

Glacier – Employee View

The Glacier Administrator for the department will enter the name and email of the employee into Glacier.

- The employee will receive an email from Glacier providing them with the login information.
- The email will provide the employee with a temporary User ID and temporary password.
- The employee has 10 calendar days from the receipt of the email to enter their information. If information is not entered within 10 calendar days then the default (highest) amount of taxes will be deducted from their pay.



Fri 5/15/2015 2:24 PM

support@online-tax.net

Payments from University of Washington

To Cheryl Manekia

Cc Cheryl Manekia

Dear Test Payroll,

The Internal Revenue Service (IRS), the U.S. government tax authority, requires University of Washington to collect information from all non-U.S. citizens and non-permanent resident aliens to determine the appropriate rate of tax withholding and reporting for any payments that may be made to such individuals.

You have received this email because you may receive payments from University of Washington. For your convenience, University of Washington allows you to provide the required information and complete the necessary forms via the Internet from any web-accessed computer using the GLACIER Online Tax Compliance System. The information and forms must be provided prior to any payment so that the correct tax withholding and reporting decisions are made; failure to do so may result in the maximum rate of tax withholding and/or delayed payment. Information provided to GLACIER is transmitted and stored securely and will only be used by University of Washington for purposes of tax withholding and reporting.

You must access GLACIER and provide the requested information within 10 days of receiving this message. If you do not provide the requested information within 10 days, the maximum amount of U.S. tax will be withheld from any payments made to you.

To login to GLACIER, follow the steps below:

Click on the following web link: <http://www.online-tax.net> ; if the link does not automatically open, simply open your Internet Browser (preferably Internet Explorer) and enter the website address <http://www.online-tax.net>.

Click on the GLACIER logo to enter the website.

At the login screen, enter your temporary access information from below; you will be required to select a new UserID and Password at the time of first access to GLACIER.

UserID: 3DBE4ZKF
Password: ECZ3KUV4



If you have any questions or need additional information about why you have been asked to use GLACIER, please contact me.

Thank you and have a great day.

Step 1: Click the web link to Glacier.

Step 2: The employee will be prompted to set up a new UserID and Password. **Note:** If the employee has used Glacier at a prior institution, they must set up a NEW UserID and Password. It can not be the same login information for tax reporting purposes.

Step 3: The User Agreement must be accepted by clicking the I Accept button.

Step 4: The employee will log into Glacier using their **new** UserID and password.



Step 5: Nonresident Alien Tax Compliance - Welcome

Choose Create/Update/View my Individual Record. Click Next.

The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a title bar. The main content area has a dark blue sidebar on the left with the word "GLACIER" in yellow. The top navigation bar is yellow and contains the text "Nonresident Alien Tax Compliance". In the top right corner, there is a logo for "ARCTIC INTERNATIONAL LLC" with the tagline "International Tax Consulting". Below the navigation bar, a red banner reads "Welcome to GLACIER for University of Washington". Underneath, a dark blue banner asks "Test Payroll, What Would You Like To Do Today?". A list of five radio button options is displayed: "Create/update/view my Individual Record", "Complete my U.S. tax return using GLACIER Tax Prep", "Learn about General U.S. Tax Issues and FAQs", "Change my GLACIER Login Information", and "Exit GLACIER". A blue arrow points to the first option. At the bottom, a yellow bar contains "<Back" and "Next>" buttons, and a link for "Contact GLACIER Support" on the right.

File Edit View Favorites Tools Help

GLACIER Nonresident Alien Tax Compliance

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International Tax Consulting

Welcome to GLACIER for University of Washington

Test Payroll, What Would You Like To Do Today?

- Create/update/view my Individual Record**
- Complete my U.S. tax return using GLACIER Tax Prep
- Learn about General U.S. Tax Issues and FAQs
- Change my GLACIER Login Information**
- Exit GLACIER

<Back Next> Contact GLACIER Support

Step 6: Relationship

Choose the employment type with the UW. Please choose only one option within each group. For example, if the foreign national is both a Teaching Assistant and Student Worker, they must choose just one. This should be their primary job title.

- Employee/Staff- For employees being paid regular or hourly wages through Payroll.
- Faculty-For employees who have a Faculty position per their DS-2019
- Graduate Teaching or Research Assistants-For employee who have a Teaching or Research position per their DS-2019
- Student Worker- For employees being paid student hourly wages through Payroll

- Student- For Foreign Nationals being paid Stipend/Scholarship/Fellowship earnings

- Guest Speaker-Not applicable
- Consultant- Not applicable
- Artist/Performer- Not applicable
- Industrial Royalty Recipient- Not applicable
- Copyright Royalty Recipient- Not applicable
- Other- Not applicable

Note: At any time you can click the Online Help button in the lower right hand corner for assistance.



Relationship

What is your relationship with University of Washington?

Please check all that apply:

- Employee/Staff
- Faculty
- Graduate Teaching or Research Assistant
- Student Worker

- Student

- Guest Speaker
- Consultant

- Artist/Performer
- Industrial Royalty Recipient
- Copyright Royalty Recipient
- Other

[<Back](#) [Next>](#)

[Online Help](#)

Step 7: Income Type

Choose the type of payments that will be received. Click Next.

- Compensation/Wages includes all payment types (salary, hourly, stipends, awards, etc.).
- No Income includes courtesy appointments and visiting scholars without salary.

Note: If the employee marks the wrong box, or fails to check a box, then Glacier will generate incorrect tax forms. For example, if an employee submits Glacier paperwork and a W-4 was not generated, the employee did not check the Compensation box.

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Income Type

What type of payment(s) will you receive from University of Washington?

Please check all that apply:

Compensation/Wages

No Income (I DO NOT currently receive payments from University of Washington)

<Back Next> Online Help

Step 8: Personal Information

- Enter the First Name/Personal Name, Middle Name and Last Name/Surname/Family Name
- Enter an email address. **Note:** This does not have to be the uw.edu email address. It should be the email address the employee will use to receive notifications.
- Enter the Social Security Number (SSN) or ITIN number. **Note:** Employees that do not yet have an SSN or ITIN must choose an option from the box on the right.
- Enter the Foreign Tax ID number – this information is optional
- Confirm the UW Employee Identification Number (EID)



Personal Information

Please Enter and/or Verify the Following Information

* Indicates Required Field

First Name/Personal Name * :

Test

Middle Name:

J1

Last Name/Surname/Family Name * :

Payroll

Email Address:

cmanekia@uw.edu

U.S.-Issued Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

OR

(Employees and Student Workers)

I do NOT have a U.S.-issued SSN or ITIN; I would like to apply for an SSN

I have applied for an SSN, and I have not yet received the number.

