

Foreign National Information Form (FNIF)

Check One

Initial Submission – Required prior to first payment

Update – Required only if any information in Section B, C, or D changes during individual's stay in the U.S.A.

For Assistance Contact

Payroll Services
ING 222
Murfreesboro, TN 37132
(615) 898-2186

Special Note for Visitors on J Visas

Visitors on J Visas not sponsored by Middle Tennessee State University (MTSU) MUST obtain written permission from the International Office of their sponsoring institution PRIOR TO receiving honoraria or service payments (including employee compensation) from MTSU.

Special Note for Visitors on TN, H-1B or O Visas

Visitors on TN, H-1B or O Visas not sponsored by MTSU may NOT receive honoraria or service payments (including employee compensation) from MTSU.

A copy of your I-94 "Arrival and Departure Record", a copy of your U.S. Visa from your passport, and a copy of your I-20, DS2019, or I-797 (immigration documents), if applicable, must be attached to this form.

Section A — General Information

- Last Name/Surname
Middle Name First/Given Name
- U.S. Social Security Number or U.S. Individual Taxpayer identification number
- MTSU M Number:
- United States Address
Line 1
Line 2
Line 3
City/Town
State
Zip/Postal Code
- Foreign Residence Address
Line 1
Line 2
Line 3
City/Town
Region/Province
Zip/Postal Code
Country
- Telephone
- Email Address

Section B - Residence Status for Tax Purposes

Check the appropriate box below to indicate your residence status for tax purposes only.

If you do not know your tax residency, please leave blank. Payroll Services will determine your status upon review of this form.

- I am a permanent resident.** Provide the alien number as shown on the front of your Alien Registration Receipt Card. (Green Card) #A Then proceed to Section E - Certification.
- I Am Or Have Been Classified Previously As A Resident Alien For Tax Purposes.**
- I am a nonresident alien for tax purposes.**
I DO NOT meet the requirements for tax residence in the United State of America.
- If you are a non-resident alien for tax purposes, what is your country of "tax residency"?

Information

12. Visa Type – Select One

- | | | | | |
|-----|-------------------------------|------------------------|------|-----------------------|
| B-1 | WB (Visa Waiver for Business) | J-1 Research Scholar | H-1B | J-1 Student |
| B-2 | WT (Visa Waiver for Tourism) | J-1 Short Term Scholar | TN | F-1 Student |
| | Canadian Walk-over (No Visa) | J-1 Professor | O-1 | Other, please specify |

13. If you have a F, J, H, TN, O, L, P, A or G Visa, indicate the Sponsoring Institution on your immigration documents
Sponsoring institution can be found on your DS-2019 or I-20 listed under #2(school info)

14. Primary Purpose/Activity of Visit – Select one:

- | | | |
|----------------------------------|---------------------|------------------------------|
| Studying in a degree program | Consulting | Conducting Research |
| Studying in a non-degree program | Teaching | Acquiring Training |
| Lecturing | Clinical Activities | Temporary Employment |
| Other <input type="text"/> | | Demonstrating Special Skills |

15. Country Issuing Passport Country of Citizenship

16. Passport Number Visa Number (Red Number)

Section D — Visa Immigration Activity (Substantial Presence Test)

17. What is your first entry date **into the United States**?

18. What is the actual date you entered the United States **on your current visa**?

19. What is the start date and end date of your primary purpose/activity indicated on your current I-20, DS2019 or I-797 (immigration document)?

Start Date: End Date:

20. Visa Immigration History – Enter all your visits to the United States

Note: F and J students do not need to document short vacations home during semester breaks.

Date of U.S. Entry	Date of U.S. Exit	Visa Type	Primary Purpose of Activity	Have you ever taken any Tax Treaty Benefits?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	No

Section E — Tax Treaty Exemption Information – IRS Forms 8233 and W-8BEN

You must have a Social Security Number or Individual Identification Number to apply for a tax treaty benefit.

Payments to nonresident aliens for services performed or benefits received within the U.S. may be subject to a maximum withholding tax rate of 30%. If you are a nonresident alien and believe that you may qualify for a tax treaty exemption, additional forms (IRS Form 8233 or IRS Form W-8BEN) must be submitted with this completed "Foreign National Information Form". IRS Forms 8233 and W-8BEN may be downloaded from the IRS website www.irs.gov/formspubs/index.html.

IRS Form 8233 is used by nonresident aliens to claim exemption from withholding on compensation for independent Personal Services and some Dependent Personal Services. The exemption must be based on a tax treaty to which the U.S. is a party. Part I of the form must be filled out completely. Payroll Services will determine if the payee is eligible for the exemption per IRS regulations and University administrative procedures. Payroll Services will complete Part II of the form and apply for the exemption. A new Form 8233 must be submitted for each calendar year with the "Foreign National Information Form" (FNIF) annual update.

IRS Form W-8BEN is used by nonresident aliens to claim exemption from withholding on other types of income (e.g., royalties, grants, scholarships, fellowships). Contact Accounting Services to determine if the Form W-8BEN is appropriate for the non-payroll income being paid. The exemption must be based on a tax treaty to which the U.S. is a party. The form must be filled out completely. Accounting Services will determine if the payee is eligible for the exemption per IRS regulations and University administrative procedures on non-payroll income.

Certification

I certify that all of the above information is true and correct. I understand that if my "Passport and Visa Information" or "Residence Status for Tax Purposes" changes, I must submit a new "Foreign National Information Form" reflecting the changes to Payroll Services, Ingram Bldg 2nd Floor.

Signature _____ Date _____