

FNIS Information and Explanation

The Internal Revenue Service requires that we 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, we request that you provide us with up-to-date information each year so that we may verify your status and any applicable tax exemptions. Without this information, we cannot provide you with tax exemptions which might otherwise be applicable.

Please do the following to assist us with this analysis:

1) Access the website address <https://fnis.windstar.cc/liberty/>, use the password, and username provided by the FNIS Administrator in the welcome email. 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 have forgotten your password, contact the FNIS Administrator at 434-592-7330.

2) After you log in, first open "IRS FORMS" Consent and give consent by clicking on the first bubble of each section. Then confirm and go to "Data Entry" and complete the questions in as much detail as possible. 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, please click on "View Data" and then print out and sign the Immigration Status Data page. You may keep this form until you hear from us again. Finally, please check the box under the Confirmation Section entitled "The information I have entered is correct and I wish to submit it to my host site." You will then receive an email when your tax forms are processed and approved by the FNIS Administrator.

4) If you have additional questions, please contact FNIS_Administrator@liberty.edu or call 434-592-7330. Thank you!