(Guest Speakers, Consultants, Non-Service Scholarship/Fellowship and Royalty Recipients)

I do NOT have a U.S.-issued SSN or ITIN; I would like to apply for an ITIN

I have applied for an ITIN, and I have not yet received the number

Foreign Tax Identification Number, if any:

Employee Identification Number:

555005556

<Back

Next>

Online Help

Step 9: U.S. Address

Enter the United States address where the foreign national currently resides. Please indicate if they do not currently have a US address.

Note: Enter dashes when keying in phone numbers.

File Edit View Favorites Tools Help

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U.S. Address

Please enter your U.S. mailing address and telephone numbers

Street Address 1:

Street Address 2:

City:

State:
Please Select

Zip/Postal Code:
(xxxxx or xxxxx-xxxx)

Home Phone Number:
(xxx-xxx-xxxx)

Work/Department Phone Number:
(xxx-xxx-xxxx)

I DO NOT currently live in the U.S. / I DO NOT have a U.S. mailing address

<Back Next> Online Help

Step 10: Permanent Foreign Address

Enter the permanent foreign address. This is a required field.

File Edit View Favorites Tools Help

GLACIER

Nonresident Alien Tax Compliance



Permanent Foreign Address

Please enter your permanent foreign mailing address:

* Indicates Required Field

Street Address 1*:

(Do Not enter a P.O. Box number)

Street Address 2:

(Do Not enter a P.O. Box number)

City*:

Postal Code:

Country*:

Please Select

Province:

(Canada only)

Enter your Permanent Foreign Address. All individuals present in the U.S. under a nonimmigrant immigration status (e.g., F, J, M, Q, H-1B, TN, B, A, G) MUST include an address OUTSIDE the U.S. for which they consider to be their Permanent Foreign Address. You may wish to use the address of a parent or relative, if applicable. If you are a Permanent Resident Alien from China, please include your last known address in China.

<Back

Next>

Online Help

Step 11: Country of Citizenship/Tax Residence

- Choose the Country of Citizenship using the drop down box.
- Choose the Country of Tax Residence using the drop down box.

Do not select the United States even if the foreign national qualifies as a resident alien for tax purposes in the US. Note: If these two countries are different, Glacier will generate a 'hold' notice and a treaty will not be issued.

The Institutional Administrator can be contacted at pr-tax@uw.edu

File Edit View Favorites Tools Help

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Nonresident Alien Tax Compliance



Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship:

Samoa

If you are a citizen of two countries, please select the country under whose documents you entered the U.S. If you are a dual citizen of the U.S. and another country, for U.S. tax purposes, you are treated as a citizen of the U.S. Please contact the Institution Administrator as soon as possible.

Country of Tax Residence:

Please Select

Although you may pay tax in the U.S., your Country of Tax Residence CANNOT be the U.S. Your Country of Tax Residence is generally the country to which you owe tax on your "worldwide" income. Typically, your Country of Tax Residence is the same as your Country of Permanent Residence; however, if you have lived in a country other than your Country of Permanent Residence immediately before coming to the U.S. to study/work, you may have established Tax Residency in that country.

<Back

Next>

Online Help

Step 12: Immigration Status

Choose the Institution that sponsored/will sponsor the current US Immigration Status


- University of Washington (includes UWMC, HMC) = J-1, F-1, H-1B
- Other institution = anyone outside of the UW that has sponsored the visa (i.e. Fred Hutch, Seattle Cancer Care Alliance)

Note: J-1 visa holders must select the appropriate sub-category of the J-1 to ensure the proper tax forms will generate. The sub-category can be found on the DS-2019 form.

Choose the immigration Status (Visa type) using the drop down menu.

File Edit View Favorites Tools Help

GLACIER Nonresident Alien Tax Compliance



Immigration Status

What is the sponsoring institution?

Please indicate the Institution that sponsored (or will sponsor) your current U.S. immigration status (as indicated on your official immigration documentation).

University of Washington

Other Institution

No Sponsoring Institution Required (e.g., B-1, B-2, WB, WT, etc)

What is your current U.S. immigration status?

Please indicate your current U.S. immigration status. If you have not yet arrived in the U.S., indicate your anticipated immigration status; if you have already returned to your home country, indicate the immigration status on which you were last present in the U.S.

Current Immigration Status

If you are in J status, select the primary purpose as indicated in Section 4 of Form DS-2019.
If you are from Canada and do NOT have a visa or Form I-94, select "B-1 Visitor".
If your immigration status is not listed, select "Other Immigration Status or Purpose".

Step 13: Time Spent in the US

Enter the arrival date into the US for **this current visa** and the expiration date/departure date (prior visa information will be entered later)
This visit means their arrival for the purpose on the I-20, DS-2019, etc. It does not mean the most current arrival in the US or their first ever arrival in the US.

Entry Date: For employees, entry date must be in the past.

Permission to date expires: **Note:** **This is the date your work authorization expires.** This date is from the I-20, DS-2019, I-94, etc.
Do not use the date on the "US Visa" stamp in the passport nor the expiration date of the passport itself.

Departure date: The date the non-resident alien plans to leave the US for good (e.g, not for a vacation).
If you are unsure, make an approximation.

Note: the dates are entered using the European date format of day-month-year. The work authorization documents are in US format, enter information carefully.

GLACIER

Nonresident Alien Tax Compliance



Time Spent in the U.S.

How long will you be in the U.S. during this visit?

Original (or anticipated) Date of Entry to the U.S.:

DD ▼ MM ▼ YYYY ▼

If you have not yet entered the U.S., indicate your anticipated date of arrival to the U.S.; please note that you may not enter a date more than 30 days in advance. You may enter and leave the U.S. many times during the period of your overall visit to the U.S. (e.g., for vacation, holidays or summer break). The ORIGINAL date of entry to the U.S. on your current immigration status is the FIRST date you arrived in the U.S. to begin your study, teaching, research, other activities, etc. and, regardless of whether you have changed institutions, transferred, received a new visa sticker in your passport, or returned to the U.S. from vacation, holiday or summer break.

Date Permission to stay in the U.S. Expires

DD ▼ MM ▼ YYYY ▼

Use the date from Form I-20 (If F status), Form DS-2019 (if J status) or Form I-94 (if other status)

Estimated or Actual Date of Final Departure from the U.S.:

DD ▼ MM ▼ YYYY ▼

<Back

Next>


Online Help

Step 14: Immigration Status

Choose appropriate button.

