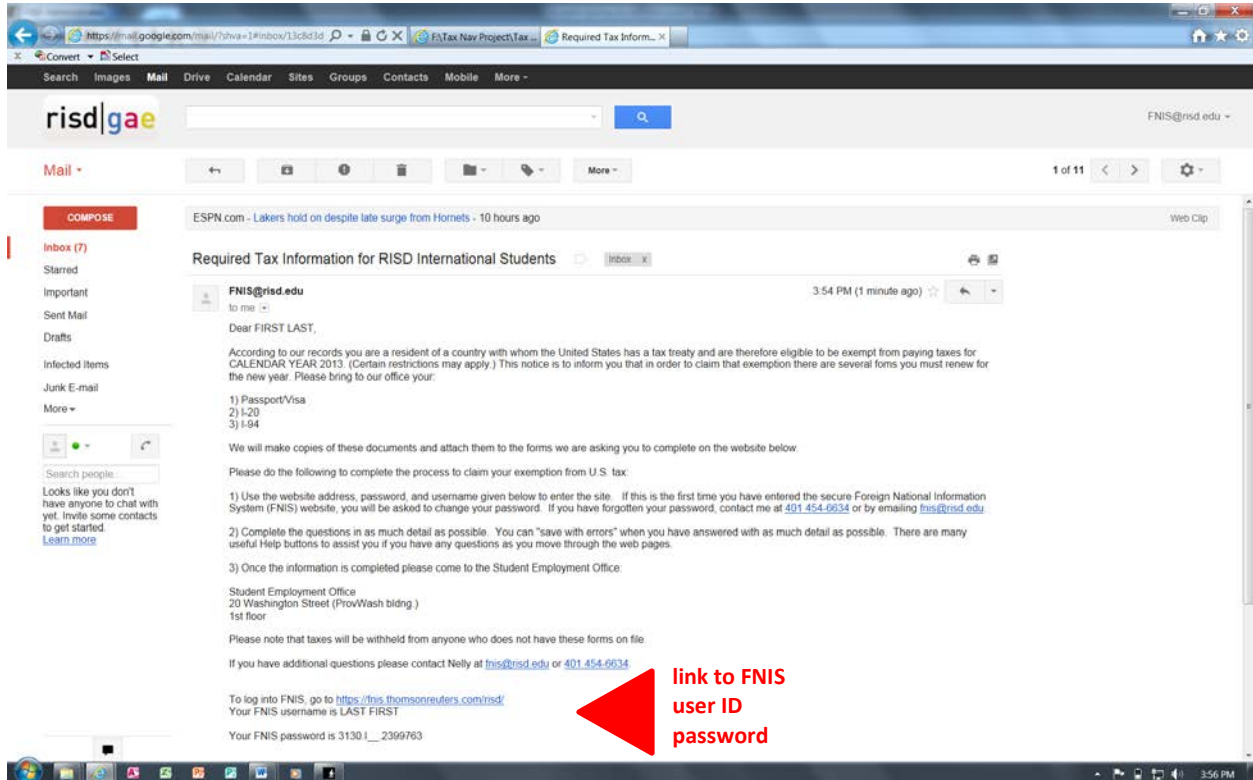


Instructions for completing International TAX FORMS

International tax forms are now completed by students through the Foreign National Information System (FNIS). Please follow the instructions below to file your forms with the Student Employment Office.

Access your FNIS account by clicking on the **link** found in your first email notice. You will find your **user ID** and **password** in this email as well.

