FNIS REQUEST FORM

All nonresident alien employees and students receiving payroll payments must complete our web-based nonresident information database. We need sufficient information to determine your status as a resident or 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. You can disregard this form if you have already completed the information requested on the website.

Submit the completed form to payroll@njit.edu

First Name _____ Last Name _____

Email Address _____

Phone _____ NJIT ID _____

Review Payroll Taxes FAQ on how to find NJIT ID.

Type of position at NJIT _____
(Examples: Student employee/Salaried employee/Hourly employee etc.)

Send an email to payroll@njit.edu if you have any questions.

Always use your NJIT Email for communication. For data security reasons, we are unable to accept non-NJIT emails.