



Foreign National information (FNIS) Guide

International faculty, staff, and students who will receive compensation through the BU Payroll Office are requested to provide their information through the Foreign National Information System (FNIS) website and submit the following documents to determine their U.S. tax residency status and any applicable tax exemptions.

Through FNIS, international employees and students can access, retrieve, and elect to receive their 1042-S form(s) electronically.

Foreign national non-employee recipients of prize/award, honoraria, & subject payments are not requested to provide their information through FNIS. Documents are collected through the requesting department and attached to the disbursement request.

Documents to Submit:

1. copy of Passport Identification Page(s)
2. copy of U.S. Visa Stamp
3. copy of Form I-20, Form DS-2019, or H-1B Approval or Form I-797 Approval Notice
4. copy of Employment Authorization Document (EAD) card, if applicable (F-1 Optional Practical Training, J-2 work authorization, work authorization based on pending legal permanent residence application, etc.)

To log into the Foreign National Information System (FNIS) website, you will receive an email from the Payroll Office with your FNIS username, a request to change your password (for first-time users), and instruction to provide your information by answering the questions in FNIS. Once you have provided your information, please make a copy of the Immigration Status Data page by clicking the View Data button on the Step 6: Confirmation page and sign it. Submit copies of the documents mentioned above and the Immigration Status Data page to your assigned FNIS Administrator via secure message Datamotion.

To log into FNIS, go to <https://fnis.thomsonreuters.com/bu/> by using your FNIS username.

THOMSON REUTERS[®] Foreign National Information System

BOSTON UNIVERSITY

User ID

Password

[Login](#)

[Forgot your password?](#)

You are not logged in or your session has timed out. Please log in again.

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If this is your first time accessing FNIS, please click the “Forgot Your Password?” link to create your password. You will receive a temporary password to access and will be required to change your password.

From: Fnis-NoReply@ThomsonReuters.com <Fnis-NoReply@ThomsonReuters.com>
Sent: [Redacted]
To: [Redacted]
Subject: Foreign National Information System Password Reset

This email is a response to your forgotten password request for **Foreign National Information System** website. If you did not submit a lost password request, it is possible that someone has attempted to gain access to the information using your credentials. In both cases, please follow the instructions below.

Please login to **Foreign National Information System** with the following temporary password: [Redacted]

After logging in, you will be prompted to change your password before proceeding.

Thank you.

Account Configuration

You are required to change your password.

Change Password

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

Current Password New Password

Confirm New Password

[Change Password](#)

[Log Out](#)

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Please review the Consent to Receive IRS Forms and Reports Electronically, which allows you to access and retrieve forms, and elect to receive your 1042-S forms and other forms like tax treaty documents electronically through FNIS.

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.

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.
- ▶ [Account Configuration](#)
Configure your account and change your FNIS password.

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.

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Step 1: Basic Information

Click on Data Entry to enter your basic information. Required fields are in bold and require information. Use the Help buttons for more information about the required fields.

Required fields: First Name, Last Name, Social Security Number, Institution-Assigned ID Number (BUID No.), Department at Institution, and Occupation at Institution

Page Navigation **1** Basic Information 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 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.

Full Name

	<input type="text"/>				
	Title	First	Middle	Last	Post Title

maiden_name

Identification

<input type="text"/>	?	If you do not have a U.S. SSN or ITIN, have you applied for one?	?
Social Security Number		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> I have SSN or ITIN	
<input type="text"/>	?		
itin			
<input type="text" value="0U12312311"/>	?	<input type="text"/>	?
Institution-Assigned ID Number		payroll_id	
<input type="text"/>	?	<input type="text"/>	?
ap_id		student_id	
<input type="text"/>	?		
visasystem_id			

Foreign Taxpayer ID

Student type

Trainee type

Institution Information

<input type="text"/>
Department at Institution
<input type="text"/>
Occupation at Institution
<input type="text"/>
occupation_2

Save & Continue > Log Out

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Step 2: Individual Information

For non-residents for tax purposes, click Single as marital status, regardless of actual marital status.

Complete the Dependents section only if 1) you are a national of American Samoa, the Northern Mariana Islands or the U.S. Virgin Islands, or if you are a tax resident of Canada, Mexico, Republic of Korea (South Korea) or India. 2) conditions apply to you.

Required fields: Date of Birth, Marital Status, Telephone No., and Email Address (pre-populated using your BU email).

