Foreign National Information System (FNIS)

FNIS is required of all foreign national individuals receiving taxable funds including taxable subsidies for gym memberships. All steps in this process must be completed prior to receiving any subsidies for gym memberships. FNIS is also required if you extend your current immigration status or have a change in status.

NEW GYM MEMBERSHIPS
Foreign National Information System (FNIS) process:

1- Submit your request to University Services for the Gym membership subsidy, they will notify the Payroll Office to set up the FNIS record, you will receive an email from payroll within 48 hours with your userid, password, and instructions on the process.

2- If you have any questions when completing the data, you can refer to this tip sheet, which should answer the most commonly asked questions or use the help features of the system (you will see them marked with a question mark ?). If you still have questions, you can call or email your non-resident specialist that sent your FNIS welcome email. If you’d like to speak with someone in person, you will need to stop by the Payroll Office during the walk-in hours listed below.

3- Once you submit your data electronically, you will receive an email within 48 hours stating your forms are ready for printing.

4- Bring your FNIS tax forms (or you can print them at the Payroll Office), data summary page, immigration document, passport, visa, and I-94 to the Payroll Office to complete the process.

Once the process is complete the Payroll office will notify University Services to process the membership application. Payroll will process the taxes and provide a 1042-S form after the end of the calendar year. The University will pay the tax due on your behalf, but you will need to file a U.S. tax return.

Non-resident walk-in hours:

Evanston Campus
720 University Place

Chicago Campus
Abbott Hall, room 850

Monday 9-1
Tuesday 9-1
Wednesday 2-4:30
Thursday 2-4:30
Friday 8-12

Tuesday 9-12
Wednesday 2-5
Thursday 9-12