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/mbl/
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@mbl.edu notifying that you have submitted your FNIS information. This will allow us to review your data and begin the process of payment.

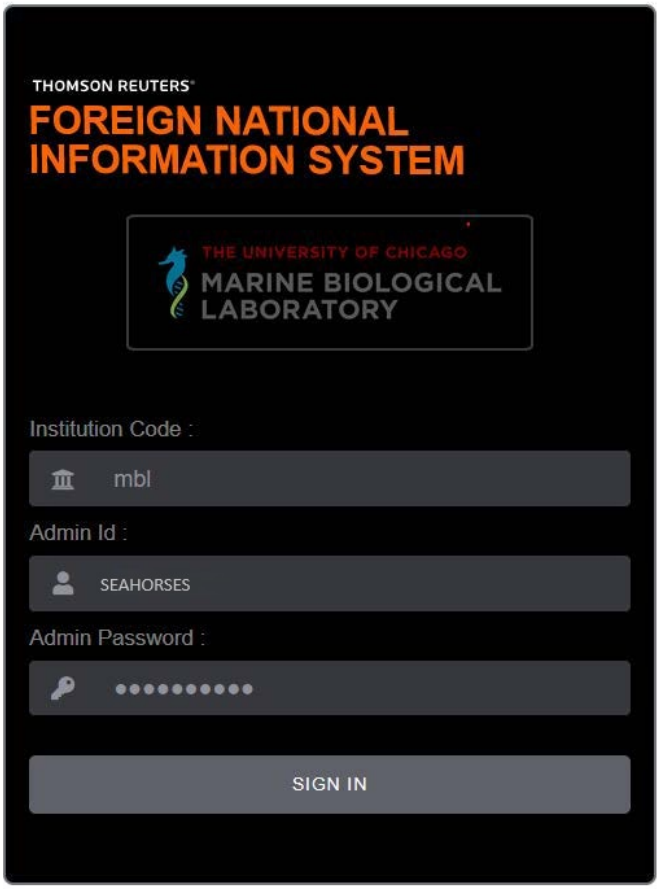
If you have any questions or concerns, please reach out to **FNIS-TaxNav@mbl.edu.**

