



**FNIS REQUEST FORM**

All nonresident alien employees and students that receive payment through payroll must complete our web based nonresident information database. NJIT needs sufficient information to determine your status as either a resident alien or a nonresident alien for U.S tax purposes.

After completing this form, you will receive an email from the Payroll Department with instructions to log on to our Foreign National Information System website. Once you complete the information on the website, Payroll will contact you with further steps regarding your tax withholding status. If you have already completed the information requested on the website then you can disregard this form.

Submit the completed form to Payroll Office, Room 540, Fenster Hall or send it via email to [payroll@njit.edu](mailto:payroll@njit.edu)

If you have any questions, please contact Payroll Office.

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone# \_\_\_\_\_ University ID#/SS# \_\_\_\_\_

Please also tell us what type of position you have at New Jersey Institute of Technology.

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