File Edit View Favorites Tools Help

GLACIER Nonresident Alien Tax Compliance



Immigration Status

Have you changed your immigration status since you arrived in the U.S. for this visit?

My current immigration status is the **SAME** as the immigration status under which I originally entered the U.S. for this visit--**I have NOT changed my immigration status.**

My current immigration status is **DIFFERENT** than the immigration status under which I originally entered the U.S. for this visit--**After entering the U.S. for this visit, I changed my immigration status.**

<Back Next> Online Help

If a change in your immigration status has occurred, the following screen will appear:

When did you change your immigration status?

I have changed my immigration status **ONLY ONE TIME** since I originally entered the U.S for this visit.
(for example, you originally entered the U.S. for this visit as an F-1 Student on August 1, 2004. On September 22, 2007, while remaining in the U.S., your immigration status changed to H-1B.) DO NOT COMPLETE YELLOW SHADED AREA

I have changed my immigration status **MORE THAN ONE TIME** since I originally entered the U.S. for this visit.
(for example, you originally entered the U.S. for this visit as a B-2 Tourist on May 25, 2004. On August 1, 2004, while remaining in the U.S., you changed your immigration status to F-1 Student. Then, on September 22, 2007, while remaining in the U.S., your immigration status changed to H-1B.) COMPLETE YELLOW SHADED AREA

I Originally Entered the U.S. on:	August 01, 2006
I Originally Entered the U.S. Under Immigration Status:	Please select
I Changed My Original Immigration Status on:	DD MM YYYY
I Again Changed My Immigration Status to:	Please select
The SECOND TIME I Changed My Immigration Status on:	DD MM YYYY
My Current Immigration Status is:	F1-Student

“I originally entered the US on” -- the date the employee entered several pages back appears here

“I originally entered the US under immigration status” -- the individual indicates their original status

“I changed my Original Immigration Status on:” -- enter the date they changed status

If the employee had a 2nd change of immigration status, they would fill out the section highlighted in yellow.

“My current Immigration Status is” - the information the employee entered as their current status appears here.

Step 15: Days Present in the US

Record the number of days outside the US since the arrival date of the current visa (when they returned home for a visit, etc.). Information from the I-94 departure record and stamps in the passport will assist in determining the dates.

- Never enter 0 in the 'days not present' box.
- Days present is from the arrival date, or January 1 of the current year, through today.

Note: This piece is critical for determining the substantial presence test.

File Edit View Favorites Tools Help

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Days Present in the U.S.

How long have you been present in the US?

Following is a **SUMMARY** of the **TOTAL NUMBER OF DAYS** you may have been present in the U.S. based on your date of arrival. Please complete the boxes below to indicate any days **YOU LEFT** the U.S. to return to your home country or to visit a third country.

Calendar Year	Immigration Status Held During Each Calendar Year	Estimated Total Number of Days Present in the U.S. During each Calendar Year	LESS Number of Days You Left the U.S. (Enter the number of days you LEFT the U.S. during this visit)
2015	J1-Alien Physician	135 Days	Less <input type="text"/> Days NOT present in U.S.
2014	J1-Alien Physician	365 Days	Less <input type="text"/> Days NOT present in U.S.
2013	J1-Alien Physician	365 Days	Less <input type="text"/> Days NOT present in U.S.
2012	J1-Alien Physician	366 Days	Less <input type="text"/> Days NOT present in U.S.
2011	J1-Alien Physician	365 Days	Less <input type="text"/> Days NOT present in U.S.
2010	J1-Alien Physician	236 Days	Less <input type="text"/> Days NOT present in U.S.

Have you ever been to the U.S. PRIOR to this visit?

This is the **FIRST** time I have ever been to the U.S. (for any reason, under any immigration status).

I have previously visited the U.S. (information regarding all **PRIOR** visits **MUST** be entered below).

For each **CALENDAR YEAR** between 1986 and your date of arrival that you were previously present in the U.S., please select the calendar year of each Prior Visit and the corresponding Immigration Status and Total Number of Days associated with each Immigration Status. You **MUST** include **ALL** Prior Visits to the U.S.

DO NOT include in the boxes below any information about your current visit as shown above

ENTER Calendar Year (the years do not need to be entered in)	Immigration Status Held During Each Calendar Year (If you held more than one Immigration Status during the a Calendar year, enter each Immigration Status separately.)	ENTER the Approximate Total Number of Days Present in the US During each Calendar Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

2:53 PM

Click the button “I have previously visited the US” if there are years in the US prior to the years listed.

Enter ALL prior visits into the US under ANY visa type.

If the employee has been in the US previously under any different visas, then only the number of days present in the US are counted toward the substantial presence test

If you have more visits than the space allowed, click the ONLINE HELP button in the lower right hand corner and contact Glacier. They will be able to assist you to determine which visits have the most tax impact.

Notes:

- Years do not need to be entered in chronological order, but there cannot be a ‘blank’ row between two lines with information.
- Use the drop down boxes to select year and immigration status.
- Record the days present. The ‘days present’ box must never have a zero.

Have you ever been to the U.S. PRIOR to this visit?

- This is the FIRST time I have ever been to the U.S. (for any reason, under any immigration status).
- I have previously visited the U.S. (information regarding all PRIOR visits MUST be entered below).

For each CALENDAR YEAR between 1986 and your date of arrival that you were previously present in the U.S., please select the calendar year of each Prior Visit and the corresponding Immigration Status and Total Number of Days associated with each Immigration Status. You MUST include ALL Prior Visits to the U.S.

DO NOT include in the boxes below any information about your current visit as shown above

ENTER Calendar Year (the years do not need to be entered in chronological order)	Immigration Status Held During Each Calendar Year (If you held more than one Immigration Status during the a Calendar year, enter each Immigration Status separately)	ENTER the Approximate Total Number of Days Present in the US During each Calendar Year
Please Select ▼	Please Select ▼	Days
Please Select ▼	Please Select ▼	Days
Please Select ▼	Please Select ▼	Days
Please Select ▼	Please Select ▼	Days
Please Select ▼	Please Select ▼	Days
Please Select ▼	Please Select ▼	Days
Please Select ▼	Please Select ▼	Days
Please Select ▼	Please Select ▼	Days

<Back Next>

Online Help

100%

Step 16: Tax Residency Status Summary

A summary of the information entered will appear.