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

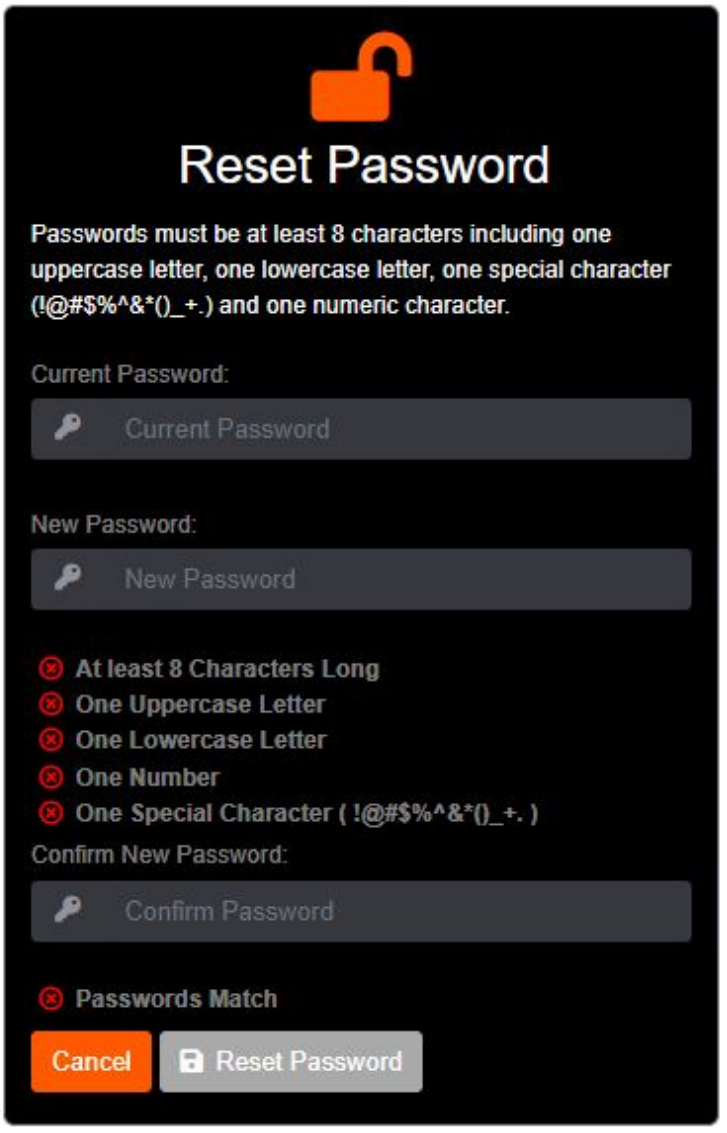


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If you need to reset your password, click 'Can't access your account?'

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”



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Consent to Receive IRS Forms Electronically

IRS Form 1042-S

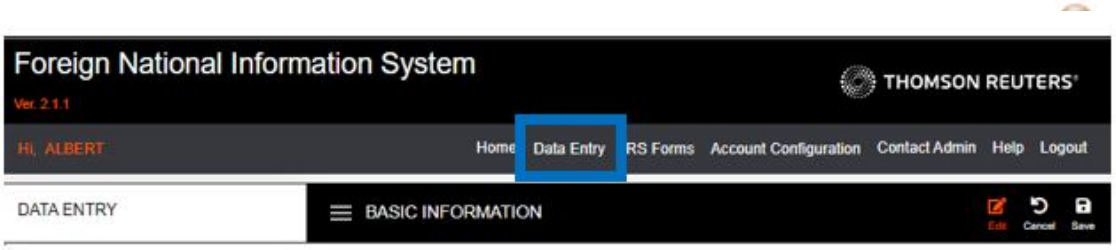
- (●) I have read the above and hereby agree to give consent to my Institution to deliver Form 1042-S electronically.
- ( ) I do not give consent to my Institution to deliver Form 1042-S electronically.

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'.



