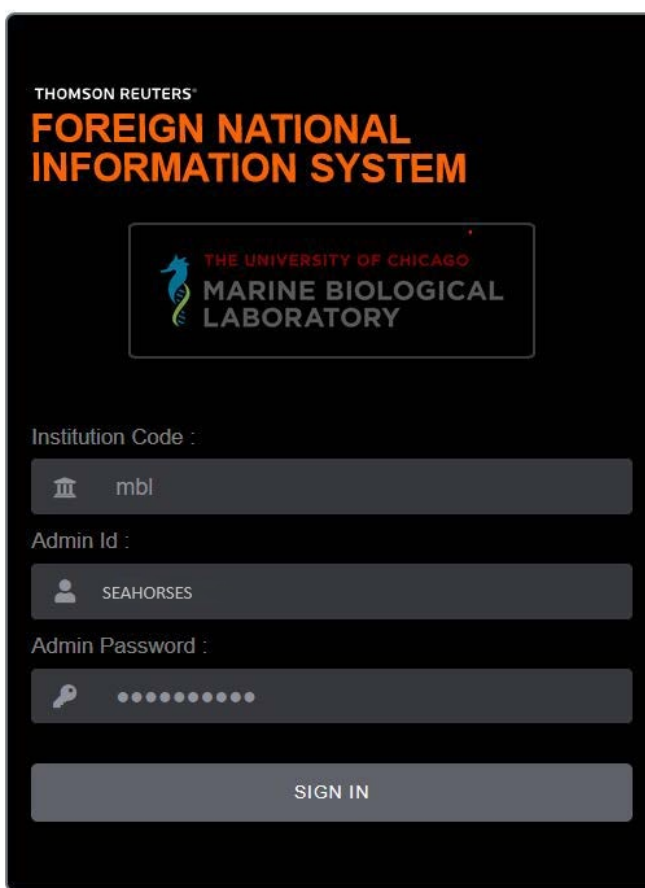
Thank you,

Human Resources/ Immigration

Marine Biological Laboratory

LOG INTO FNIS

2. Log in to FNIS with the FNIS Username and temporary FNIS Password provided in the Access for FNIS System email




THOMSON REUTERS®


FOREIGN NATIONAL INFORMATION SYSTEM

THE UNIVERSITY OF CHICAGO
MARINE BIOLOGICAL
LABORATORY


Institution Code :

 mbl

Admin Id :

 SEAHORSES

Admin Password :



SIGN IN

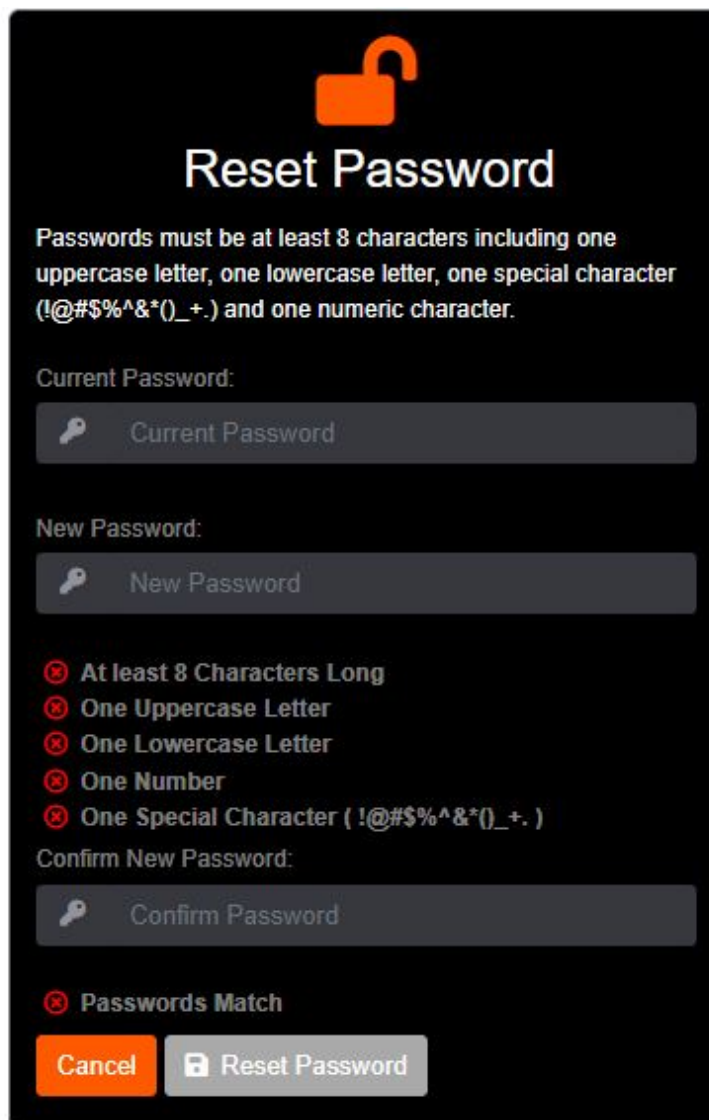
If you need to reset
your password, click
'Can't access your
account?'



