

Glacier – Employee View

A Glacier account will be set up for all foreign national employees.

- The employee will receive an email from support@online-tax.net (Glacier).
- 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.



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: 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. The same login and password cannot be used at two different institutions.

Step 3: Click the I Accept button on the User Agreement.

Step 4: Log into Glacier again using their **new** UserID and password.



Click on the Image Above to Enter GLACIER
or [Login Now](#)

GLACIER supports [Internet Explorer](#), [FireFox](#) (On Windows or MAC platforms), and Apple Safari.
Javascript must be enabled to use GLACIER.

Please direct any questions about using GLACIER to: support@online-tax.net

GLACIER is a product of Arctic International LLC.
For more information about other Nonresident Alien Tax Compliance Products and
Services visit www.arcticintl.com




Step 5: Nonresident Alien Tax Compliance - Welcome

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

File Edit View Favorites Tools Help

GLACIER Nonresident Alien Tax Compliance



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

[Contact GLACIER Support](#)

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Step 6: Relationship

Choose the employment type with the UW. Please choose only one option within each group.

- Employee/Staff- For employees paid salary 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

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

The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a yellow header bar containing the text "GLACIER Nonresident Alien Tax Compliance". On the right side of the header is the logo for "ARCTIC INTERNATIONAL LLC International Tax Consulting". The main content area has a dark blue sidebar on the left and a white background for the form. The form title is "Relationship" in red. Below the title is a dark blue bar with the question "What is your relationship with University of Washington?" in yellow. A red instruction says "Please check all that apply:". The form contains a list of checkboxes for different relationship types: Employee/Staff, Faculty, Graduate Teaching or Research Assistant, Student Worker, Student, Guest Speaker, Consultant, Artist/Performer, Industrial Royalty Recipient, Copyright Royalty Recipient, and Other. At the bottom of the form are three buttons: "<Back", "Next>", and "Online Help".

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GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

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


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Step 7: Income Type

Choose how you receive your pay.

- Compensation/Wages includes all payment types (salary, hourly).
- Scholarship or Fellowship are stipend payments only
- No Income includes courtesy appointments and visiting scholars without salary.

Note: If the wrong box is checked then Glacier may not make an accurate tax determination or create incorrect tax forms. For example, if an employee chooses Scholarship or Fellowship but the pay is a salary then the FICA tax exemption will not appear.

GLACIER	Nonresident Alien Tax Compliance	
	<p>Income Type</p> <p>What type of payment(s) will you receive from University of Washington?</p> <p>Please check all that apply:</p> <p><input type="checkbox"/> Compensation/Wages</p> <p><input type="checkbox"/> Scholarship or Fellowship (Non-Service)</p> <p><input type="checkbox"/> No Income (I DO NOT currently receive payments from University of Washington)</p>	
<p><Back Next></p>		<p>Online Help</p>

Step 8: Personal Information

- Enter the First Name/Personal Name, Middle Name and Last Name/Surname/Family Name
- Enter an email address. The uw.edu email is preferred. Any Glacier notifications will be sent to this email account.
- 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.
- The Foreign Tax ID number does not need to be entered. This is optional.
- Enter UW Employee Identification Number (EID). If you are not sure of your EID then contact your work department. Note: EID is used to identify your information in Glacier and Workday.

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Personal Information

Please Enter and/or Verify the Following Information

* Indicates Required Field

First Name/Personal Name * :

Middle Name:

Last Name/Surname/Family Name * :

Email Address:

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:

Step 9: U.S. Address

Enter the address where you currently live in the US. Phone numbers are optional and do not need to be entered.

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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

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Step 10: Permanent Foreign Address

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

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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*:

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.

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. This is the country outside the US that you are responsible for paying your taxes. **Do not select the United States** even if you have been in the US and are a resident alien for tax purposes.

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Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship:
Samoa

Country of Tax Residence:
Please Select

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.

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.

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Step 12: Immigration Status


- Choose the Institution that sponsored/will sponsor the current US Immigration Status
 - University of Washington = J-1, H-1B
 - Other institution = anyone outside of the UW that has sponsored the visa. F-1 for students coming from other Universities, EAD cards

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 is found on the DS-2019 form.