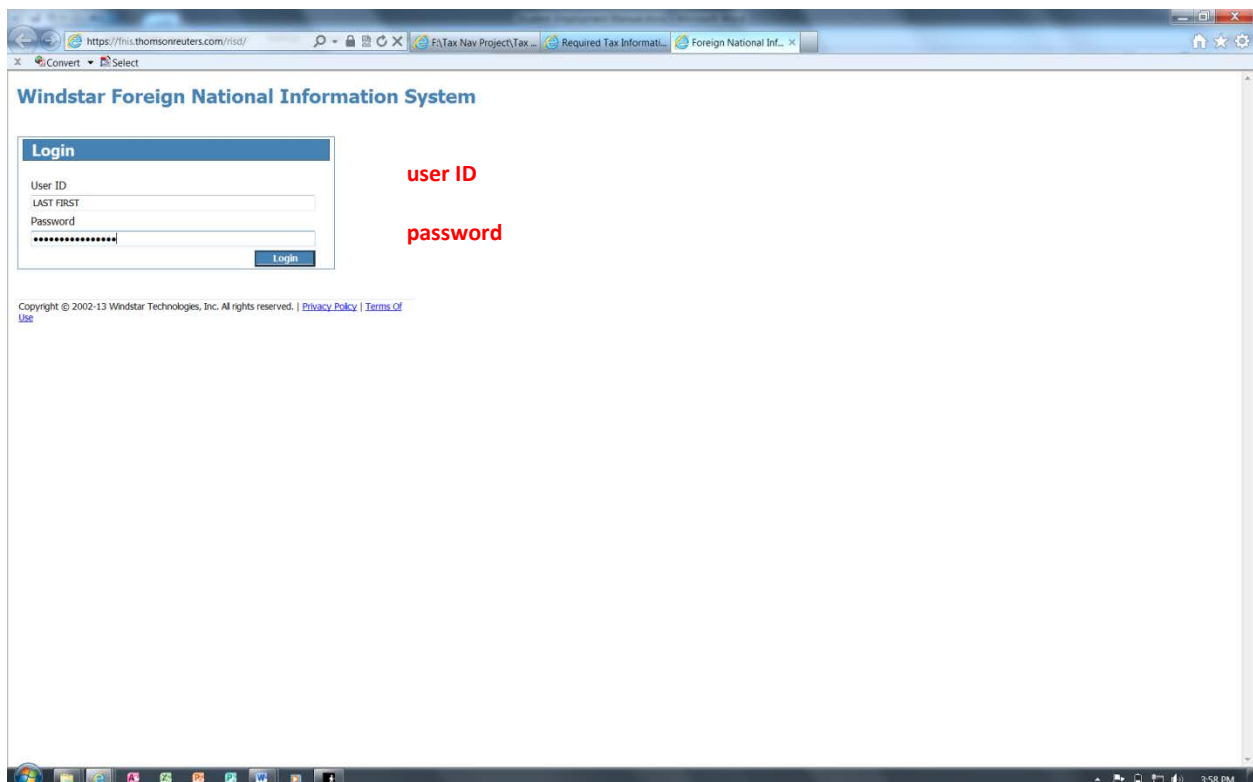


The screenshot shows an email from FNIS@riscd.edu titled "Required Tax Information for RISD International Students". The email content includes:

- Greeting: "Dear FIRST LAST,"
- Introduction: "According to our records you are a resident of a country with whom the United States has a tax treaty and are therefore eligible to be exempt from paying taxes for CALENDAR YEAR 2013. (Certain restrictions may apply.) This notice is to inform you that in order to claim that exemption there are several forms you must renew for the new year. Please bring to our office your:"
- List of requirements:
 - 1) Passport/Visa
 - 2) I-20
 - 3) I-94
- Statement: "We will make copies of these documents and attach them to the forms we are asking you to complete on the website below."
- Instructions: "Please do the following to complete the process to claim your exemption from U.S. tax:"
 - 1) Use the website address, password, and username given below to enter the site. If this is the first time you have entered the secure Foreign National Information System (FNIS) website, you will be asked to change your password. If you have forgotten your password, contact me at 401-454-6634 or by emailing fnis@riscd.edu
 - 2) Complete the questions in as much detail as possible. You can "save with errors" when you have answered with as much detail as possible. There are many useful Help buttons to assist you if you have any questions as you move through the web pages.
 - 3) Once the information is completed please come to the Student Employment Office:
- Address: "Student Employment Office, 20 Washington Street (ProvWash bldg), 1st floor"
- Note: "Please note that taxes will be withheld from anyone who does not have these forms on file."
- Contact: "If you have additional questions please contact Nelly at fnis@riscd.edu or 401-454-6634"
- Login info: "To log into FNIS, go to <https://fnis.thomsonreuters.com/riscd/>. Your FNIS username is LAST FIRST. Your FNIS password is 31301__2399763"

A red arrow points to the login information, with the text: **link to FNIS user ID password**

Type in your User ID then copy & paste in the password.