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 * : ***-**-6789

Individual Taxpayer Identification Number

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: Not a Student

Trainee Type: Not a Trainee

Institution Information

Department at Institution *

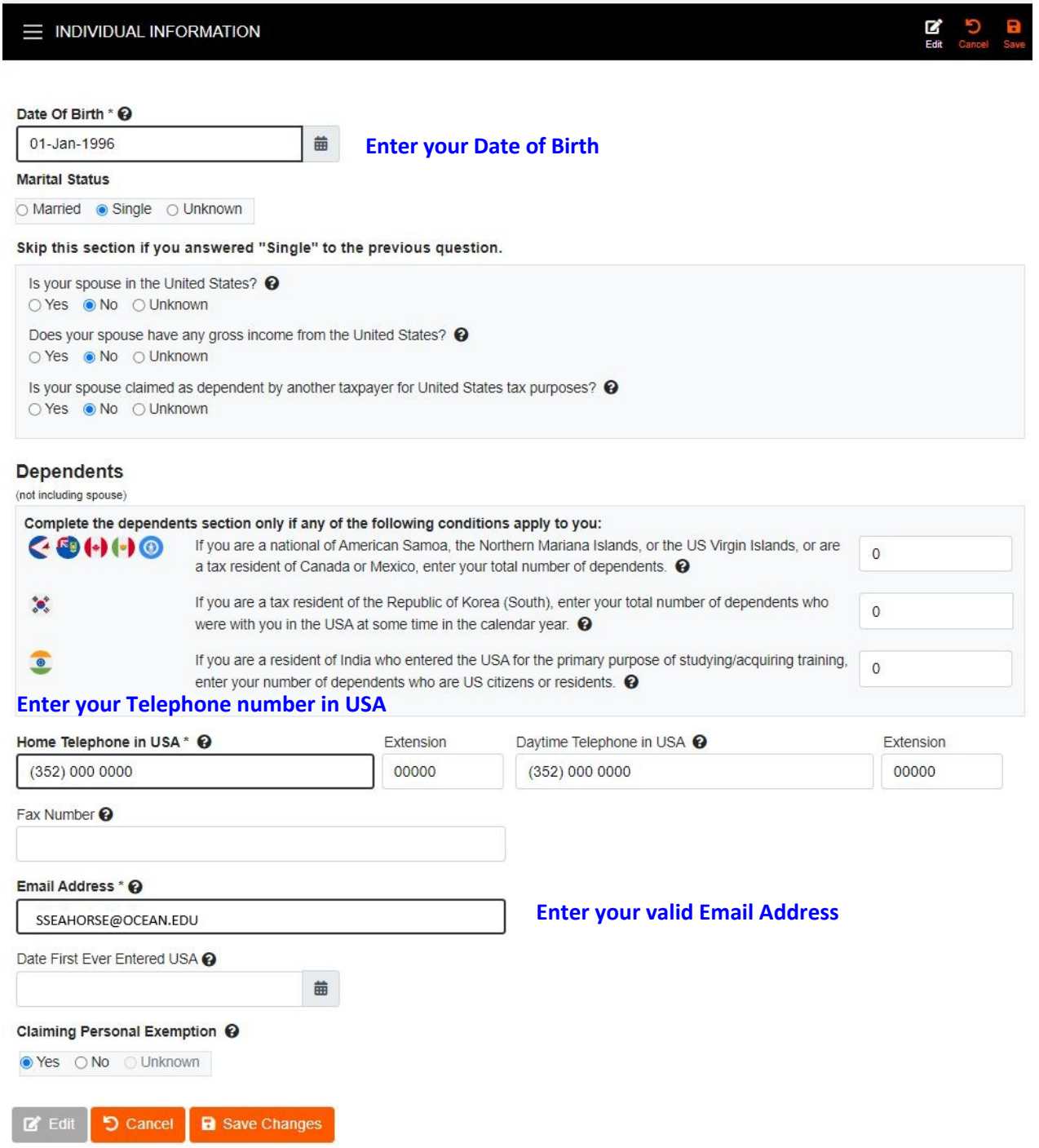
Occupation at Institution *

Occupation 2 at Institution

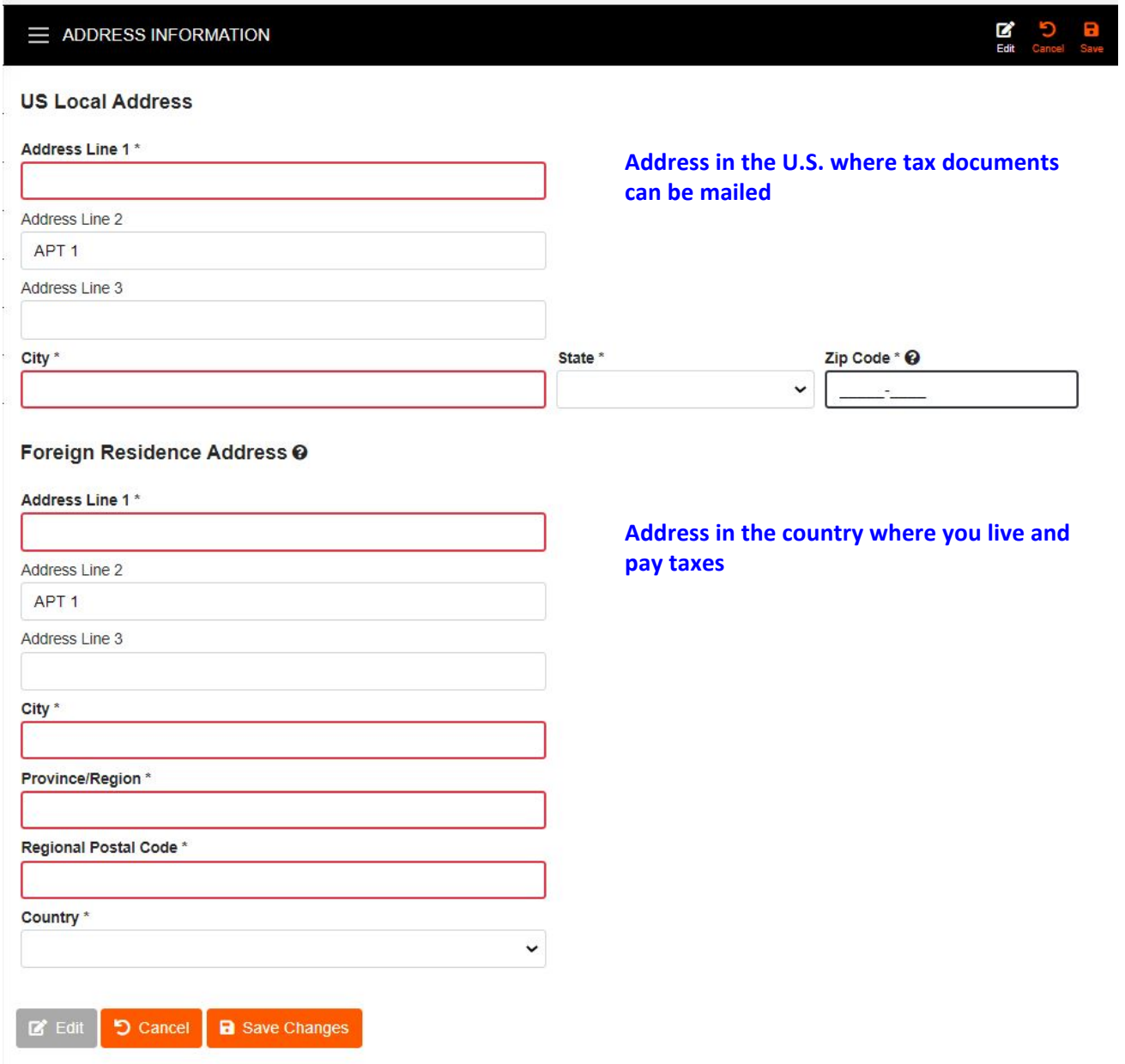
Edit Cancel Save Changes

Step 2: Individual Information

Enter Information about yourself:



