



Glacier

Foreign National Tax Software

What does Glacier Do?

- ▶ Maintains data entered by the Foreign National
- ▶ Determines:
 - ▶ Residency for Tax Purposes
 - ▶ Social Security and Medicare Tax determination
 - ▶ Income Tax Treaty Eligibility and Federal Withholding Tax determination

What does Glacier Do?

- ▶ Simplifies Paper Forms
 - ▶ Creates a Tax Summary page with all relevant information
 - ▶ Provides a checklist of required forms
 - ▶ Auto-populates the necessary tax forms that apply to the individual Foreign National

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

[Print Forms](#)

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?

[Click Here](#)

[<Back](#)

[Next>](#)

[Online Help](#)

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.

What does Glacier Do?

- ▶ Generates automatic email reminders to individual foreign nationals for:
 - ▶ Expiring Work Authorization
 - ▶ Tax treaty renewal
 - ▶ Changes to Social Security & Medicare tax determinations

Glacier Record

Departmental Responsibility

- ▶ Set up foreign nationals who are receiving payments through the Payroll system with a User name and password.
- ▶ It does not apply to:
 - ▶ US Citizens
 - ▶ Lawful Permanent Residents (Green Card holders)
- ▶ Once a record is initiated, inform your foreign national employee to expect an email from support@online-tax.net

Glacier Record

Employee Responsibility

- ▶ Create a Glacier account and password
- ▶ Complete the online information
 - ▶ Note: This information replaces UW Form 1007 Foreign National Payment Data Sheet
- ▶ Print, sign and date the Tax Summary Report and all necessary tax documents
- ▶ Submit signed paperwork and required document copies to the Payroll Office Box 359555.

Next Steps

- ▶ Information requests to be sent out to campus in order to determine required departmental access to Glacier
- ▶ Departmental roll outs and training
- ▶ Complete campus usage by October 1st
- ▶ Glacier integration with Workday