## Foreign National Information System (FNIS)

### 1042-S Opt-in Job Aid

<table>
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<th>Step</th>
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| 1. Log into FNIS | • Go to [https://fnis.thomsonreuters.com/columbia](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 |
| 2. Provide Electronic Consent | • Once you successfully login, you will be asked to give consent to receive your tax 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A withdrawal of consent does not remove a form(s) from the website if this form(s) was furnished before the consent is withdrawn.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.

### Accessing Tax Forms

• You will receive an email once your 1042-S tax form is available in early-mid March  
• From the email, login to the site with your credentials (from step 1) and click on ‘View and Print’ to access your tax form