Windstar Foreign National Information System

FNIS Training

Login

To begin, please enter your User ID and Password in the fields to the left. If you do not have a User ID and Password, please contact your host institution.

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Account Configuration

You are required to change your password the first time you use FNIS. Please use the form below to create a new password.

Change Password

Passwords may contain any printable characters, including letters, digits and punctuation, and must be at least six characters in length.

Current Password

New Password

Confirm New Password

Change Password

18 April 2007
Welcome to the Windstar Foreign National Information System

Welcome to the Windstar 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.

‣ **Account Configuration**
  Configure your account and change your FNIS password.
You have completed data entry. An administrator will contact you within a few business days.

You may review the data you have submitted by clicking the button below.

View Data

Return to the Welcome page
Step 1: Basic Information

- It is recommended that you click on the Help buttons as you tab through these forms.
- Required fields are in Bold.
- Once you click on the Save & Continue button, the current page is saved and can be returned to for further editing at any time before you complete data entry.

Full Name
Title: SCOTT
First Name: ANNIS
Middle Name: POST
Last Name: Title

Identification
Social Security Number: 476-76-8565
If you do not have a U.S. SSN or ITIN, have you applied for one?
○ Yes  ○ No  ○ I have SSN or ITIN

Individual Taxpayer Identification Number
Step 1: Basic Information - Microsoft Internet Explorer

Address: http://localhost/demo/forms.asp

Google: Search

Part 1: Institution ID Number

Enter the employee, student, or faculty identification number issued to you by the institution.

Foreign Taxpayer ID: 34431

Institution-Assigned ID Number: 54956356

Payroll system

Student system

Visa/Immigration status system

Student type: Undergraduate

Department at Institution

Occupation at Institution

Trainee type: Business

Occupation at Institution (2)

Save & Continue > Log Out

You are currently logged in as [name].

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If you are a tax resident of Japan or the Republic of Korea (South), enter your total number of dependents who were with you in the USA at some time in the calendar year. If you are a resident of India who entered the USA for the primary purpose of studying, enter your number of dependents who are US citizens or residents.

Telephone

(123) 456-7890
Home Telephone in USA Extension

(123) 456-7890
Daytime Telephone in USA Extension

Fax Number

(123) 456-7890

Email Address

scott@windstar.com

Date First Ever Entered USA

01-Jan-2005 DD-Mon-YYYY

Claiming Personal Exemption

☐ Yes  ☐ No  ☐ Unknown

You are currently logged in as 3.
Step 3: Address Information

**USA Local Address**

- **Address Line 1**: 1223 Main
- **City**: norwood
- **State**: Massachusetts
- **Zip**: 02062

**Foreign Residence Address**

- **Address Line 1**: 1 Rue Main
- **City**: paris
**Step 4: Additional Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Passport/Citizenship</td>
<td>FRANCE</td>
</tr>
<tr>
<td>Passport Number</td>
<td>5431243</td>
</tr>
<tr>
<td>Passport Expiration Date</td>
<td>11-Dec-2010</td>
</tr>
<tr>
<td>Are you also a U.S. citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>Country of Tax Residence</td>
<td>FRANCE</td>
</tr>
<tr>
<td>Self-Employment</td>
<td>Fill out this section only if you are self-employed. Do you have an office regularly available to you in the USA? Yes, No, Unknown</td>
</tr>
<tr>
<td>Other</td>
<td>Are you the recipient of a grant? (i.e., a Yes, No, Unknown</td>
</tr>
</tbody>
</table>
Step 4: Additional Information - Microsoft Internet Explorer

Expiration Date

Are you also a U.S. citizen?
- Yes
- No
- Unknown

Country of Tax Residence

FRANCE

Self-Employment

Fill out this section only if you are self-employed.

Do you have an office regularly available to you in the USA?
- Yes
- No
- Unknown

Are you the recipient of a grant? (i.e., a non-service scholarship or fellowship)
- Yes
- No
- Unknown

Have you proven to the IRS that you have a closer connection to a foreign country than to the USA?
- Yes
- No
- Unknown

Have you submitted an application to become a US lawful permanent resident?
- Yes
- No
- Unknown

Are you engaged in a full-time program?
- Yes
- No
- Unknown

Do you wish to claim treaty benefits if they are available?
- Yes
- No
- Unknown

You are currently logged in as 3.

Save & Continue »  Log Out

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Step 5: Visa/Immigration Status History

Please list all visa activity that satisfies any of the following criteria:

- Visa Immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa Immigration activity since January 1, 1985 for which you received treaty benefits.

When you are finished, click the Continue button at the bottom of the page.