Note: If you move back and forth between this page and the previous pages (adding and deleting visits, changing dates, etc.) then the summary information might not delete from this page. If this happens, go to the previous visits section, and manually delete old visits by selecting "Please Select" on the drop down menu both under Calendar Year and Immigration Status, and using the delete key to erase days.

File Edit View Favorites Tools Help

GLACIER

Nonresident Alien Tax Compliance



Tax Residency Status Summary

How long have you been present in the U.S.?

Following is a SUMMARY of the TOTAL Number of Days you have indicated you were present in the U.S. Please ensure that the information below is correct. If you need to add additional Prior Visits and/or subtract days that you left the U.S., click on <BACK to re-enter or update the information.

Calendar Year	Immigration Status Held During Each Calendar Year	Approximate Total Number of Days Present in the U.S. During each Calendar Year
2015	J1 Alien Physician	135
2014	J1 Alien Physician	335
2013	J1 Alien Physician	335
2012	J1 Alien Physician	336
2011	J1 Alien Physician	335
2010	J1 Alien Physician	206
2009	F1 Student	335
2008	F1 Student	240

<Back Next>

Online Help

Step 17: Tax Withholding and Tax Treaty Exemption Review

Glacier is reviewing the information submitted and determining the tax status and any possible Tax Treaty Exemptions.

File Edit View Favorites Tools Help

GLACIER

Nonresident Alien Tax Compliance



Tax Withholding and Tax Treaty Exemption Review

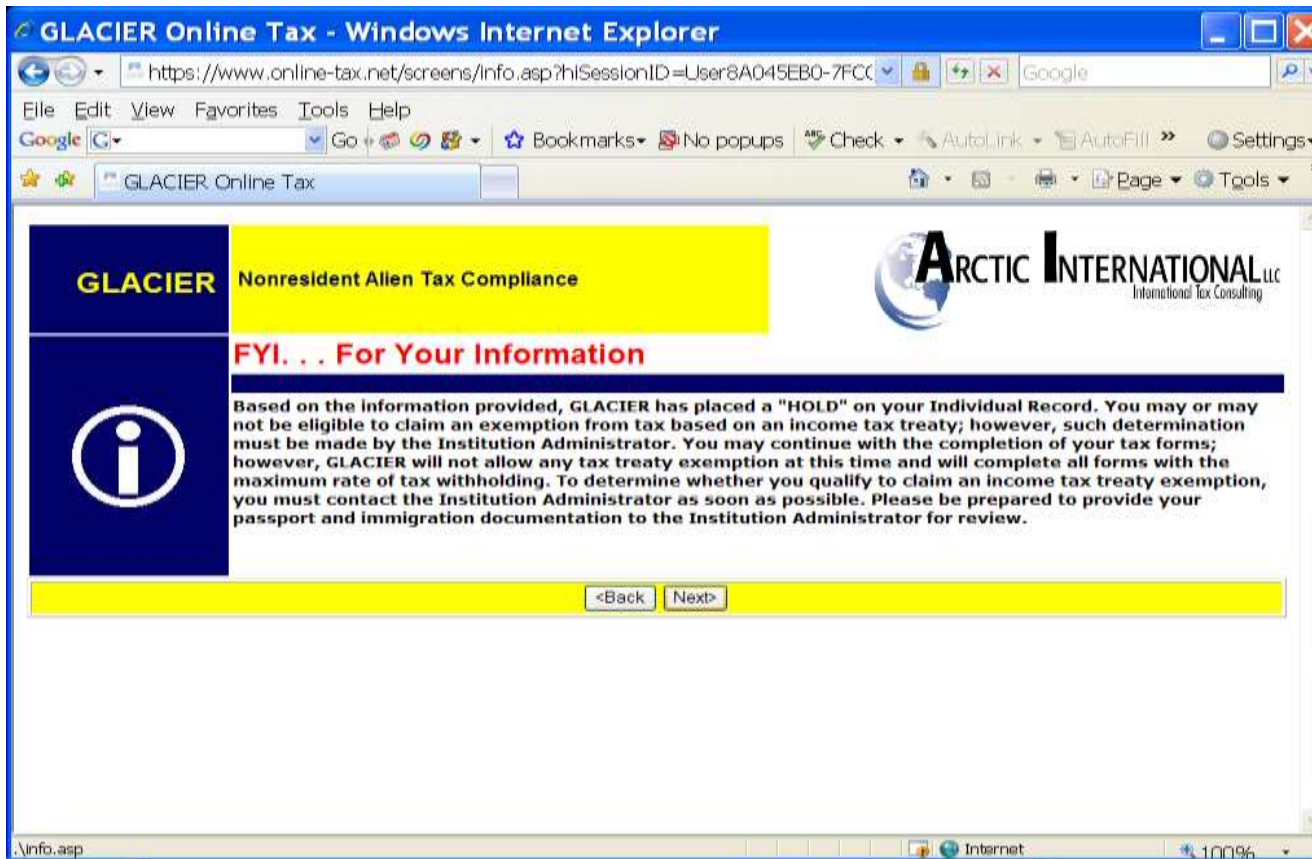
GLACIER is now reviewing applicable Tax Withholding Rates and any possible Tax Treaty Exemption.

Click [Next>](#) to continue.

<Back

Next>

If Glacier has placed a 'hold' then you will see this screen:



There are four types of holds:

