

# GLACIER CHECKLIST

To avoid a delay in processing your Glacier package, please review this checklist before submitting to Payroll Office. Once reviewing this checklist, if you find errors on the Tax Summary Report, go back into Glacier and make the appropriate changes then reprint your Glacier documentation. Each number on the sample Tax Summary Report corresponds to an item below the summary of an item to check.

**Due to IRS rules we must receive the original signed paper copies of your forms. We are not accepting any Glacier package documents or forms by email or fax.** Your Payroll Coordinator can assist you in sending this package to us via campus mail.

GLACIER ONLINE TAX COMPLIANCE SYSTEM		Tax Summary Report	
<b>Summary of Information Entered into GLACIER™:</b>			
<b>Name:</b> Payroll Test FI		2014 - 275 Days	
<b>SSN / ITIN:</b> 123-45-6789		2013 - 265 Days	
<b>Email Address:</b> smitter@uw.edu		2012 - 301 Days	
<b>Country of Tax Residence:</b> China, People's Republic of		2011 - 265 Days	
<b>Country of Citizenship:</b> China, People's Republic of		2010 - 63 Days	
<b>Current Immigration Status:</b> F1 Student			
<b>Date of Entry to U.S.:</b> August 31, 2010 <b>1</b>		<b>Changed Immigration Status?</b> No	
<b>Immigration Status Expiration:</b> August 19, 2016 <b>2</b>		<b>Immigration Status Change Date:</b>	
<b>Original Immigration Status:</b>			
<b>Employee Identification:</b> 555005555		<b>Estimated Date of Departure:</b> August 19, 2016 <b>3</b>	
<b>Tax Determinations and Results</b> Based on the data entered, GLACIER has made the following determinations:			
<b>Tax Residency Status:</b> Nonresident Alien for U.S. Tax Purposes			
<b>Residency Status Change Date:</b> July 3, 2015 to Resident Alien			
<b>Residency Status Start Date:</b> January 1, 2015 to Resident Alien			
<b>Residency Status Change Date 2 (if applicable):</b>			
<b>Residency Status Start Date 2 (if applicable):</b>			
Compensation/Wages			
<b>Applicable Tax Withholding Rate:</b> Single, 1(Semi-Monthly)			
<i>(If Tax Treaty Does Not Apply or Form Is Not Submitted)</i>			
<b>Tax Treaty Exemption Status:</b> Exempt <b>EX</b>			
<b>Tax Treaty Time Limit:</b> Unlimited Time Period			
<b>Tax Treaty Exemption Period:</b> August 31, 2010 - unlimited			
<b>Tax Treaty Dollar Limit:</b> \$5,000 per calendar year			
<b>FICA Tax Status:</b> Taxable		<b>FICA Tax Start/Change Date:</b> January 1, 2015	
<b>Required Forms and Document Copies</b> Attach the following Forms and Documents to the Tax Summary Report			
<i>Please print, sign and submit with Tax Summary Report</i>		<i>Please copy and submit with Tax Summary Report</i>	
<b>Required Forms:</b>		<b>Required Document Copies:</b>	
Form W-4		Form I-20	
Form W-8BEN		Form I-94/I-94W Card <b>5</b>	
Form W-9/Statement <b>4</b>		Visa Sticker/Stamp (in Passport)	
Form 8233 - 2015			
Treaty Attachment			
<b>Certification</b>			
I hereby declare that the information provided by me to University of Washington and/or entered into the GLACIER Online Tax Compliance System for purposes of making the tax determinations above is true and correct. If any of the information provided changes or if other relevant information becomes available, I will notify University of Washington as soon as possible so that this information and/or my U.S. tax status may be updated.			
<b>Signature:</b>		<b>6</b>	<b>Date:</b>

- 1 – Date of Entry to U.S.
  - This is the **FIRST** time you entered into the U.S. under your **CURRENT** visa.
- 2 – Immigration Status Expiration
  - This must be your Work Authorization Expiration date (Date Permission to stay in the UW expires).
  - For F-1 visa holders, this date is on your I-20. Enter "complete studies no later than\_\_\_\_ ." OR enter the Program End Date from ICE Form I-20.
  - For J-1 visa holders, this date is on your DS-2019. Enter the end date from line 3 of Form DS-2019 (U.S. Department of State).
  - For H1B/TN visa holders, this date is on your I-94 or Employment Authorization card. Enter the "until" end date from the I-94 Form (Departure Record) or the date from your Employment Authorization Card.
- 3 – Estimated Date of Departure
  - Due to system limitations this should be the same date or after your Immigration Status Expiration.
- 4 - Required Forms
  - Note: Your list may vary from the sample above.
  - Make sure everything that is listed in this section on your Tax Summary Report is included in your packet.
  - Verify that each document has been printed single sided, has been signed and dated.
- 5 – Required Document Copies
  - Note: Your list may vary from the sample above.
  - Make sure everything that is listed in this section on your Tax Summary Report has a copy included in your packet.
  - **Include a copy of Employment Authorization Card if you are working with an Employment Authorization Card.** Note: This will not be listed on the Tax Summary Report but it is needed.
  - If the Payroll Office does not have your Social Security Number please submit a copy of your Social Security Card at this time. If you do not have a Social Security Card, this does not apply at this time.
- 6 – Glacier Tax Summary Report
  - Make sure that you have signed and dated this report.