The screenshot shows the login page for the Windstar Foreign National Information System. The page title is "Windstar Foreign National Information System". There is a "Login" section with the following fields:

- User ID
- LAST FIRST
- Password

A "Login" button is located below the password field. To the right of the login form, the text **user ID** and **password** is displayed in red. At the bottom of the page, there is a copyright notice: "Copyright © 2002-13 Windstar Technologies, Inc. All rights reserved. | [Privacy Policy](#) | [Terms of Use](#)"

You will be asked to change your password, and,

Account Configuration

You are required to change your password the first time you use FNIS.
Please use the form below to create a new password.

Change Password

Passwords may contain any printable characters, including letters, digits and punctuation, and must be at least 6 characters in length.

Current Password: New Password:
Confirm New Password:

Change Password

Copyright © 2002-13 Windstar Technologies, Inc. All rights reserved.

Note: the "Current Password" is the system-generated password. Copy & paste that again. Then, create a new password and click "Change Password."

provide consent to complete these forms electronically.

Consent to Receive IRS Forms and Reports Electronically

With the Foreign National Information System (FNIS) you can view and print Immigration and taxation forms that your host institution has made available. The IRS ruling IRS Reg. 31.6051 now requires that you, as the recipient, give consent to receiving the form(s) electronically before they are uploaded. Please read the Description of Services below and check the box if you would like to view your form(s).

Your forms and reports can be viewed on the internet with a PDF reader such as Adobe Reader. They can be furnished in a paper format if you do not consent to receive it electronically.

You may withdraw consent at any time by checking the appropriate button below. This page can also be accessed on the FNIS Welcome page using the Consent link. A withdrawal of consent does not remove a form(s) from the website if this form(s) was furnished before the consent is withdrawn.

Your administrator will inform you of any conditions under which these forms will cease to be supplied electronically.

IRS Form 1042-S

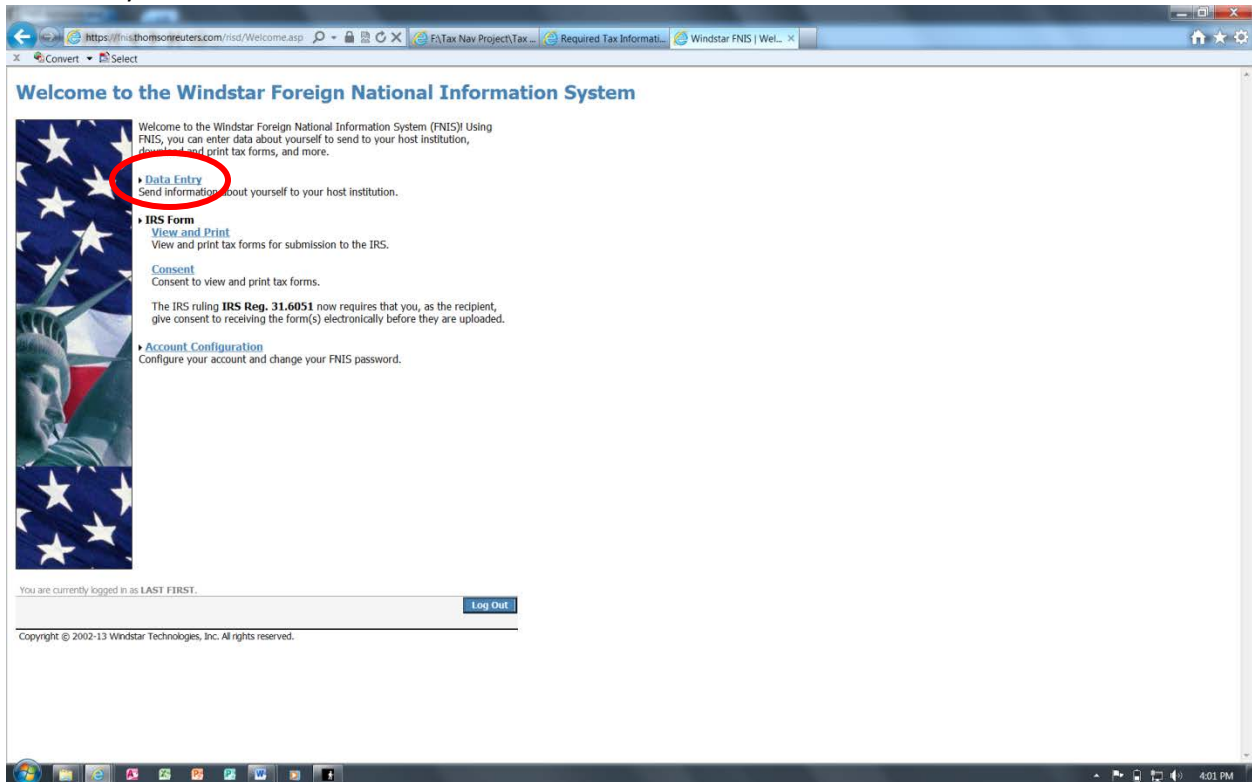
- I have read the above and hereby agree to give consent to my Institution to deliver the form 1042-S over the Internet.
- I do not give consent to my Institution to deliver the form 1042-S over the Internet.