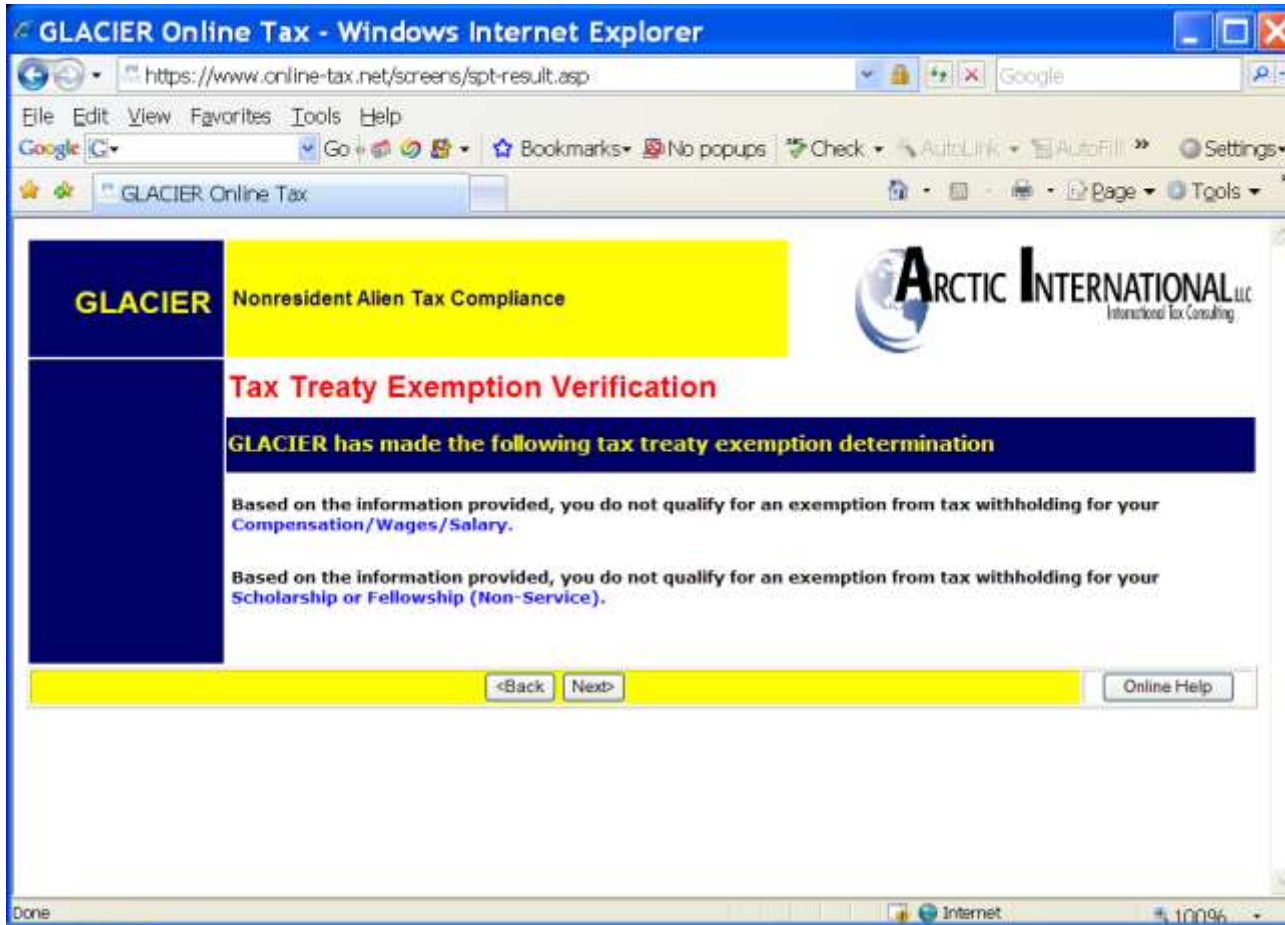
Hold 1: The foreign national does not yet have a Social Security or Taxpayer ID number. Treaty cannot be granted until the number is presented to the UW Payroll Office and updated on Glacier.

Hold 2: The non-resident alien's "tax country" or "country of residence" is different than the country of citizenship. Generally treaties cannot be granted in this situation. **The UW Payroll Office is responsible for making an exception in rare cases.**

Hold 3: A person has changed visa types after arrival in the US.

Hold 4: Immigration status is not sponsored by the UW.

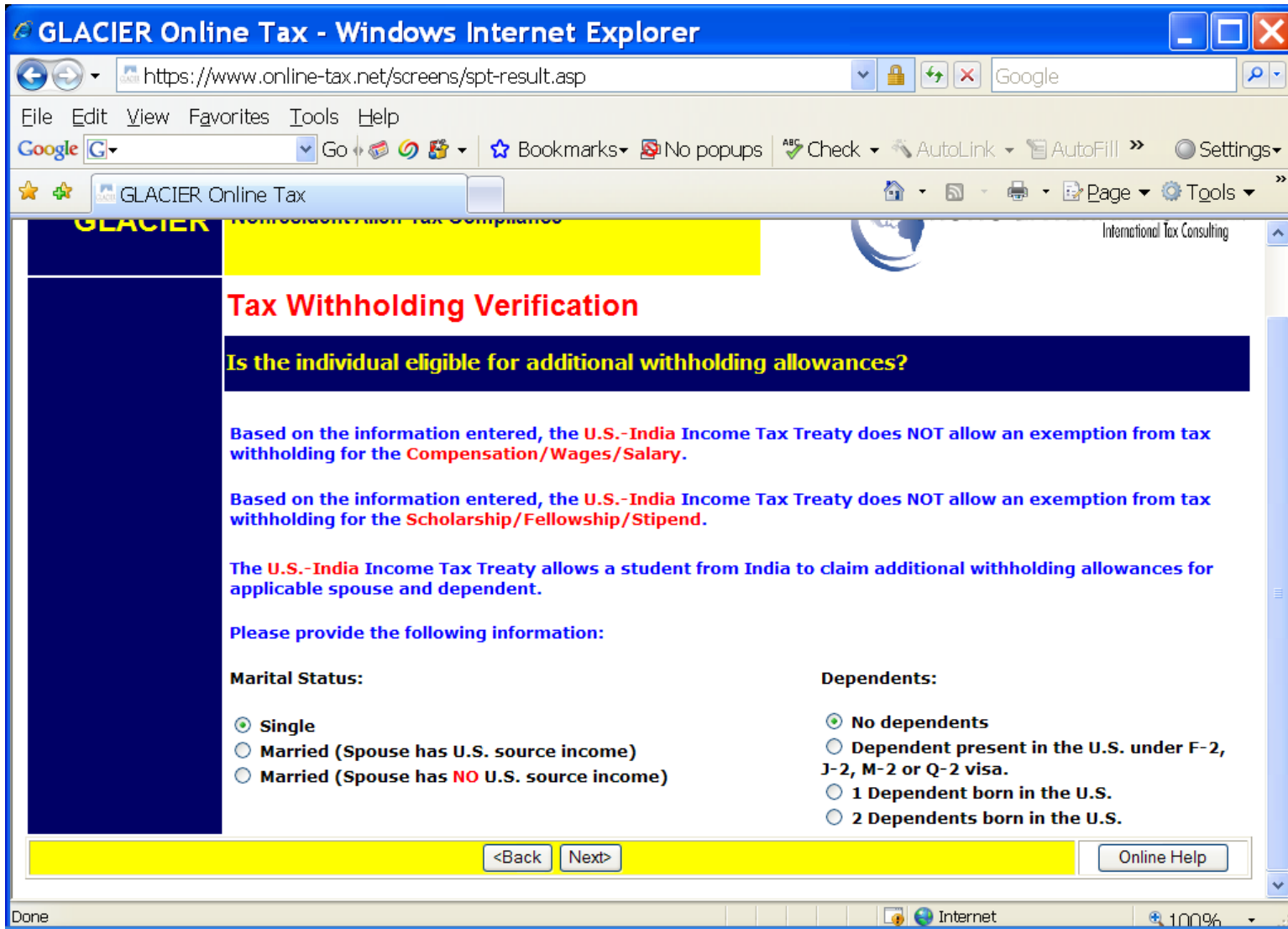
If Glacier determines the person does not qualify for a tax treaty, or there is no treaty, Glacier will state their determination.



