Glacier – Employee View

A Glacier account will be set up for all UW foreign national employees. The employee will receive an email from support@online-tax.net (Glacier) in their uw.edu email account. The email will provide the employee with a temporary User ID and temporary password.

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

SECURED BY
GeoTrust
click to verify
15-May-15 21:21 GMT

Step 5: Nonresident Alien Tax Compliance - Welcome

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

GLACIER   Nonresident Alien Tax Compliance

ARCTIC INTERNATIONALLLC
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.   Note: Students should choose both Student Worker and Student in case payments change for future positions.

- **Employee/Staff**- For employees paid salary or hourly wages through Payroll.
- **Faculty**-For employees who have a Faculty position (Professor, Assistant Professor)
- **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

- **Student-** Foreign Nationals being paid Stipend/Scholarship/Fellowship earnings.

Please check all that apply:

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

- ☑ Student (Scholarship or Fellowship)

Step 7: Income Type

Choose how you receive your pay.

- Compensation/Wages includes payment type salary and/or hourly.
- Scholarship or Fellowship are stipend payments only

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 a possible FICA tax exemption will not appear.

Please check all that apply:

- ☑ Compensation/Wages

- ☑ Scholarship or Fellowship (Non-Service)

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

Step 8: Personal Information

- Enter the First Name/Personal Name, Middle Name and Last Name/Surname/Family Name
- Enter the email address you want to use to receive Glacier notifications. The uw.edu email is preferred.
- 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.

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

- A 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. EID is important because it is used to identify your information in Glacier and Workday.

Step 9:   U.S. Address

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

Step 10:   Permanent Foreign Address

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

Foreign nationals that do not have a foreign address, such as Asylees or DACA recipients, can enter unknown in the Street Address line and choose the City and Country of origin.

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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 paid taxes in the US and might be a resident alien for tax purposes.

Step 12: Immigration Status

- Choose the Institution that sponsored the current US Immigration Status/visa.
    - University of Washington = F-1, J-1, H-1B
    - Other institution = EAD cards   Note: This option should only be used if your EAD card is not a UW sponsored visa program such as a DACA, Asylee or change of immigration status recipient.

    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.

    - I-20 or OPT EAD card = F-1
    - DS-2019 = J-1 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.
    - I-797A or I-797B = H-1B
    - EAD card that is not for OPT = Other

Step 13: Time Spent in the US

- **Date of Entry to the US:** Enter the arrival date into the US for **the current visa status.** 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, 2019 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. Do not use the date on the "US Visa" stamp in the passport nor the expiration date of the passport itself.

    - **I**-20 located on the Program End Date line
    - **DS**-2019 located in Box 3 on the To: line
    - **I**-797A or I-797B located in the top right box "Valid From" end date

- EAD cards located on the Card Expires line
- TN visa located at the bottom of the TN visa in your passport or on the I-797A.

- **Departure date:** Enter the date that you will leave the US permanently (e.g, not for a vacation). This should be the same date as the expiration date or a date after the work authorization expires.

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

Step 14: Immigration Status

- The immigration status is the SAME if the visa type has not changed since you entered the US on the current work authorization type. For example, you entered the US as an F-1 and even though you may have left the US for vacations or visits, you came back into the US on an F-1.

- 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. The screen below 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

- o "I originally entered the US on" -- This is the date entered on the Original Date of Entry to the US.
- o "I originally entered the US under immigration status" -- Enter the visa type that you original came into the US.
- o "I changed my Original Immigration Status on:" -- Enter the date when the visa status was changed.
- o If the visa status changed more than once then you would fill out the section highlighted in yellow.
- o "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 for each calendar year 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. **Note:** This piece is critical for determining the substantial presence test.