All Other IRS Forms and Reports (Does not include 1042-S)

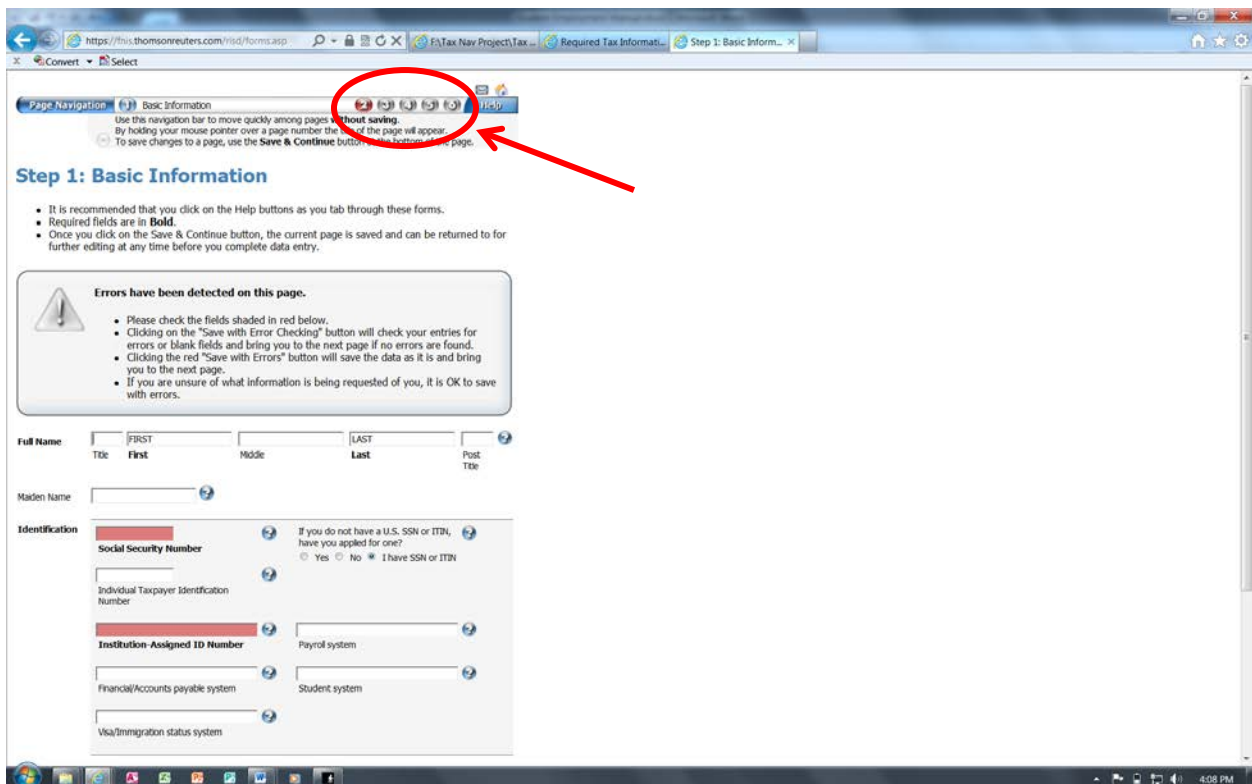
- I have read the above and hereby agree to give consent to my Institution to deliver the IRS forms and Reports over the Internet.
- I do not give consent to my Institution to deliver the IRS forms and Reports over the Internet.

Submit

Once you submit the Consent page you will see the FNIS Welcome page. Click on "Data Entry" to enter the FNIS system.



