

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 48 hours to help you log on to our Foreign National Information System website and complete your immigration information and personal history. If you have already been sent some documents to complete (Form W-4, Form 8233, Form W-8BEN), you should disregard them and 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, immigration document, 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 or email payroll@northwestern.edu.

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 Permanent Resident/green card. Failure to complete these requirements may result in incorrect taxation and termination of employment.

First/Given Name: _____

Middle Name: _____

Last/Surname: _____

E-mail Address _____

Complete at least one of the following:

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

University student or employee ID# (can be found on Wildcard) _____

What campus will you be working on (check one)? Evanston Chicago

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