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Account Configuration: Reset Password

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 "Reset Password"



The form is titled "Reset Password" with an orange padlock icon. It includes instructions on password requirements: "Passwords must be at least 8 characters including one uppercase letter, one lowercase letter, one special character (!@#\$%^&*()_+.) and one numeric character." The form contains three input fields: "Current Password", "New Password", and "Confirm New Password". Below the "New Password" field, there are five red error messages, each preceded by a red 'x' icon: "At least 8 Characters Long", "One Uppercase Letter", "One Lowercase Letter", "One Number", and "One Special Character (!@#\$%^&*()_+.)". At the bottom, there is a "Passwords Match" error message and two buttons: "Cancel" and "Reset Password".

Reset Password

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

Current Password:

Current Password

New Password:

New Password

- ✗ At least 8 Characters Long
- ✗ One Uppercase Letter
- ✗ One Lowercase Letter
- ✗ One Number
- ✗ One Special Character (!@#\$%^&*()_+.)

Confirm New Password:

Confirm Password

✗ Passwords Match

Cancel Reset Password

Consent to Receive IRS Forms Electronically

IRS Form 1042-S

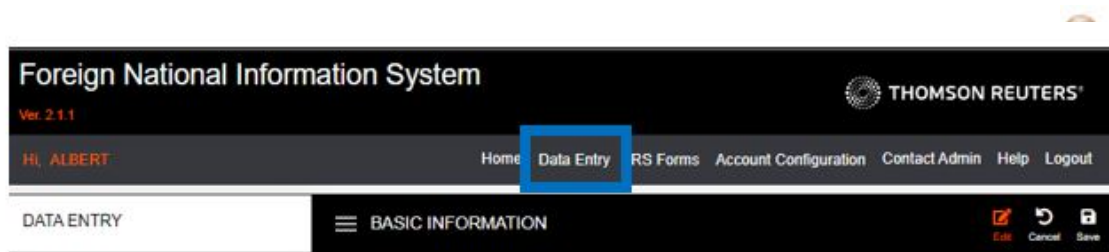
- ☒ I have read the above and hereby agree to give consent to my Institution to deliver Form 1042-S electronically.
- ☐ I do not give consent to my Institution to deliver Form 1042-S electronically.

All Other IRS Forms and Related Summaries/Reports (does not include Form 1042-S)

- ☒ I have read the above and hereby agree to give consent to my Institution to deliver all other IRS forms and related summaries/reports electronically.
- ☐ I do not give consent to my Institution to deliver all other IRS forms and related summaries/reports electronically.

Step 1: Basic Information

1. Click on **Data Entry** to add personal information.



2. Enter **Basic Information** about yourself. The required fields are in **bold** (also highlighted in blue on this user guide).

Click 'Edit' to enter/update your information. Once completed, click "Save Changes".

The screenshot shows the 'BASIC INFORMATION' form. On the left, there's a sidebar with a list of sections: Basic Information, Individual Information, Address Information, Additional Information, Immigration Status History, and Confirmation. The 'Basic Information' section is selected. The main form area contains the following fields:

- Full Name**
 - Title: MR
 - First Name: SAMMY
 - Middle Name: (empty)
 - Last Name: SEAHORSE
 - Post Title: (empty)
- Maiden Name**: (empty)
- Identifiers**
 - Social Security Number: (empty)
 - Individual Taxpayer Identification Number: (empty)

In the top right corner of the form, there are three buttons: 'Edit', 'Cancel', and 'Save'. The 'Edit' button is highlighted with a blue box.

BASIC INFORMATION

Edit

Cancel

Save

Full Name Enter name exactly as it appears on your Social Security Card (SSN) or your passport

| | | | | |
|---------|--------------|-------------|-------------|--------------|
| Title ? | First Name * | Middle Name | Last Name * | Post Title ? |
| MR | SAMMY | | SEAHORSE | |

Maiden Name ?

Identifiers Enter your SSN only if it is available. If you don't have a U.S. SSN, leave the field blank.

| | |
|----------------------------|---|
| Social Security Number * ? | Individual Taxpayer Identification Number ? |
| ***-**-6789 | |

If you do not have a U.S. SSN or ITIN, have you applied for one?

☐ Yes
 ☐ No
 ☒ I have SSN or ITIN

| |
|---------------------|
| Organization ID * ? |
| XXXX-XXXX |

| | |
|------------------|-------------------------------------|
| Payroll System ? | Financial/Accounts Payable System ? |
| | |

| | |
|------------------|----------------------------------|
| Student System ? | Visa/Immigration Status System ? |
| | |

Foreign Taxpayer ID ?