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

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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".

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Step 13: Time Spent in the US

Date of Entry to the US: Enter the arrival date into the US for **this current visa status** and the expiration date/departure date (prior visa information will be entered later) For example, if the current visa status is F-1 and the current I-20 start date is May 1, 2018 but you have been in the US on an F-1 since May 1, 2016 then the Date of Entry in the US would be May 1, 2016. **Note:** The Date of Entry cannot be in the future. You must already be in the US.

Date Permission to Stay in the US Expires: This is the date your **work authorization** expires. This date is from the I-20, DS-2019, I-797A, 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). This should be the same date as the expiration date or possibly after the work authorization expires.

Note: The work authorization documents are in US format. Glacier entry is in European format. Enter information carefully.

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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 ▼

Date Permission to stay in the U.S. Expires
DD ▼ MM ▼ YYYY ▼

Estimated or Actual Date of Final Departure from 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.

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

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Step 14: Immigration Status

The immigration status is the SAME if the visa type has not changed since you entered the US.

The immigration status is DIFFERENT if the visa type has changed while you were in the US on this visit. For example, you entered the US as an F-1 student and then switched to a J-1 Research Scholar. You did not leave the US and the change occurred while you were still in the US.

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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.

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

The screenshot shows a web browser window titled "GLACIER Online Tax - Windows Internet Explorer". The address bar shows the URL "https://www.online-tax.net/screens/10-ind-visa-changedYN.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains "Go", "Bookmarks", "No popups", "Check", "AutoLink", "AutoFill", and "Settings". The page content is titled "When did you change your immigration status?". It features two radio button options: "I have changed my immigration status ONLY ONE TIME since I originally entered the U.S for this visit." and "I have changed my immigration status MORE THAN ONE TIME since I originally entered the U.S. for this visit.". Below these are several input fields: "I Originally Entered the U.S. on:" (text field with "August 01, 2006"), "I Originally Entered the U.S. Under Immigration Status:" (dropdown menu with "Please select"), "I Changed My Original Immigration Status on:" (date picker with "DD", "MM", "YYYY" dropdowns), "I Again Changed My Immigration Status to:" (dropdown menu with "Please select"), "The SECOND TIME I Changed My Immigration Status on:" (date picker with "DD", "MM", "YYYY" dropdowns), and "My Current Immigration Status is:" (text field with "F1-Student"). The section for the second time status change is highlighted in yellow.

"I originally entered the US on" -- This is the date entered on the Original Date of Entry to the US.

"I originally entered the US under immigration status" -- This is the visa type that you original came into the US.

"I changed my Original Immigration Status on:" -- Enter the date when the visa status was changed.

If the visa status changed more than once then you would fill out the section highlighted in yellow.

"My current Immigration Status is" - - This is the current visa status.

Step 15: Days Present in the US


Record the number of days outside the US since the arrival date of the current visa. Information from the I-94 departure record and stamps in the passport can help 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.

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GLACIER Nonresident Alien Tax Compliance



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
---	---	--

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 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.

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

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 under Calendar Year and Immigration Status. Use the delete key to erase years and 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

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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.

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Nonresident Alien Tax Compliance