<table>
<thead>
<tr>
<th>Visa Type/Immigration Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1 Visitor for Business</td>
<td>01-Jan-2006</td>
<td>15-Jan-2006</td>
</tr>
</tbody>
</table>

To edit or delete a record, click on the Visa Type/Immigration Status entry for that record.

Add New Record

You are currently logged in as the Administrator.

Log Out

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Step 5: Visa/Immigration Status History
Edit a Visa Immigration Record

Visa information may not be saved unless the Immigration Status, J Subcategory, Primary Purpose of Visit, Tax residence country before entering US and Date Fields are completed. Please complete these fields and then click the Save & Continue button at the bottom of the page.

- Immigration Status: B-2 Visitor for Pleasure
- J Subcategory: Not Applicable
- Primary Purpose of Visit: Tourist Activities
- Tax residence country before entering US: FRANCE
- Treaty Benefit Taken as: Unknown
- Visa Number:
- First Day in U.S. in this Status: 01-Jan-2006
- Last Day in U.S. in this Status: 15-Jan-2006
- Honorarium: Activity to receive honorarium last more than 9 days?
Edit a Visa Immigration Record

Visa information may not be saved unless the Immigration Status, J Subcategory, Primary Purpose of Visit, Tax residence country before entering US and Date Fields are completed. Please complete these fields and then click the Save & Continue button at the bottom of the page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration Status</td>
<td>F-1 Student</td>
</tr>
<tr>
<td>J Subcategory</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Primary Purpose of Visit</td>
<td>Studying in Degree Program</td>
</tr>
<tr>
<td>Tax residence country before entering US</td>
<td>FRANCE</td>
</tr>
<tr>
<td>Treaty Benefit Taken as</td>
<td>Unknown</td>
</tr>
<tr>
<td>Visa Number</td>
<td></td>
</tr>
<tr>
<td>First Day in U.S. in this Status</td>
<td>16-Jan-2005 DD-Mon-YYYY</td>
</tr>
<tr>
<td>Last Day in U.S. in this Status</td>
<td>01-May-2010 DD-Mon-YYYY</td>
</tr>
</tbody>
</table>

You are currently logged in as 3.

[Delete Record] [Discard Changes] [Save & Continue >]

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Step 6: Confirmation

You have reached the final page. If you would like to exit this form to continue at another time your information will be saved. To view a summary of your entries click on the View Data button below. This may be printed out, signed and returned to your Administrator's office once you have received confirmation from the administrator that the data is complete.

If you would like to submit this form please read the following statements:

I hereby authorize Windstar Demo University to release this information to Windstar Technologies, Inc., P.O. Box 800; 1400 Providence Hwy.; Suite 3250; Norwood, MA 02062-0800 for the following purpose: technical software support for the International Tax Navigator system.

I hereby certify under penalty of perjury that all of the above information is true, complete and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new form to the appropriate Department.
Step 6: Confirmation - Microsoft Internet Explorer

May be printed out, signed and returned to your Administrator's office once you have received confirmation from the administrator that the data is complete.

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I hereby certify under penalty of perjury that all of the above information is true, complete and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new form to the appropriate Department.

If you agree to these statements and would like to email this information to your institution, click the Finish button below. You will not be able to make any more changes without permission from the administrator at your institution.

Confirmation

☐ The information I have entered is correct and I wish to submit it to my host site.

Finish
Information Received

Your information has been received and you will be contacted by your school administrator within a few business days.

Please click [here](https://fnls.windstar.cc/training32/finish.asp) to create an email notifying your administrator at training32 that you have just submitted your Foreign National Information Form. Sending this email will ensure that your information is seen and checked for completeness by your administrator.
You have completed data entry. An administrator will contact you within a few business days.

You may review the data you have submitted by clicking the button below.

View Data

Return to the Welcome page
Immigration Status Data

This page must be printed out, signed at the bottom and returned to your university's office once you have received a confirmation from your Administrator.

You may print this out from your browser. To return to the Confirmation page, click here.

I hereby authorize training32 to release this information to Windstar Technologies, Inc., P.O. Box 800; 1400 Providence Hwy.; Suite 3250; Norwood, MA 02062-0800 for the following purpose: technical software support for the International Tax Navigator system.

I hereby certify under penalty of perjury that all of the following information is true, complete and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new form to the appropriate department.

Title:
Last Name: Smith
First Name: John
Middle Name:
Post Title:
Student Type: Undergraduate
Trainee Type: Not a Trainee
Your SSN / ITIN: 123-12-1212
Applied for SSN / ITIN: I have an SSN or ITIN
Institution-Assigned ID Number: 6790956700
Department at Institution:
Occupation at Institution:
Foreign Taxpayer ID: le09tew
Date of Birth: 01-Jan-1969
There are no forms available at this time.