

## Request for FNIS

All nonresident alien employees and students that receive payments through payroll **must** complete our web-based nonresident information database.

After completing this form, you will receive an email within 24 hours to help you log on to our Foreign National Information System website and complete your visa information and personal history. This will make your payroll paperwork process faster and easier. If you have already been sent some documents to complete (Alien Tax Status Form, Form W-4, Form 8233, Form W-8BEN), you can disregard them if you complete the information requested on this website. The data that you enter will be used to fill in these forms so that we will only require your signature and to see your documentation (passport, visa, I-94 card, etc.). NU needs sufficient information to determine your status as either a resident alien or a nonresident alien for U.S. tax purposes and cannot pay you without this documentation. You will still be required to complete Form I-9 and Personal Data Form.

Forward this completed form to the Evanston campus Payroll Office, 720 University Place, Evanston or fax to (847) 467-2288, or to the Chicago campus Payroll Office, Abbott Hall, Room 850, Chicago or fax to (312) 503-9702.

If you have any questions please call the Payroll Office at (847) 491-7362 (Evanston) or (312) 503-9700 (Chicago) or contact the Nonresident Tax Specialist who sends you the welcome email.

**FNIS must be updated EVERY time you extend your status or change status while being paid by Northwestern. You must also always bring your original immigration document, I-94, and passport in PERSON to the Payroll Office to extend your work eligibility.** If you become a Permanent Resident, you no longer need to update FNIS, but you must notify the Payroll Office **IMMEDIATELY** upon receipt of your greencard. Failure to complete these requirements may result in incorrect taxation and termination from the payroll system!

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Complete at least one of the following:

Date of birth (please write name of month; for example, January 1, 1980) \_\_\_\_\_

Social Security Number \_\_\_\_\_

University ID# \_\_\_\_\_

Please also tell us what type of position you have at Northwestern University and your department:

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