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**TC Foreign National Information System (FNIS) Instruction**

All **international employees** from Teacher College Columbia University (TC) are **required** to enter immigration information on TC’s Foreign National Information System (FNIS). TC Payroll Office will use information provided to determine your status as a resident alien or a nonresident alien for tax purposes and grant treaty benefit if applicable.

***IMPORTANT: Not completing the online FNIS information will result in TC withholding taxes that you may not owe.***

You will receive a “Teachers College Taxation Data Request-NRA Tax Analysis” email from fnis@tc.columbia.edu with your FNIS username and password after submitting your I-9 form and documentations to the HR office. Use the username and password provided to you in the email to log into our FNIS site: <https://fnis.thomsonreuters.com/tccu/>.

You will be required to change your password the first time you login to the FNIS system.

The IRS requires us to have your consent to receiving electronic forms before we can upload them electronically. To give consent, click on the “consent” link on the welcome screen.

To enter your information, click on “Data Entry” on the welcome page and complete the questions in as much detail as possible. You can “save with errors” if you are unsure about some of the fields. There are useful “help” buttons available as your move through the fields.

You must fully complete the “Visa History” page. Add visa records for all visas that you have used in the United States. You cannot overlap dates in your visa records.

You will be asked to confirm the accuracy of your data after you’ve finished entering your information.

* Click on the “View Data” button to verify your information
* Check “Confirmation” box on the bottom of the page
* Click “Finish”, you will receive notification that your data has been received.

Your information is automatically forwarded to the TC Payroll Office for processing and tax analysis. You will receive further emails with instructions as your file moves through the analysis. You will also receive email notification when your tax forms have been uploaded to the FNIS site for your review and signature.

If you have any questions regarding FNIS, please email fnis@tc.columbia.edu.