Tax Withholding and Tax Treaty Exemption Review

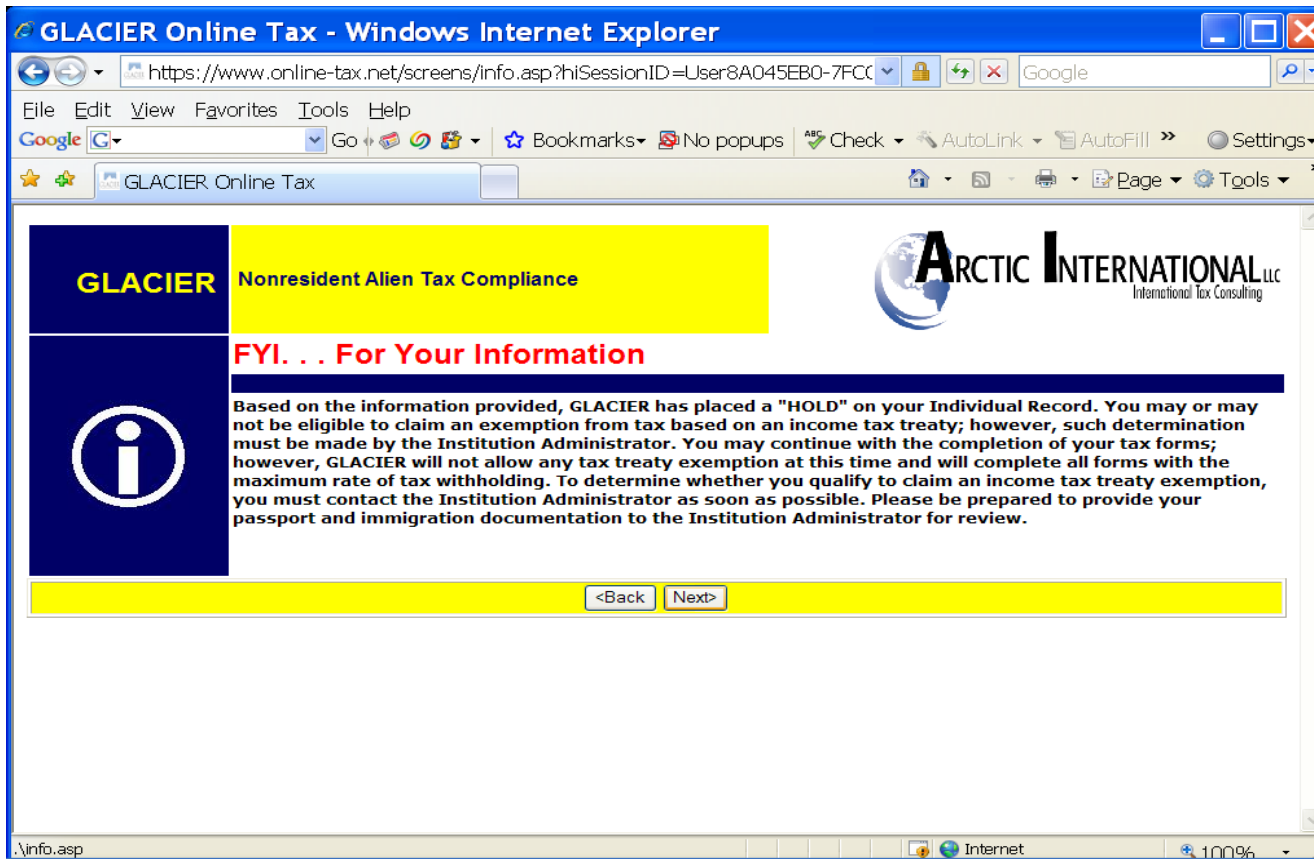
GLACIER is now reviewing applicable Tax Withholding Rates and any possible Tax Treaty Exemption.

Click **Next>** to continue.

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Next>

If Glacier has placed a 'hold' then you will see this screen. An explanation will be listed on why the tax treaty information is on hold.



There are four types of holds:

Hold 1: There is not a Social Security or Taxpayer ID number. Treaty benefits cannot be granted a social security number or ITIN is entered.

Hold 2: The country of tax residency is different than the country of citizenship. Tax treaties will not be granted in this situation.

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

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

Note: Even though Glacier does not issue a tax treaty benefit, it can still be claimed when the employee files their federal tax return with the IRS.

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Tax Treaty Exemption Verification

GLACIER has made the following tax treaty exemption determination

Based on the information provided, you do not qualify for an exemption from tax withholding for your **Compensation/Wages/Salary**.

Based on the information provided, you do not qualify for an exemption from tax withholding for your **Scholarship or Fellowship (Non-Service)**.

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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 contains 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 shows "Google", "Go", "Bookmarks", "No popups", "Check", "AutoLink", "AutoFill", and "Settings". The address bar also shows "GLACIER Online Tax" and navigation icons for home, back, forward, and print. The main content area features a dark blue sidebar with the "GLACIER" logo and a white information icon. The main content area has a yellow header with "Nonresident Alien Tax Compliance" and a red heading "FYI. . . For Your Information". Below the heading, a paragraph 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." The Arctic International LLC logo is visible in the top right. A yellow bar at the bottom contains "<Back" and "Next>" buttons. The status bar at the bottom shows "Done", "Internet", and "100%".

