

# FNIS Request Form

All nonresident employees and students who receive payments through payroll **must** complete our web-based nonresident information database. Your payment will be held until this process is complete.

After submitting this form, you will receive an email with further instructions and login information for the Foreign National Information System website (FNIS). Where you will enter your complete immigration and personal history. If you received tax forms such as Form W-4, Form 8233, or Form W-8BEN before completing this process, please disregard them and complete the information requested on this website. The data that you enter will be used to fill in these forms and ensure that your taxes are accurately withheld so that typically only your signature is needed.

Please e-mail this completed form to: [fntax@northwestern.edu](mailto:fntax@northwestern.edu).

If you have any questions, please call the askHR at (847) 491- 4700 (Evanston) or contact the Nonresident Tax Specialist who sends you the welcome email.

If you become a Permanent Resident, please notify the askHR **IMMEDIATELY** upon receipt of your Permanent Resident/green card. Failure to complete these requirements may result in incorrect taxation.

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First/Given Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last/Surname: \_\_\_\_\_

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

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:

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