Glacier will notify you if it determines that your status is as a resident alien for tax purposes.

The screenshot shows a Windows Internet Explorer browser window titled "GLACIER Online Tax - Windows Internet Explorer". The address bar displays the URL: <https://www.online-tax.net/screens/info.asp?hiSessionID=User8A045EB0-7FCC>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility, including a search icon, a home icon, and a print icon. The main content area features a dark blue header with the "GLACIER" logo and the text "Nonresident Alien Tax Compliance". To the right of the header is the logo for "ARCTIC INTERNATIONAL LLC International Tax Consulting". Below the header, a red heading reads "FYI. . . For Your Information". A white information icon is positioned to the left of the main text block, which states: "Based on the information entered, you are a **Resident Alien for Tax Purposes**. As such, you may have tax withheld from your payments in the same manner as a U.S. citizen. You must print and complete the blank Form W-4 provided to you by **GLACIER** and submit the form with your Tax Summary Report to your **GLACIER** Institution Administrator or Payroll Department." At the bottom of the page, there is a yellow bar containing two buttons: "<Back" and "Next>". The browser's status bar at the bottom shows "Done" on the left, "Internet" in the center, and "100%" on the right.

If the person is from one of the countries which has different W-4 rules, such as India, or from a country which allows extra W-4 withholding, (Canada, Mexico, Republic of Korea), Glacier will explain this, and ask for the number of allowances and/or marital status.



GLACIER Online Tax - Windows Internet Explorer

https://www.online-tax.net/screens/spt-result.asp

File Edit View Favorites Tools Help

Google G Go Bookmarks No popups Check AutoLink AutoFill Settings

GLACIER Online Tax

GLACIER Nonresident Alien Tax Compliance

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Tax Withholding Verification

Is the individual eligible for additional withholding allowances?

Individuals from **Korea, Republic of** may be allowed to claim additional withholding allowances for applicable spouse and dependent.

Please provide the following information:

Marital Status:

- Single
- Married (Spouse is present in the U.S. AND has U.S. source income)
- Married (Spouse is present in the U.S. AND has NO U.S. source income)
- Married (Spouse is NOT present in the U.S.)

Number of Dependents who are present in the U.S. AND have NO U.S. source income:

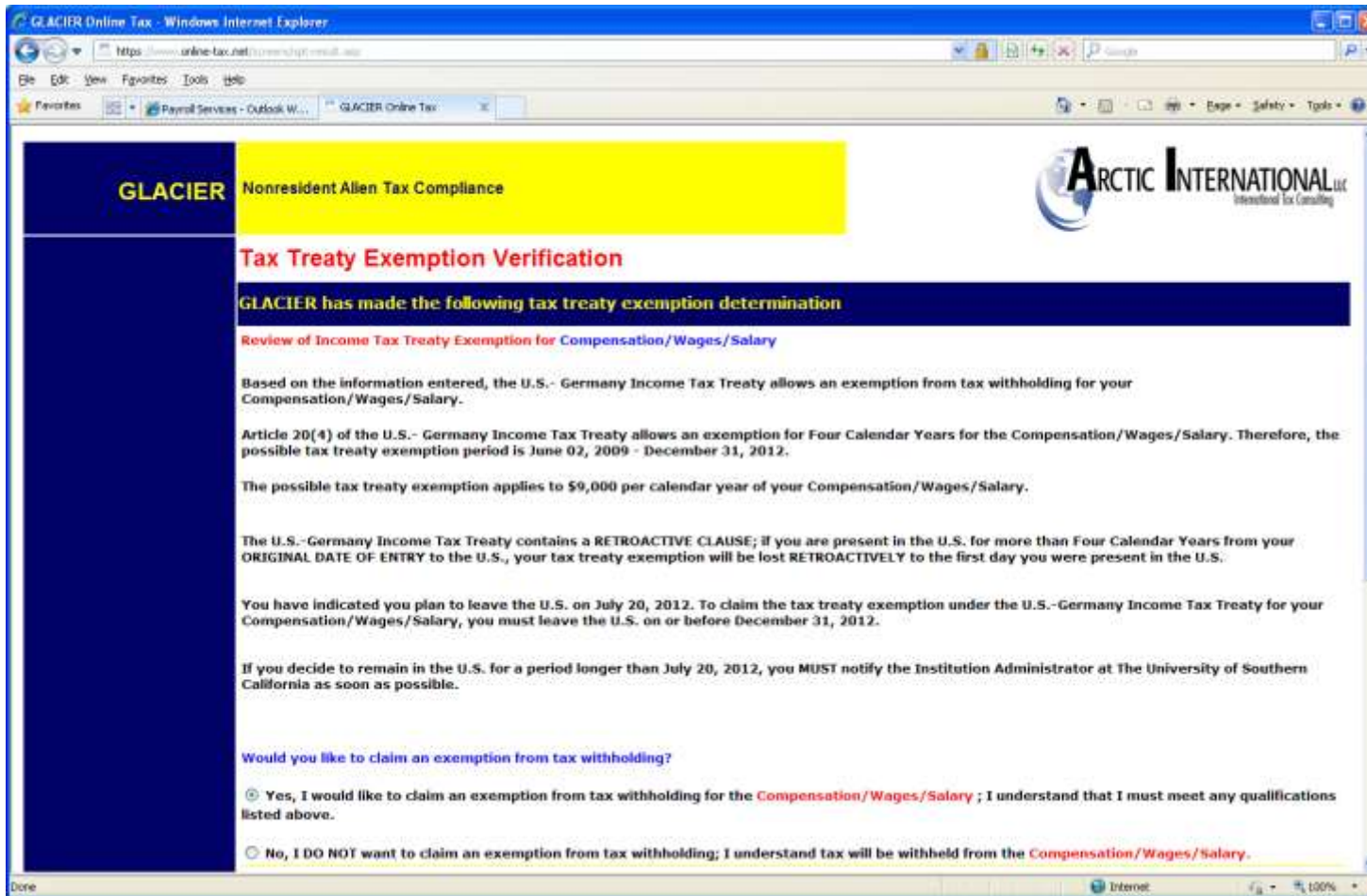
No Dependents

<Back Next> Online Help

Done Internet 100%

Step 18: Tax Treaty Exemption Verification

If a tax treaty does exist, then the terms of the treaty will be displayed below. If there are special conditions to the treaty, such as in the example below, with the US-Germany treaty, they will be explained. The non-resident alien will be offered the choice of whether or not to claim the treaty.