Student/Trainee Type Choose Student/Trainee Type

| | |
|---------------|----------------|
| Student Type | Trainee Type ? |
| Not a Student | Not a Trainee |

Institution Information

| | |
|-------------------------------|-------------------------------|
| Department at Institution * ? | Occupation 2 at Institution ? |
| | |

| |
|-------------------------------|
| Occupation at Institution * ? |
| |

Edit

Cancel

Save Changes

Step 2: Individual Information

Enter Information about yourself:

INDIVIDUAL INFORMATION

Edit

Cancel

Save

Date Of Birth * ?

01-Jan-1996

Enter your Date of Birth

Marital Status

☐ 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 purposes? ?

☐ 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. ?

Enter your Telephone number in USA

Home Telephone in USA * ?

(352) 000 0000

Extension

00000

Daytime Telephone in USA ?

(352) 000 0000

Extension

00000

Fax Number ?

Email Address * ?

SSEAHORSE@OCEAN.EDU

Enter your valid Email Address

Date First Ever Entered USA ?

Claiming Personal Exemption ?

☒ Yes
 ☐ No
 ☐ Unknown

Edit

Cancel

Save Changes

Page 8 of 12

Step 3: Address Information

ADDRESS INFORMATION

Edit

Cancel

Save

US Local Address

Address Line 1 *

Address Line 2

APT 1

Address Line 3

City *

State *

Zip Code *

Address in the U.S. where tax documents can be mailed

Foreign Residence Address ⓘ

Address Line 1 *

Address Line 2

APT 1

Address Line 3

City *

Province/Region *

Regional Postal Code *

Country *

Address in the country where you live and pay taxes

Edit

Cancel

Save Changes

Step 4: Additional Information

ADDITIONAL INFORMATION

Edit Cancel Save

If you have multiple passports, use the one that your I-20, DS- 2019 or I-797 shows you being a citizen of

Country of Passport/Citizenship ?

Passport Number *

Passport Expiration Date * ?

Are you also a U.S. citizen?

☐ Yes ☒ No ☐ Unknown

Country of Tax Residence * ?

Country where you live and pay taxes

Self-Employment

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

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

Edit

Cancel

Save Changes

Step 5: Visa/Immigration Status History (REQUIRED)

DO NOT SKIP THIS STEP

This is a very important field that will determine your tax residency status. If not completed, you will be contacted to re-do the registration again.

1. **One (current) visit and all prior visits on visa type MUST be entered.**
2. **Dates represent the actual dates in the U.S.** (might be different from visa, program) dates.
3. **New records need to be added for each separate entry in the U.S.** (for every time you cross the U.S. border), even if your visa is the same.

Be sure to list all your visits to the U.S. All dates (if they are correct) from your I-94 travel history have to be listed on this section.

VISA/IMMIGRATION STATUS HISTORY

Please add all Visa/Immigration statuses that satisfy 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.

Visa/ Immigration Activity

Click here to add additional records of visits

[+ Add New Record](#) [Continue](#)

Immigration Status - Enter visa type here

Primary Purpose of Visit - Enter the purpose of your visit

Tax residency country before entering US - Country where you live and pay taxes

For OPT, CPT and Academic Training enter the status as a separate record. Immigration status will be either F-1 or J-1 with the Primary Purpose of the visit as "practical training"

First Day/last Day in U.S. in this status - Dates should be the actual dates of entry/departure. The format should be DD-MON-YYYY

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

VISA/IMMIGRATION STATUS HISTORY

Add a New Visa/ Immigration Record

Immigration Status *

Primary Purpose of Visit *

Tax residence country before entering US *

Treaty Benefit Taken as

Visa Number

First Day in U.S. in this Status *

Last Day in U.S. in this Status *

Cancel

Save

FOR CURRENT VISIT: enter anticipated exit date from your I-20, DS-2019, I-797, or EAD

Step 6: Confirmation

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**


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

I hereby authorize: **the Marine Biological Laboratory** 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.

If you agree to these statements and would like to email this information to your institution, click the **Submit Confirmation** button below. You will not be able to make any more changes without permission from the administrator at your institution.

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

 **Submit Confirmation**

**ONCE ALL THE INFORMATION IS ENTERED, PLEASE SEND AN EMAIL
NOTIFYING YOUR FNIS ADMINISTRATOR THAT YOU HAVE SUBMITTED
YOUR FOREIGN NATIONAL INFORMATION FORM, SO THAT WE CAN
BEGIN YOUR TAX ANALYSIS AND PAYMENT PROCESS.**

fnis-taxnav@mbl.edu

Contact us if you have any questions:

Email: fnis-taxnav@mbl.edu