

Foreign National Information System (FNIS)

1042-S Opt-in Job Aid

Step	Action
<p>1. Log into FNIS</p>	<ul style="list-style-type: none"> Go to https://fnis.thomsonreuters.com/columbia when you receive the email to opt-in Enter the username you received in your email Click on the “Forgot Password Link” to create a password to the site <p>IMPORTANT: When prompted to enter your email address to reset your password, you must use your virtual Columbia email address, youruni@columbia.edu. All emails from the system will only be sent to youruni@columbia.edu, so please do not use a personal email address or if you have a CUIMC email address, do not include the “cumc” in the domain.</p>
<p>2. Provide Electronic Consent</p> <div style="border: 1px solid black; padding: 5px;"> <p>Consent to Receive IRS Forms and Reports Electronically</p> <p>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).</p> <p>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.</p> <p>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A withdrawal of consent does not remove a form(s) from the website if this form(s) was furnished before the consent is withdrawn.</p> <p>Your administrator will inform you of any conditions under which these forms will cease to be supplied electronically.</p> <p>IRS Form 1042-S</p> <p><input type="radio"/> I have read the above and hereby agree to give consent to my Institution to deliver the form 1042-S over the Internet.</p> <p><input type="radio"/> I do not give consent to my Institution to deliver the form 1042-S over the Internet.</p> <p>All Other IRS Forms and Reports (Does not include 1042-S)</p> <p><input type="radio"/> I have read the above and hereby agree to give consent to my Institution to deliver the IRS forms and Reports over the Internet.</p> <p><input type="radio"/> I do not give consent to my Institution to deliver the IRS forms and Reports over the Internet.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>	<ul style="list-style-type: none"> Once you successfully login, you will be asked to give consent to receive your tax forms electronically
<p>3. Accessing Tax Forms</p>	<ul style="list-style-type: none"> You will receive an email once your 1042-S tax form is available in early-mid March

Welcome to the Foreign National Information System



Welcome to the Foreign National Information System (FNIS)! Using FNIS, you can enter data about yourself to send to your host institution, download and print tax forms, and more.

• **Data Entry**

Send information about yourself to your host institution.

• **IRS Form**

View and Print

View and print tax forms for submission to the IRS.

Consent

Consent to view and print tax forms.

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.

• **Account Configuration**

Configure your account and change your FNIS password.

- From the email, login to the site with your credentials (from step 1) and click on 'View and Print' to access your tax form