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

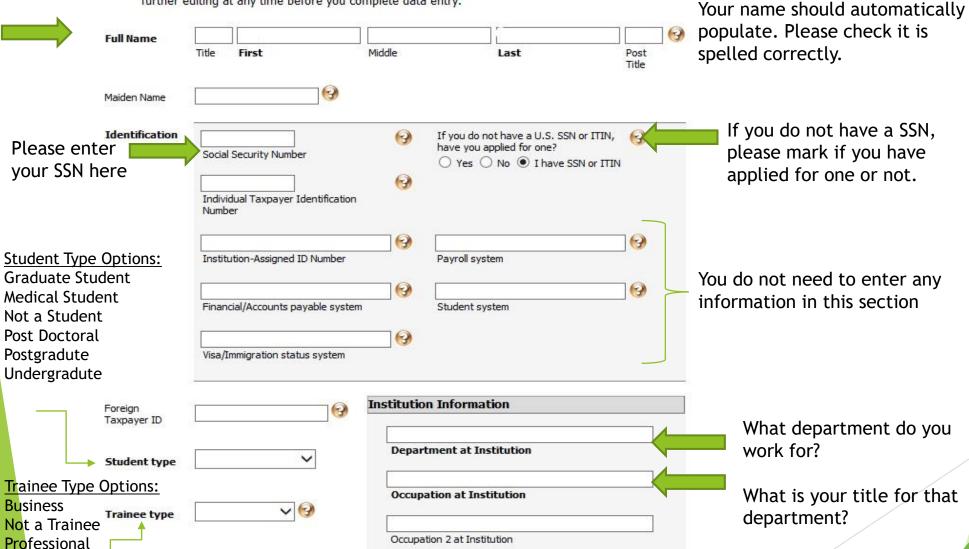


Step 1: Basic Information

- . It is recommended that you click on the Help buttons as you tab through these forms.
- · Required fields are in Bold.

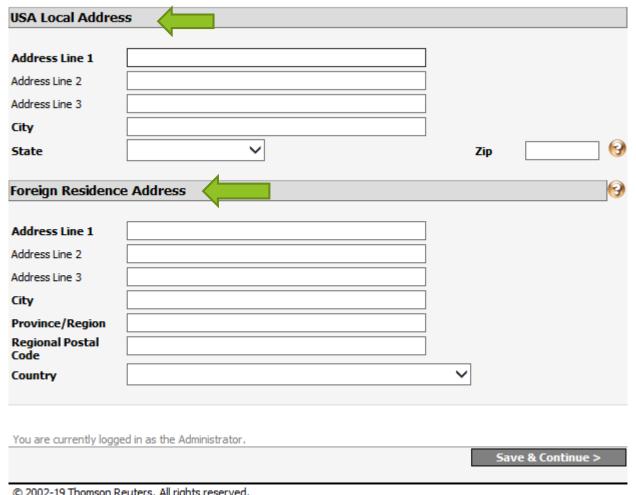
Technical

 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.



Step 2: Individual Information Your DOB should automatically populate. Please check. Date of Birth O Married Marital Status Please enter your marital status. O Single If single, skip ahead. Unknown 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? O Yes O No Unknown Does your spouse have any gross income from the United States? O Yes O No Unknown Is your spouse claimed as dependent by another taxpayer for United States tax purpose? O Yes O No Unknown Dependents Complete the dependents section only if any of the following conditions apply to you: (not including spouse) 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 If these situations apply to you, please complete. If they do not, please skip ahead. 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. Please enter a valid USA phone number for both Home and Telephone Home Telephone in USA Daytime telephone. Daytime Telephone in USA Fax Number Your email should automatically populate. Please check. Email Address Date First Ever DD-Mon-YYYY Please enter the date you FIRST EVER arrived in the US, Entered USA Claiming Personal ● Yes ○ No ○ Unknown Exemption 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

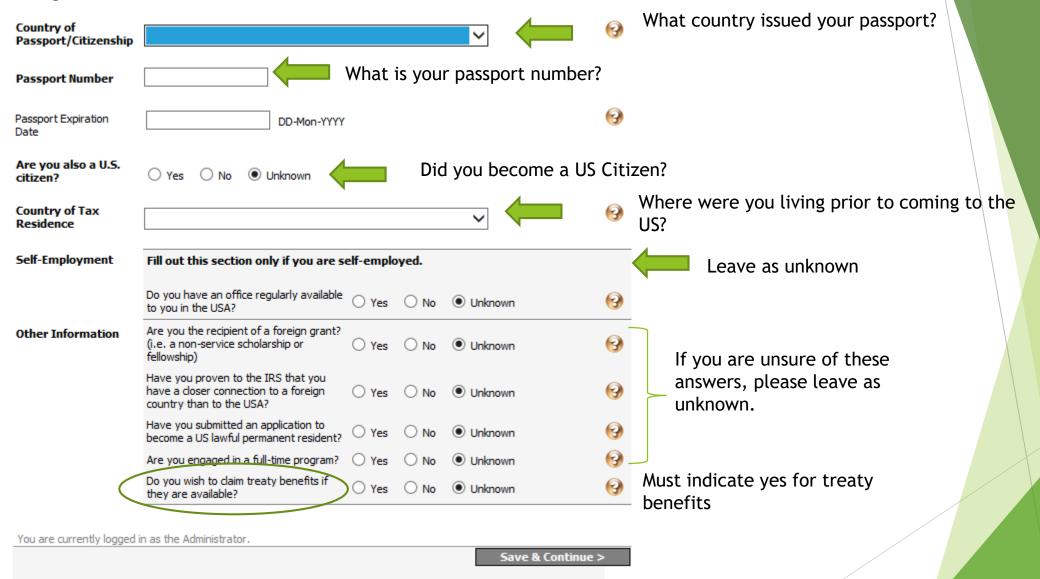


Please enter your local address here.

Please enter your home country address here.

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Step 4: Additional Information

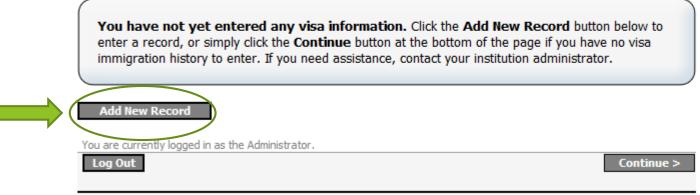


Step 5: Visa/Immigration Status History

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.



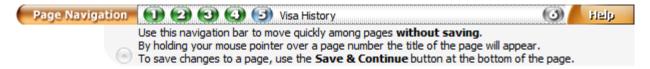
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Please add a new record for each VISA status you have held.

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.

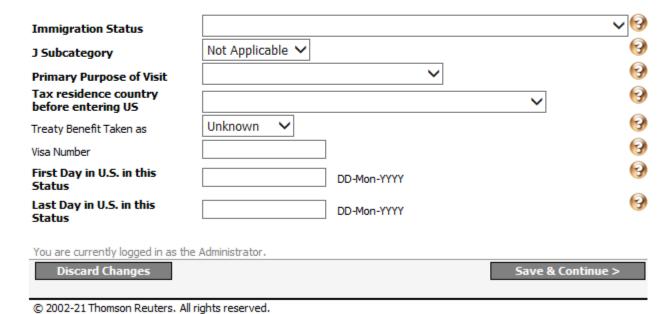
Please complete the **BOLDED** information that pertains to your Visa status on this screen.

Save & Continue when finished.



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.



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.

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

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
	2 . 10

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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!!!