GLACIER Nonresident Alien Tax Compliance

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International Tax Consulting

Tax Treaty Exemption Verification

GLACIER has made the following tax treaty exemption determination

Review of Income Tax Treaty Exemption for Compensation/Wages/Salary

Based on the information entered, the U.S.- Germany Income Tax Treaty allows an exemption from tax withholding for your Compensation/Wages/Salary.

Article 20(4) of the U.S.- Germany Income Tax Treaty allows an exemption for Four Calendar Years for the Compensation/Wages/Salary. Therefore, the possible tax treaty exemption period is June 02, 2009 - December 31, 2012.

The possible tax treaty exemption applies to \$9,000 per calendar year of your Compensation/Wages/Salary.

The U.S.-Germany Income Tax Treaty contains a RETROACTIVE CLAUSE; if you are present in the U.S. for more than Four Calendar Years from your ORIGINAL DATE OF ENTRY to the U.S., your tax treaty exemption will be lost RETROACTIVELY to the first day you were present in the U.S.

You have indicated you plan to leave the U.S. on July 20, 2012. To claim the tax treaty exemption under the U.S.-Germany Income Tax Treaty for your Compensation/Wages/Salary, you must leave the U.S. on or before December 31, 2012.

If you decide to remain in the U.S. for a period longer than July 20, 2012, you MUST notify the Institution Administrator at The University of Southern California as soon as possible.

Would you like to claim an exemption from tax withholding?

Yes, I would like to claim an exemption from tax withholding for the Compensation/Wages/Salary ; I understand that I must meet any qualifications listed above.

No, I DO NOT want to claim an exemption from tax withholding; I understand tax will be withheld from the Compensation/Wages/Salary.

If the foreign national accepts the treaty, Glacier will ask for passport and job information:

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

Tax Treaty Exemption Information

To claim a tax treaty exemption, please enter the following additional information

* Indicates Required Field

Passport Number*:

Please enter the description of the services provided*:
(for example, research scholar of advanced macroeconomic analysis or student working at university bookstore)

Please enter the estimated total Compensation/Wages/Salary expected to be paid during the calendar year*:
\$ (Please do NOT enter commas)

Step 19: Tax Summary Report

A summary of the tax status will appear providing information to the employee, which will also provide them with information about tax deductions on their paycheck.

Note: It is important that the Foreign National review this page carefully.

- This page is a summary of It will provide them with answers about their paycheck and what is or is not deducted for taxes. It will also tell them when the tax treaty runs out and when they will start paying FICA taxes.



This form must be signed and dated.

Key information includes:

- Tax Residency Status
- Tax Treaty eligibility
- Tax treaty limit criteria
- FICA tax status
- Required Forms & Documents

Tax Summary Report

Based on the information provided, GLACIER has made the following determination

Name: = Payroll, Test
Tax Residency Status: = Nonresident Alien for U.S. Tax Purposes
Tax Residency Status Change Date: = January 1, 2015 to Nonresident Alien
Tax Residency Status Start Date: = January 1, 2015 to Nonresident Alien
Tax Treaty Exemption Status (Compensation): = Taxable
Tax Treaty Time Limit (Compensation): = Not Applicable
Tax Treaty Exemption Period (Compensation): = Not Applicable
Tax Treaty Dollar Limit (Compensation): = Not Applicable
Applicable Tax Withholding Rate = Single, 1(Semi-Monthly)
(If Tax Treaty Not Applicable or Forms Not Submitted)
(Compensation):
FICA Tax Status: = Exempt
FICA Tax Start Date: = January 1, 2015
 **Forms Required:** = Tax Summary Report
Form W-4
 **Document Copies Required:** = I-94 / I-94W Card
Visa Sticker/Stamp (in passport)
Form DS-2019

<Back

Next>

Online Help

- **Required Forms:** Forms that will need to be printed, signed and sent to the Payroll Office.
- **Required Document Copies:** A list of the documents that will need to be copied and included with the Tax Forms sent to the Payroll Office-Box 359555. Note: Visa Sticker/Stamp includes the picture page of the passport

Step 20: View and Print Forms

The forms will be automatically populated based on the information provided in the previous screens.

Click the Print Forms button. A PDF version of the completed forms will appear.

- Print the completed tax forms on single sided paper. **Do not make double sided copies.** (Forms are sent to the IRS for approval & double sided copies invalidates the forms)
- Sign and date all Tax forms and the Tax Summary Report Certification.
- Attach copies of all required documents.
 - **Note:** The Payroll Office does not make copies.
 - **Note:** Visa Sticker/Stamp includes the picture page of the passport
 - **Note:** The Payroll Office does not make copies.

- **MAIL** the completed packet to:
 - UW Payroll Office
 - Foreign National Desk-
 - Campus Box 359555.

- **Note: Continue through Glacier, click Next**

GLACIER

Nonresident Alien Tax Compliance



View and Print Forms

GLACIER has generated the following Tax Summary Report and Forms

Please review each form to ensure that the information is accurate and spelled correctly.

Click on <Print Forms> to view and print each form. Adobe Acrobat Reader is required (see below).

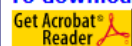
AFTER VIEWING THE FORMS IN ADOBE ACROBAT READER, YOU MUST CLOSE THE WINDOW SHOWING THE FORMS--DO NOT CLOSE YOUR INTERNET CONNECTION.

Tax Summary Report

Form W-4

Tax Information

To download Adobe Acrobat Reader, simply click the yellow icon and follow the installation instructions.



Trouble Printing Forms / Forms Come Up Blank?

