

## Foreign National New Hire Process

All foreign national employees must complete the tax exemption process at the University before the Tax Department can prepare a tax analysis to determine what taxes, if any, the individual may be exempt from.

This process begins with the foreign national employee completing the Foreign National Tax Information Form and submitting copies of required documentation according to visa type. When this information is received by the Tax Department, an email will be sent to the employee and access is provided to our Foreign National Information System (FNIS). FNIS is a secure website created by Windstar, the company whose computer software is used by the Tax Department for treaty benefit analysis.

The process is as follows:

1. Upon receipt of the Foreign National Tax Information form and copies of documentation (tax packet), the Tax Department will create an account and upload basic information to FNIS – employee name, PeopleSoft ID and email address.
2. The employee will receive an email that includes access information to FNIS; then log in and add their information.
3. After data has been entered, the employee will have the opportunity to review and submit this information. This will automatically generate a notification to the Tax Department.
4. When the Tax Department receives this notification, the information will be reviewed and either approved or denied. If their submission is denied, an email will be sent with an explanation regarding the corrections to be made. The employee will log on to FNIS, make the corrections and approve the data to be submitted.
5. Once this (re)submitted information is approved, a tax analysis will be completed. If the analysis results in federal income tax exemption treaty benefits, another email with additional steps will be sent to the employee.
6. If federal income tax exemption treaty is available, the applicable tax form (IRS Form 8233 or W9) is uploaded to the FNIS account. This form must be signed and sent to the Tax Department.
7. If a federal income tax exemption treaty benefit or visa FICA exemption is applicable, the employee's Tax Data and Job Data are updated by the Tax Department.