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 [____] Days NOT present in U.S.
2014	J1-Alien Physician	365 Days	Less [____] Days NOT present in U.S.
2013	J1-Alien Physician	365 Days	Less [____] Days NOT present in U.S.
2012	J1-Alien Physician	366 Days	Less [____] Days NOT present in U.S.
2011	J1-Alien Physician	365 Days	Less [____] Days NOT present in U.S.
2010	J1-Alien Physician	236 Days	Less [____] Days NOT present in U.S.

Click the button "I have previously visited the US" if you have been in the US prior to the years listed. Enter ALL prior visits into the US under ANY other 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.

- 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.

Step 16: Tax Residency Status Summary

A summary of the information entered will appear.

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

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 for your pay checks. There are several reasons why a tax treaty benefit may not be issued. The most common is no social security number or ITIN.   Even if Glacier does not provide the tax treaty paperwork, the tax treaty can still be claimed when the tax return is filed with the Internal Revenue Service.

Step 18:   Tax Treaty Exemption

The tax treaty provides an exemption from federal income tax on paychecks. Tax treaty limits are different for each country.   If Glacier has determined that 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. You can choose to accept the tax treaty exemption and Glacier will create the appropriate forms (form 8233 and attachments).

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.

Step 19: Tax Summary Report

A summary of the tax status will appear providing information on your tax status and tax deductions on your paycheck.   Review this page carefully.
This page is a summary of what taxes will or will not be taken from the paycheck. It will also list when the tax treaty runs out and when deductions for FICA taxes (social security & medicare) will start. ***This form must be printed, signed and dated using your handwritten signature. Electronic signatures are not accepted.***

Key information includes:
- Tax Residency Status
- Tax Treaty eligibility
- Tax treaty limit criteria
- FICA tax status
- Required Forms & Documents (see below)

Required Forms: Forms created by Glacier that will need to be printed, signed using your original signature (electronic signatures not accepted) and sent to the Payroll Office**.**

Required Document Copies: A list of the documents that will need to be copied and included with the Glacier Tax Forms. Note: Visa Sticker/Stamp includes the photo page of the visa and the stamp is the date stamp from the original entry date of the work authorization type (F-1, etc.) written in by the Immigration Officer.

Note: Glacier will not list the EAD card as one of the Required Documents. A copy of the front and back of the EAD card MUST be included with the Glacier forms.

Step 20: View and Print Forms

Click the Print Forms button. A PDF version of the completed forms will appear.   The information entered in Glacier prints on the forms automatically.

- 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 using your handwritten signature.   Electronic signatures are not accepted.
- Attach copies of all required documents.
    - Work authorization document (I-20, DS-2019, I-797A or I-797B, EAD card)
    - Visa Stamps in your passport
    - Visa 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 Glacier packets:
  UW Campus Mail – Payroll Office, Campus Box 359555
  US Mail Service (USPS, Fed Ex, UPS) – Payroll Office, 4333 Brooklyn Avenue NE, Suite O-2, Box 359555, Seattle, WA 98195

Step 21: Finishing and Saving Your Individual Record

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

- Move to the next page and select Exit and Save.
- <mark>Important:</mark> If the Glacier program closes before Exiting and saving the information then Glacier will consider this an incomplete record and the information must be entered again.

Congratulations! You have finished completing Glacier Tax Compliance!

Submit your entire packet of information to the Payroll Office for review and updates.   Changes and application of tax treaty benefits will not be applied until the Glacier paperwork is received in our office and has been reviewed for accuracy.

If changes are made to your Glacier record at any time then a COMPLETE packet of forms and documents must be resent to the Payroll Office.

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.

- Completing Glacier does not fulfill the I-9 requirement.   This is a separate process and must be completed in Workday.

- "Treaty Attachment" is a letter that is required to accompany all form 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. The tax treaty renewal process begins in November for employees that will be eligible for a tax treaty benefit into the next year.

For help:
- Contact the Payroll Office using the form at https://employeehelp.workday.uw.edu/contact-us/
- Choose the Online Help button available on the bottom right corner on each page of the Glacier program