NOTES:

- If the Tax Summary form does not show, the foreign national did not mark “compensation/ wages” or “stipend/scholarship”. Go back into Glacier and correct unless the foreign national is a short term visitor not receiving payments.
- The same applies if a W-4 does not appear.
- W-8BEN will only print for students from a tax treaty country who ask for the treaty, whether or not they indicated they are receiving a scholarship.
- “Treaty Attachment” is a letter which is required to accompany most but not all 8233s.

- The “Restrictive Clause Statement” will ONLY print if the specific treaty has such a clause.
- If the non-resident alien will become a resident alien for tax purposes in the current year, both the 8233 & Treaty Statement, and the W-9 and W-9 Attachment will print. Submit all.
- In November and December, Glacier will provide an 8233 for both the current and coming years. Submit both.

Step 21: Finishing and Saving Your Individual Record

Directions and contact information regarding the printed forms will appear on the final page.

Note:

- The foreign national must move to the next page, and select Exit and Save.
- **Important:** If the non-resident alien closes Glacier at this point, Glacier will consider this an “I” status (incomplete) record.

GLACIER Nonresident Alien Tax Compliance



Finishing And Saving Your Individual Record

Congratulations! You have completed your Individual Record

To complete and submit your Individual Record, please follow the directions below:

- Review, sign and date each of the Required Forms (as printed from the previous screen);
- Photocopy each of the Required Documents (as indicated on the Tax Summary Report);
- Submit the Required Forms and Required Documents to the Institution Administrator at the address below; and
- Click on Next> to properly exit GLACIER and save your Individual Record.

If any information in your Individual Record changes, you must log in to GLACIER and update your Individual Record--The information in the updated Individual Record will be automatically provided to the Institution Administrator.

Your Individual Record must be complete and all Required Forms and Required Documents submitted before any payment is made to you by University of Washington. If your Required Forms and Required Documents are NOT submitted in a timely fashion, the maximum amount of U.S. tax may be withheld from any payments made to you.

Please submit all Required Forms and Required Documents within 10 days to the Institution Administrator at the following address:

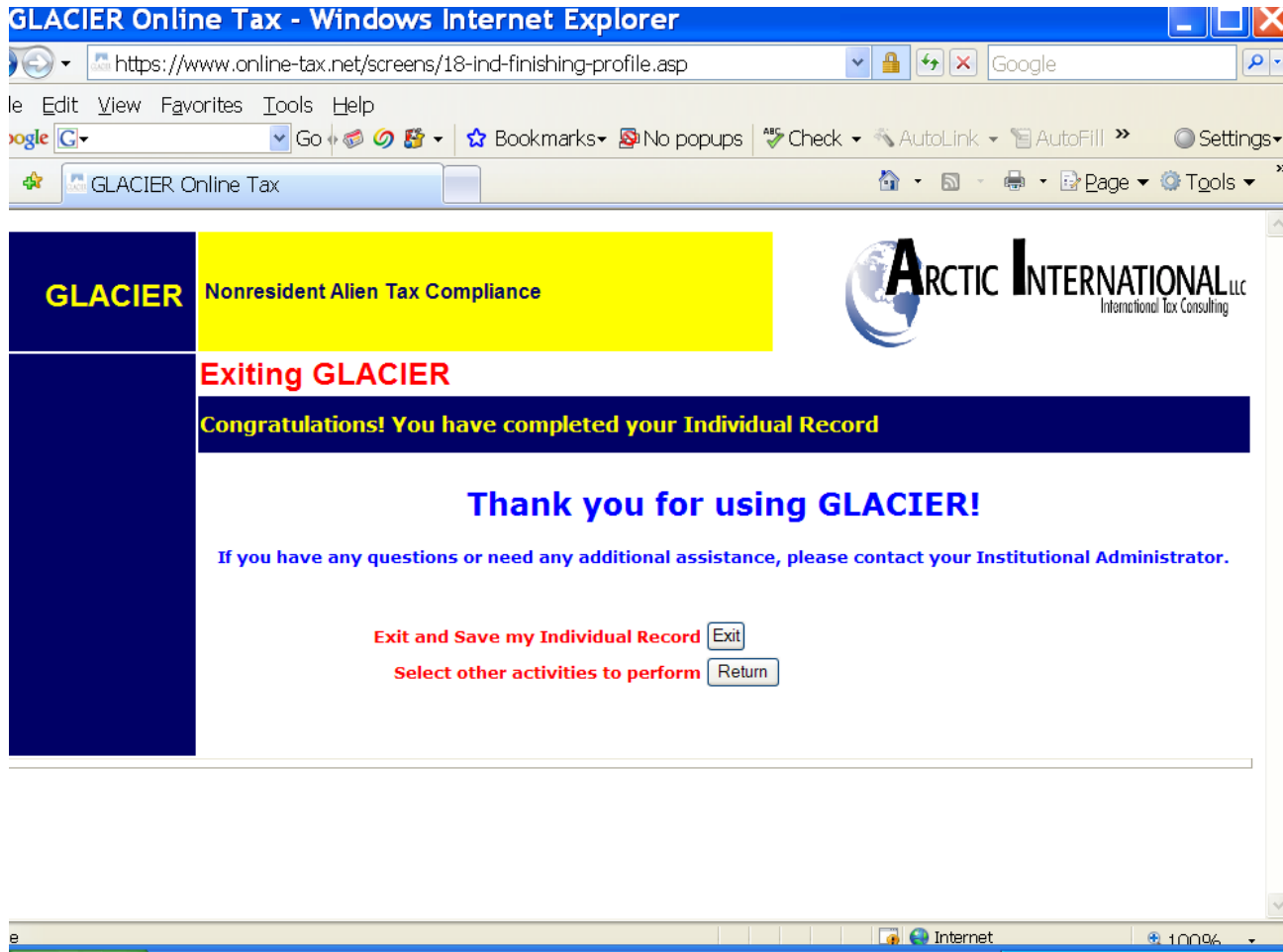
Shawna Litterski
Accounting Manager
University of Washington
Box 359555
Seattle, WA 981959555
206-616-4317 Telephone
206-543-8137 Fax
smlitter@uw.edu

The information on this screen will be printed as an Instruction Page with your Tax Summary Report.

The foreign national tax compliance is now finished!

Submit your entire packet of information to the Payroll Office for review. Until the forms are reviewed, no determinations can be made.

If at any time you have changes to your Glacier record, a COMPLETE packet of forms and documents must be resent to the Payroll Office.



NOTE: Completing Glacier does not alleviate the need for the I-9.