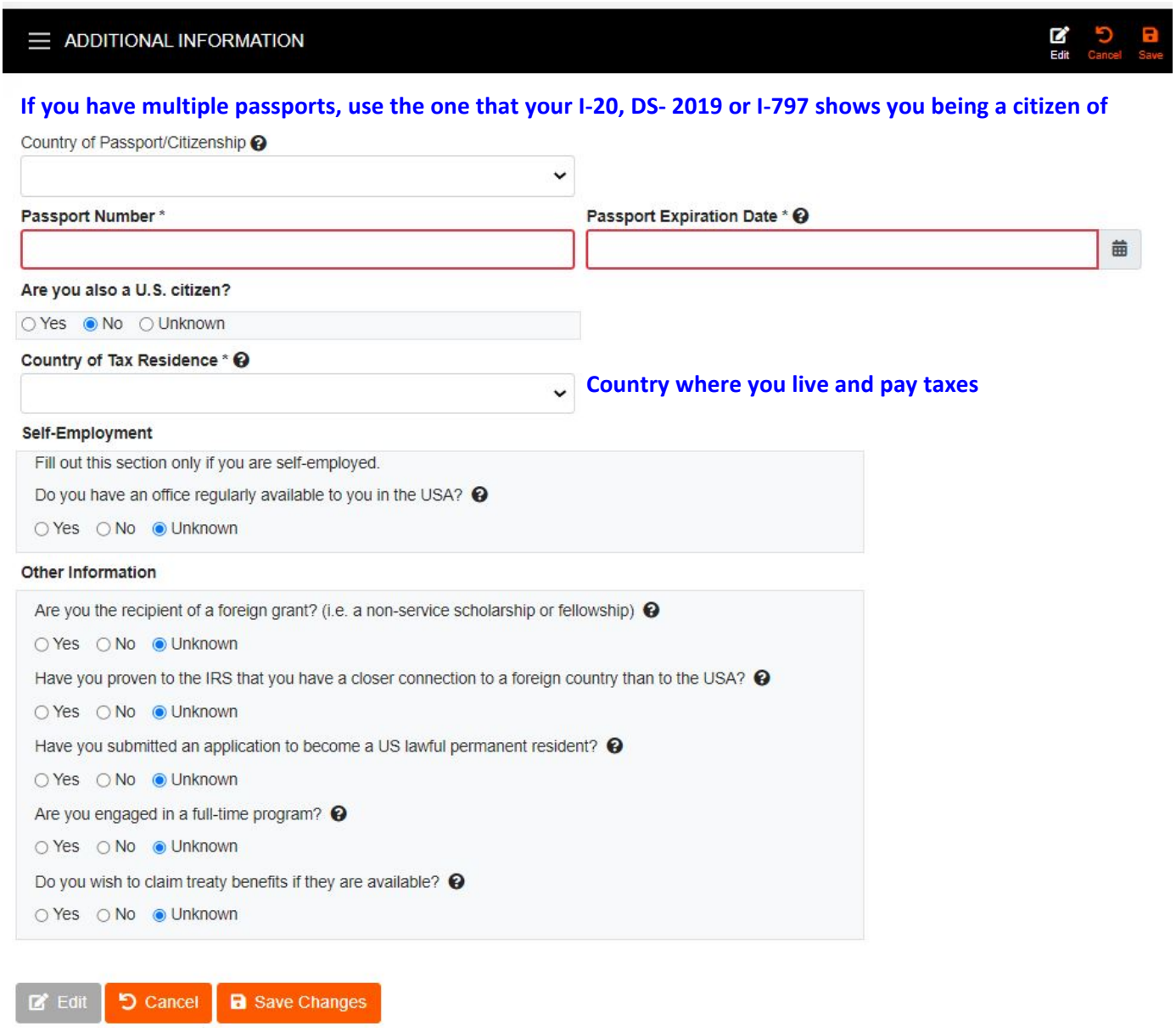
Step 3: Address Information



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

Address in the country where you live and pay taxes

Step 4: Additional Information



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.

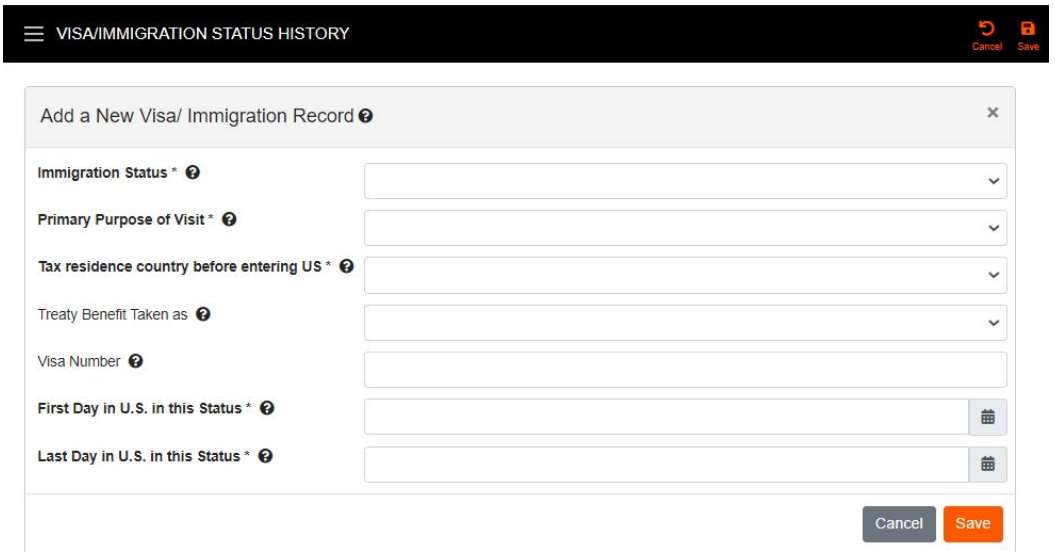
1. **One (current) visit and all prior visits on visa type MUST be entered.**
2. **Dates represent the actual dates in the U.S.** (might be different from visa, program) dates.
3. **New records need to be added for each separate entry in the U.S.** (for every time you cross the U.S. border), even if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