Page Navigation Individual Information Help

Use this navigation bar to move quickly among pages **without saving**.
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To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 2: Individual Information

Date of Birth DD-Mon-YYYY

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

spouse_dependant

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.

Telephone

Home Telephone in USA Extension

Daytime Telephone in USA Extension

Fax Number

Email Address

Date First Ever Entered USA DD-Mon-YYYY

personal_exemption Yes No Unknown

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Step 3: Address Information

Provide your current U.S. address (i.e., house no./apartment no., Street, City, State, and ZIP code) and permanent foreign address (house no./apartment no., Street, City, Province/Region, Regional Postal Code, and Country).

Required fields: U.S. Local Address and Foreign Residence Address

Page Navigation 1 2 3 Address Information 4 5 6 Help

Use this navigation bar to move quickly among pages **without saving**.
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To save changes to a page, use the **Save & Continue** button at the bottom of the page.

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

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Step 4: Additional Information

Provide your information for Country of Passport/Citizenship, Passport Number, Passport Expiration Date, U.S. Citizenship, and Other Information (as applicable).

Your Country of Tax Residence determines the tax treaty that applies to reduce or exempt taxes on your U.S. income.

Click "No" for Self-Employment.

Required fields: Country of Passport/Citizenship, Passport Number, Passport Expiration Date, U.S. Citizenship, Country of Tax Residence, and Other Information (as applicable).

Page Navigation Additional Information 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 ?

Passport Number

Passport Expiration Date DD-Mon-YYYY ?

Are you also a U.S. citizen? Yes No Unknown

Country of Tax Residence ?

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 ?

Save & Continue > **Log Out**

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Step 5: Visa/Immigration Status History (Required)

Provide **all** your U.S. immigration activity (i.e., Visa Status, J-1 Sub-category (if on J-1), Primary Purpose of Visit, First Day in the U.S.A., and Last Day in the U.S.A.) including immigration history for all F, J, M, or Q visas you have had from January 1, 1985.

For your most recent travel to the U.S., use this date as the First Day in the U.S.A. and use the end date from your current Form I-20, Form DS-2019, Form I-797 Approval Notice, or EAD card as the Last Day in the U.S.A.

Click on “Add New Record” to enter your immigration activity.

Page Navigation 1 2 3 4 5 Visa History 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 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.

Add New Record

Log Out **Continue >**

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Page Navigation 1 2 3 4 5 Visa History 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

J Subcategory

Primary Purpose of Visit

Tax residence country before entering US

Treaty Benefit Taken as

Visa Number

First Day in U.S. in this Status DD-Mon-YYYY

Last Day in U.S. in this Status DD-Mon-YYYY

Discard Changes **Save & Continue >**

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Page Navigation Visa History Help

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To save changes to a page, use the **Save & Continue** button at the bottom of the page.

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
B-2 Visitor for Pleasure	01-Jan-2020	10-Jan-2020
F-1 Student	01-Sep-2020	31-Dec-2020

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

Add New Record

Log Out **Continue >**

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Step 6: Confirmation

When you are ready to submit your FNIS information, and before exiting the program, please make a copy of the Immigration Status Data page by clicking the View Data button on the Step 6: Confirmation page and sign it.

By confirming the information you submitted in FNIS, you are authorizing Boston University Payroll Office to access your I-94 travel history through the Department of Homeland Security website if needed to complete the review of your records.

Submit copies of your documents and the Immigration Status Data page to your assigned FNIS Administrator via secure message Datamotion. Click [here](#) for information on Datamotion.

If you have any questions, please contact nrapay@bu.edu or an FNIS Administrator, or schedule a [Teams or Zoom](#) meeting during our Virtual Office Hours for Foreign Nationals.

Virtual Office Hours for Foreign Nationals

*Monday (9:00 a.m. - 11:00 a.m. and 2:00 p.m.- 4:30 p.m.)

*Tuesday (10:00 a.m. - 1:00 p.m.)

*Friday (10:00 a.m. - 12:00 p.m. and 2:00 p.m. - 4:00 p.m.)

The screenshot shows a web browser window with a navigation bar at the top. The navigation bar includes a 'Page Navigation' section with five numbered buttons (1-5) and a 'Confirmation' label. To the right of the navigation bar are icons for 'Help' and a home button. Below the navigation bar, a message reads: '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 6: 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 Boston 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 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 **Finish** button below. You will not be able to make any more changes without permission from the administrator at your institution.

Confirmation

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

[Finish](#)

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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 Boston 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.