To all College/Division Administrators:

It is that time of year when the University of Houston’s (“UH”) Tax Department begins recertifying the Nonresident Aliens (“NRA’s”) for federal income tax treaty benefits. This is required because the NRA’s IRS Form 8233, W-8BEN or W-9 expire each December 31.

For the NRA employees who received treaty benefits for 2014 (e.g. IRS Form 8233, W-8BEN, or W-9), instead of filling out a paper packet each year, they will be logging into a secure website called FNIS (Foreign National Information System). FNIS was created by Windstar, the company whose computer software is used for tax treaty benefits analysis.

The process will be as follows:

1. The UH Tax Department will upload the NRA’s current demographic and visa information into the FNIS website.

2. The NRA will receive an e-mail welcoming them to FNIS and give them instructions regarding how to log in and additional requests (sample e-mail attached). RETURNING NRA’s will have their password reset to the first four digits of their social security number followed by their UH PeopleSoft ID (seven-digits). Once logged in, they should change this password. NEW NRA’s will have the same password (the first four digits of their social security number followed by their UH PeopleSoft ID (seven-digits)), and will change their password as well upon logging in.

3. The NRA will then log in and review their information and make any corrections/changes/updates or add new information, if necessary.

4. Once completed, they will approve this information and send an e-mail that they have completed this process. A link to the generic e-mail informing the Tax Department of their completion is prompted on the last screen of the process.

5. When the UH Tax Department receives this e-mail, the information will be reviewed and either approved or denied. If their submission is denied, an e-mail will be sent to the NRA explaining what information is missing and the steps to complete their submission. Once the information is corrected/added, the NRA will again go through the process of approving their information and sending another e-mail.

6. Once this (re)submitted information is approved, an e-mail will be sent with instructions on how to print the NRA’s Immigration Status Data summary to be signed and dated. The NRA will also be instructed as to what copies of documents they will need to provide (e.g. passport, I-20, I-94 etc). This information can either be sent by UH interoffice Postal, mailed through the U.S. Post Office, or hand delivered to the UH Tax Department (sample e-mail attached). These security sensitive documents must NOT be sent by way of e-mail!

7. Upon receiving the signed data sheet and copies of the NRA’s documents, an analysis will be completed, and the NRA will be informed of any forms to be signed to receive federal income tax treaty benefits.
Dear ELIZABETH GIRON,

On December 31, 2014, all exemptions from withholding federal income tax granted under Internal Revenue Service ("IRS") Form 8233 expire. In order to renew your tax exemption for the year 2014, you are required to complete a new Form 8233, related treaty statement, and other pertinent forms.

The Internal Revenue Service requires that the University of Houston apply U.S. withholding and reporting rules consistent with your U.S. tax status, resident alien, or nonresident alien. Resident aliens are taxed like U.S. citizens, while nonresident aliens are taxed under different withholding and reporting rules. Your U.S. tax status depends on your U.S. immigration status and U.S. presence. Also, you may be entitled to tax exemptions depending on your U.S. tax status or an applicable tax treaty, or both. Since your immigration actions and U.S. presence may change the way you are taxed, the University request that you provide us with up-to-date information each year so that your status and any applicable tax exemptions may be verified. Without this information, tax exemptions may not be provided, which might otherwise be applicable.

Please do the following to assist with this analysis:

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 are a returning-user, your password has been reset to the password information below. Please change your password upon logging into FNIS. If you have problems with your password, contact egiron@central.uh.edu

2) Complete/Review the questions in as much detail as possible. Please be sure to include past immigration history. You can "save with errors" if you have answered in 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) Before exiting the program, make a copy of the Immigration Status Data form, which can be found by clicking on the View Data button on the Step 6: Confirmation page.

Once the confirmation of your data is submitted, your data will be reviewed and either approved or denied. Whether approved or denied, an e-mail will be sent with further instructions.

4) Please be sure to read the Consent Page

5) If you have additional questions, please contact Elizabeth Giron at egiron@central.uh.edu or 713-743-8987.

To log into the FNIS website, go to https://fnis.thomsonreuters.com/uh

Your FNIS username is EGIRON

Your FNIS password is the first 4 digits of your social security number followed by your UH PeopleSoft ID number (seven digits).

PLEASE BE SURE TO CHANGE YOUR PASSWORD AS SOON AS YOU LOG INTO THE FNIS WEBSITE.
Dear ELIZABETH GIRON,

Thank you for the data that you submitted through the Foreign National Information System ("FNIS") web-based program.

Please:
1. Log into https://fnis.thomsonreuters.com/uh
2. Click on Data Entry.
3. Click on View Data
4. Print a copy of your Immigration Status Data form.

Please sign your Immigration Status Data form and attach copies of the following documents:
1. Your passport
2. Both sides of your I-94 form "Arrival and Departure Record" (a small white card inside your passport) or electronic copy of the 1-94 form (including travel history)
3. Your U.S. Visa from your passport
4. Your I-20 or DS-2019

Please make sure these copies are clear and readable.

Please send your signed form and your attachments to Elizabeth Giron’s office AS SOON AS POSSIBLE by EITHER of the following methods:

(1) UH INTEROFFICE MAIL-
   Elizabeth Giron
   Mail Code 0907

   OR

(2) MAIL OR HAND DELIVER- (hand deliver by appointment only between 8 a.m. – 3:30 p.m.)
   Elizabeth Giron
   University of Houston
   Tax Department
   5000 Gulf Freeway Bldg 1, Room 113
   Houston, TX 77204-0907

(Caution: Failure to complete and return these forms may result in the loss of your 2015 exemption from withholding federal income tax at the University of Houston.)

DO NOT SCAN THESE DOCUMENTS AND EMAIL THEM. THIS INFORMATION IS SECURITY SENSITIVE.

If you have any questions, please contact:

Elizabeth Giron
egiron@central.uh.edu
713-743-8987