Click here to add additional records of visits

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



Immigration Status - Enter visa type here

Primary Purpose of Visit - Enter the purpose of your visit

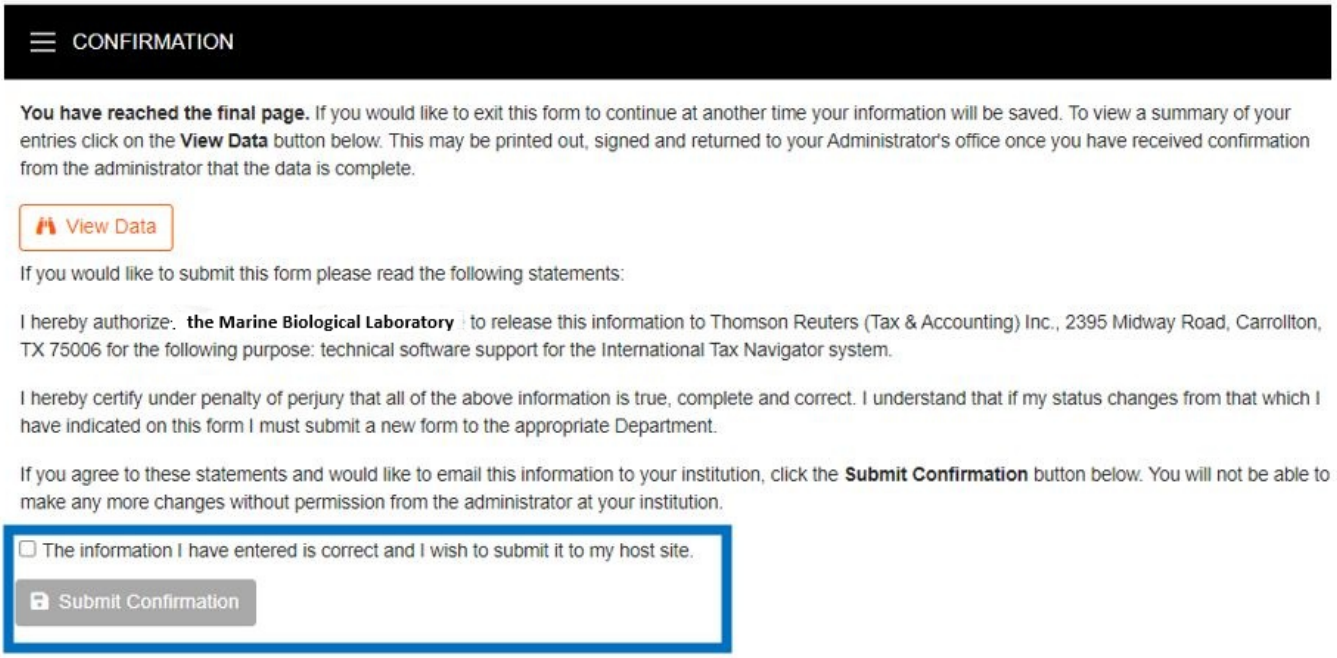
Tax residency country before entering US - Country where you live and pay taxes

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

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

Step 6: 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