Please complete and/or review the information in the fields in **bold print** in the next 6 pages/steps. *Note: the numbers in the upper right corner of the form tell you the current page/step.*



Page Navigation: Additional Information

Use this navigation bar to move quickly among pages **without saving**.
By holding your mouse pointer over a page number the title of the page will appear.
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 4: Additional Information

Country of Passport/Citizenship: [Dropdown]

Passport Number: [Text]

Passport Expiration Date: [Text] DD-Mon-YYYY

Are you also a U.S. citizen? Yes No Unknown

Country of Tax Residence: [Dropdown]

Self-Employment **Fill out this section only if you are self-employed.**

Do you have an office regularly available to you in the USA? Yes No Unknown

Other Information

Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship) Yes No Unknown

Have you proven to the IRS that you have a closer connection to a foreign country than to the USA? Yes No Unknown

Have you submitted an application to become a US lawful permanent resident? Yes No Unknown

Are you engaged in a full-time program? Yes No Unknown

Do you wish to claim treaty benefits if they are available? Yes No Unknown

You are currently logged in as LAST FIRST.

[Save & Continue >](#) [Log Out](#)

Copyright © 2002-13 Windstar Technologies, Inc. All rights reserved.

Please click the "Save & Continue" button at the bottom of each page.

Page Navigation: Address Information

Use this navigation bar to move quickly among pages **without saving**.
By holding your mouse pointer over a page number the title of the page will appear.
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 3: Address Information

USA Local Address

Address Line 1: [Text]
Address Line 2: [Text]
Address Line 3: [Text]
City: [Text]
State: [Dropdown] Zip: [Text]