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FYI. . . For Your Information

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.

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Step 18: Tax Treaty Exemption

Tax treaty benefits provide an exemption from federal income tax on paychecks. Tax treaty limits are different for each country.

If a tax treaty exists with the US then the option to accept the tax treaty will appear along with the terms of the tax treaty.



GLACIER Nonresident Alien Tax Compliance

Tax Treaty Exemption Verification

GLACIER has made the following tax treaty exemption determination

Review of Income Tax Treaty Exemption for Compensation/Wages

Based on the information entered, the U.S.- China, People's Republic of Income Tax Treaty allows an exemption from tax withholding for your Compensation/Wages.

Article 20(C) of the U.S.- China, People's Republic of Income Tax Treaty allows an exemption for Unlimited Time Period for the Compensation/Wages. Therefore, the possible tax treaty exemption period is August 1, 2017 - unlimited.

The possible tax treaty exemption applies to \$5,000 per calendar year of your Compensation/Wages.

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**; 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**.

Note: A nonresident alien who receives income in the U.S. generally must pay tax and report that income in both the U.S. and his or her home country. If you are eligible and do claim a tax treaty exemption, you must still file a U.S. federal tax return. Also, you may be required to report and/or pay additional tax on your U.S. income in your home country; you should check with the tax authorities in your home country for any applicable tax reporting or payment requirements.

[Show Treaty Text](#)

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Click Yes to accept the tax treaty benefit. Your passport number, type of work (student worker, research, teacher, etc.) and the approximate amount of wages you will earn for the entire year must be entered.

GLACIER Nonresident Alien Tax Compliance

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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

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 ISC Payroll Office, Campus Box 359555. Note: Visa Sticker/Stamp includes the photo page of the visa and the stamp is the date stamp from the original entry date with the work authorization (F-1, etc.) written in by the Immigration Officer.

Tax Summary Report

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

Name: = Cheryl, Testing

Tax Residency Status: = Nonresident Alien for U.S. Tax Purposes

Tax Residency Status Change Date: = July 3, 2022 to Resident Alien

Tax Residency Status Start Date: = January 1, 2022 to Resident Alien

Tax Treaty Exemption Status (Compensation): = Exempt

Tax Treaty Time Limit (Compensation): = Unlimited Time Period

Tax Treaty Exemption Period (Compensation): = August 1, 2017 - unlimited

Tax Treaty Dollar Limit (Compensation): = \$5,000 per calendar year

Applicable Tax Withholding Rate
(If Tax Treaty Not Applicable or Forms Not Submitted)
(Compensation): = Single, 1(Semi-Monthly)

FICA Tax Status: = Exempt

FICA Tax Start Date: = January 1, 2022

Forms Required: = Tax Summary Report
Form W-4
Form W-BBEN
Form 8233
Treaty Attachment

Document Copies Required: = I-94 / I-94W Card
Visa Sticker/Stamp (in passport)
Form I-20

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Online Help

Step 20: View and Print Forms

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International Tax Consulting

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.

 [Click Here](#)

Trouble Printing Forms / Forms Come Up Blank?

The information entered in Glacier prints on the forms automatically.

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.

- Visa Sticker/Stamp includes the picture page of the passport
- The I-94 arrival/departure record is available on the Dept. of Homeland Security website: <https://i94.cbp.dhs.gov/i94/#/home>
- **MAIL** the completed packet to:
ISC Payroll
Attention: Glacier Admin
Campus Box 359555.

NOTES:

- The Tax Summary form will not appear if the compensation/ wages or stipend/scholarship box is not checked. Go back into Glacier and choose the type of pay you will received.
- “Treaty Attachment” is a letter that is required to accompany most but not all 8233 tax forms. It states the terms of the tax treaty and any additional exceptions such as a Restrictive Clause.
- The “Restrictive Clause Statement” will ONLY print if the specific treaty has such a clause.
- Tax treaty benefits, form 8233, are only good for one calendar year. They must be renewed each year. A tax treaty renewal will begin in November for employees that will be eligible for a tax treaty benefit into the next year.