Foreign Residence Address

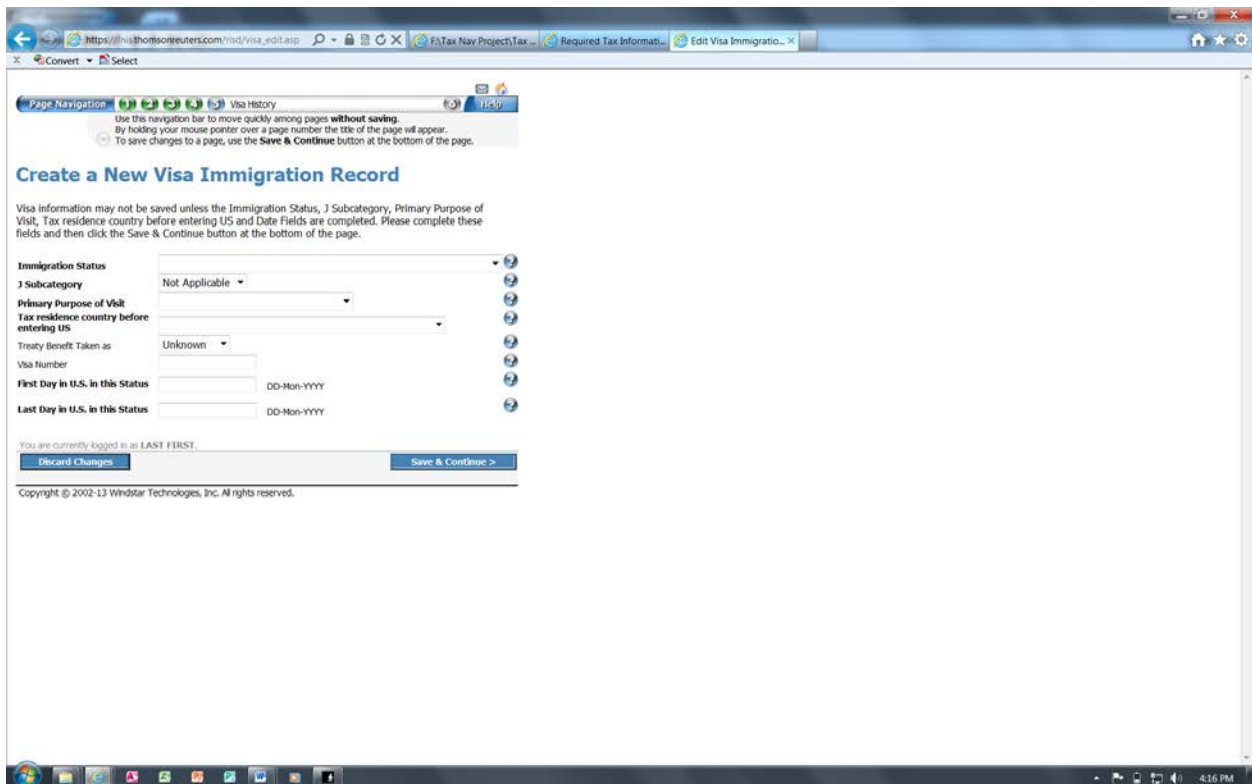
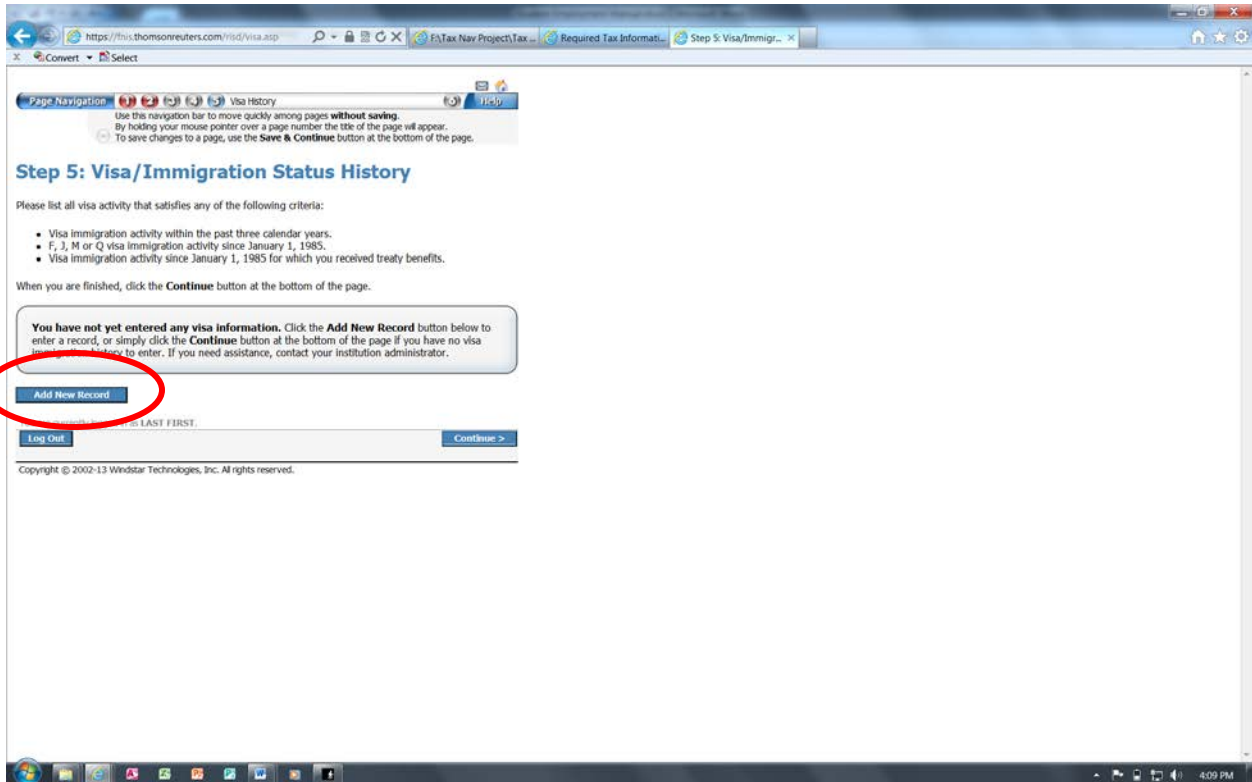
Address Line 1: [Text]
Address Line 2: [Text]
Address Line 3: [Text]
City: [Text]
Province/Region: [Text]
Regional Postal Code: [Text]
Country: [Dropdown]

You are currently logged in as LAST FIRST.

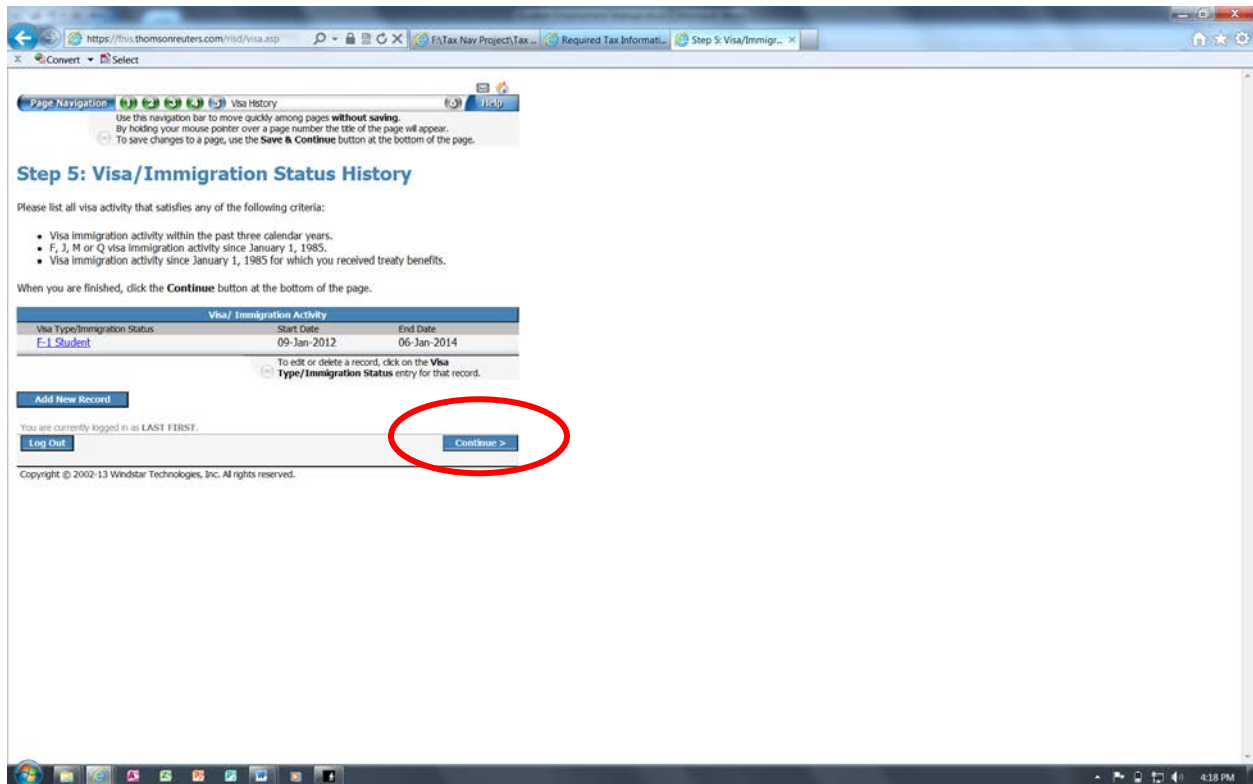
[Save & Continue >](#) [Log Out](#)

Copyright © 2002-13 Windstar Technologies, Inc. All rights reserved.