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.

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.

<Back

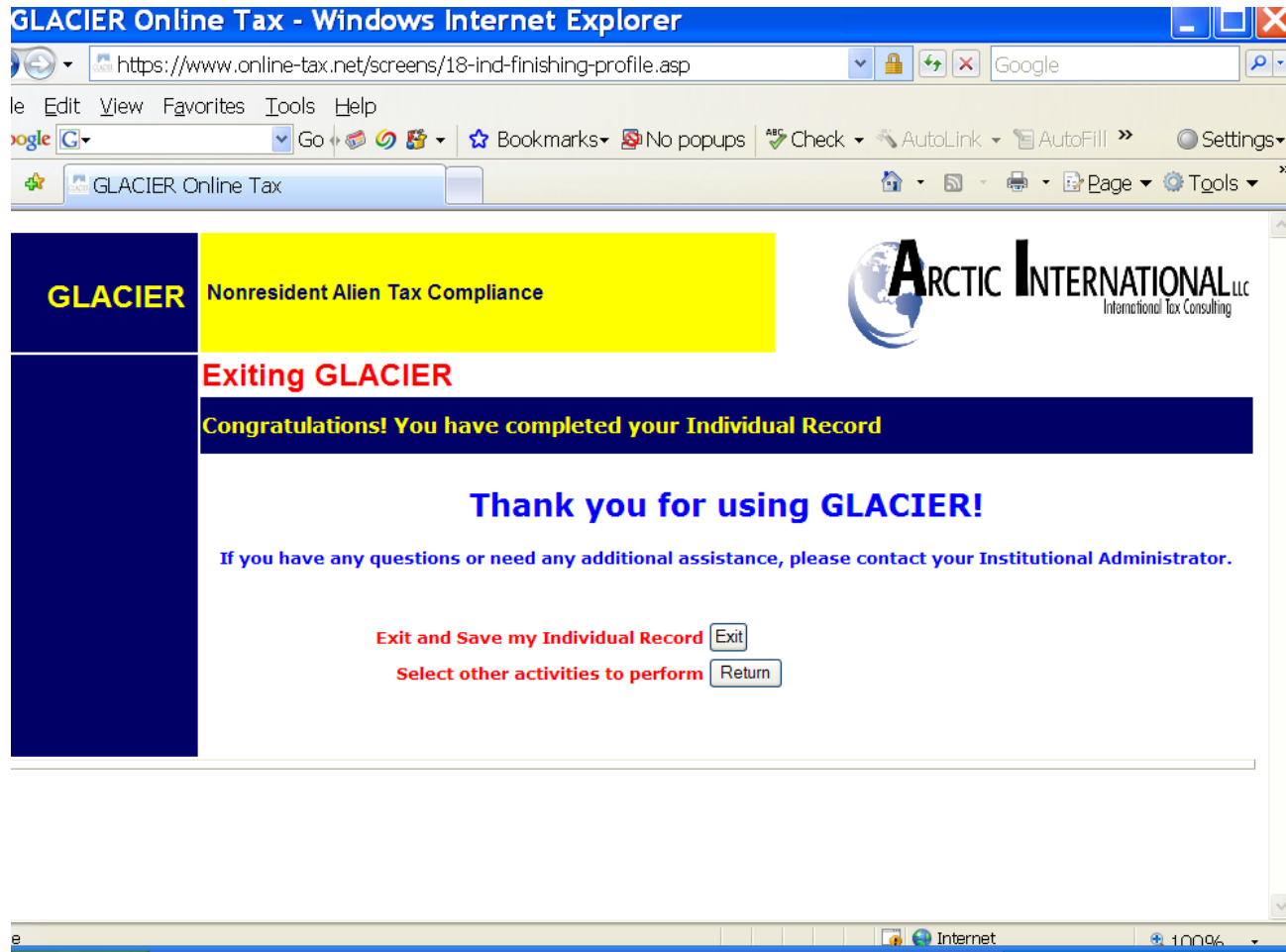
Next>

Online Help

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.