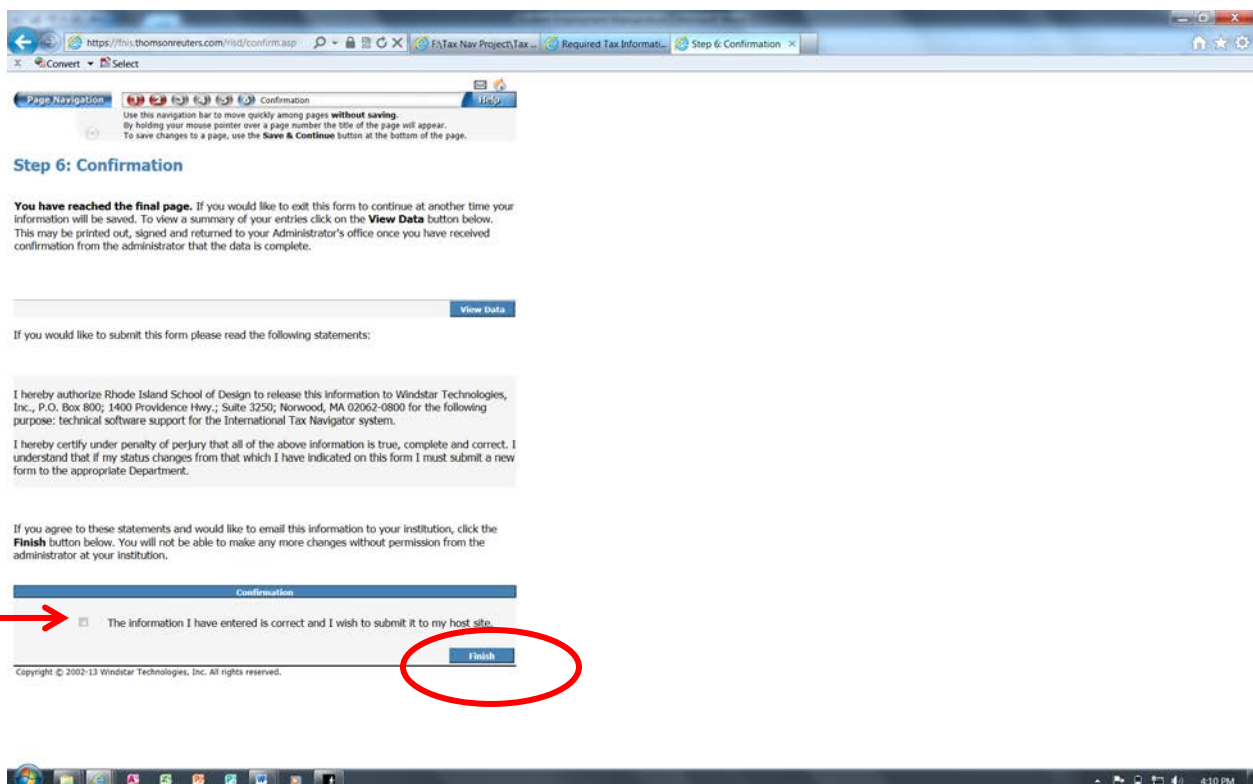
When you reach Step 5 please click "Add New Record" to enter your Visa information.



Once you “Save & Continue” your Visa Immigration Record, you will receive a summary page. If you need to make corrections you can go back and edit. When you are satisfied this information is correct click “Continue.”



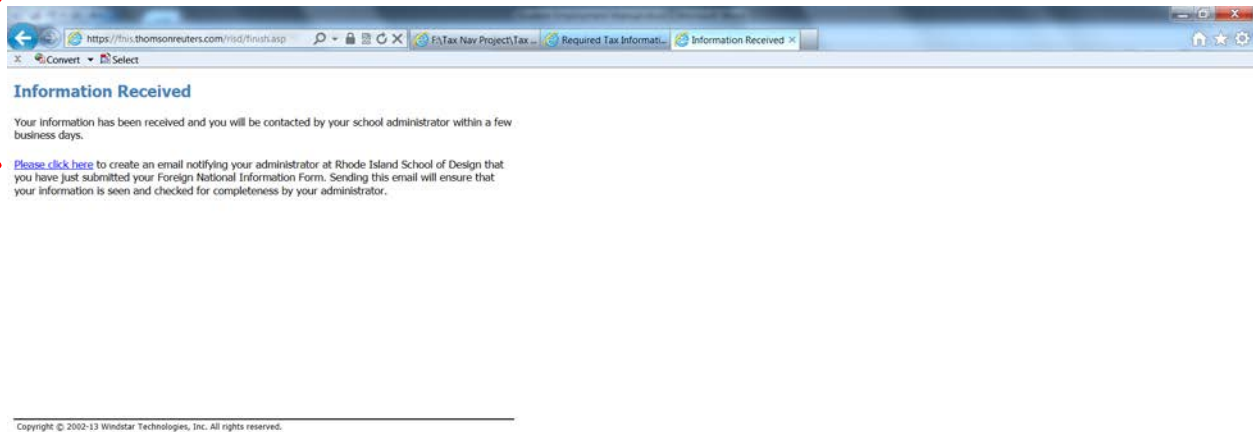
To complete the process please check the box at the bottom and click “Finish.”



Congratulations! If you get to this page you have completed your forms successfully!

The Student Employment Office will be monitoring the FNIS system for any new and updated forms filed.

PLEASE DO NOT CREATE AN EMAIL NOTIFYING THE ADMINISTRATOR THAT YOU HAVE SUBMITTED YOUR FOREIGN NATIONAL INFORMATION FORM.



Thank you! If you have any questions or concerns please contact The Student Employment Office at FNIS@risd.edu or (401)454-6634.