GLACIER

Access and Data Entry Screens
• When Service Center opens employee account in GLACIER, employee receives an e-mail from support@online-tax.net.

• Employee will also receive an email from UWHRAadministration@ohr.wisc.edu. This email will identify the relationship and income type the employee must select in Glacier.
Employee may access GLACIER through the link, User ID, and password included in the e-mail from support@online-tax.net

Dearucky Badger,

The Internal Revenue Service (IRS), the U.S. government tax authority, requires University of Wisconsin System 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 Wisconsin System. For your convenience, University of Wisconsin System 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. This 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 Wisconsin System for purposes of tax withholding and reporting.

You must access GLACIER and provide the requested information within 7 days of receiving this message. If you do not provide the requested information within 7 days, the maximum amount of U.S. tax will be withheld from any payments made to you and no tax refunds will be allowed for noncompliance.

Before you log in, be sure to have with you all current and prior immigration-related documents and your passport as you will need specific dates of your current and prior stays in the U.S. You also must have access to a printer, as you will be required to print the tax forms.

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 User ID and Password at the time of first access to GLACIER.

User ID: SVHOGLCX
Password: PGMQHMKH

Be sure to write down your own login as you will need it if you have to return to update your information. You will need to update your information every time you leave the United States or change your immigration status or any of your personal information in Glacier.

If you have any questions, please review a self-help document at http://www.lhr.wisc.edu/hr/paysheet.php?id=1790S first and if you need additional information about why you have been asked to use GLACIER, please contact me.

Thank you and have a great day.

Teri Van Genderen
University of Wisconsin System
tvangenderen@ohr.wisc.edu or 1-608-263-1504.

The information in this email message is confidential and may be legally privileged. It is intended solely for the addressees. Access to this email by anyone else is unauthorized.
Glacier Log-In:
http://www.online-tax.net
Employee enters the User ID and password from the Glacier-generated email.
Employee must change UserID and password and remember it for future access. Any time information changes, employee must update Glacier record and deliver a new Tax Summary Report and any treaty forms/attachments.
After changing the pre-assigned password, GLACIER requires the employee to enter their new User ID and password in order to access the data entry screens.
Welcome to GLACIER Nonresident Alien Tax Compliance

To access GLACIER, please enter the following information:

UserID: BVSHE6GL
Password: ********

Forgot Login?
If you have forgotten your UserID and/or Password, please select Forgot Login? An email will be sent to the email address in your GLACIER Individual Record.

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
Enter the email address associated with your GLACIER Individual Record. An email message from the GLACIER Support Center containing your login information will be sent to you shortly.

Email Address: 

Return to Login
After successfully logging in, employee must read and accept the User Agreement before proceeding.
If employee has a question for GLACIER support, they contact them through this link found on several screens.
Selecting “Contact GLACIER Support” opens an e-mail for communication with GLACIER.
Employee access to Glacier data entry screens

Welcome to GLACIER for University of Wisconsin System

Bucky Badger, What Would You Like To Do Today?

- Create/update/view my Individual Record
- View/print my Form 1042-S
- Complete my U.S. tax return using GINTAX
- Learn about General U.S. Tax Issues and FAQs
- Change my GLACIER Login Information
- Exit GLACIER

Contact GLACIER Support
The Service Center email to employees (UWHRAadmin@ohr.wisc.edu) identifies the relationship(s) and income type(s) the payee must select in Glacier.

Most individuals should only select the Employee / Staff / Faculty / Student / Research Assistant relationship.

The ONLY individuals who should select either the fellow, scholar or trainee categories are those with one of the following specific appointment titles and title codes:
Fellow (Y21NN) / Post Doc Fellow (X10NN) / Advanced Opportunity Fellow (Y26NN)
Scholar (Y22NN) / Post Doc Scholar (Y22NN)
Trainee (Y23NN) / Post Doctoral Trainee (X30NN) / Graduate Intern (X75NN) / Graduate Trainee (X75NN)
Further description of payee’s relationship with the University – based only on the individual’s **PAID** relationship with the University

**GLACIER Online Help**

Do you need assistance?

Select the choice that best describes the Relationship you have with your Institution. The choices are grouped by category. If there is more than one choice per CATEGORY that applies to your Relationship, select the choice that you believe BEST describes your Relationship. If there is more than one choice in different categories, please check all that apply. Based on your selection, GLACIER will determine how you should be taxed with respect to the payments you receive. If you are unsure of your Relationship with your institution, please contact your Institution Administrator to discuss.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

If you need additional assistance with how to operate GLACIER, please contact the GLACIER Support Center at:

**support@online.tax.net**

Please note that the GLACIER Support Center CANNOT provide tax advice or tax consulting services; we can only assist with technical problems or questions.

Click on <Back to return to GLACIER.
Nonresident Alien Tax Compliance

Relationship

What is your relationship with University of Wisconsin System?

Please check all that apply:

- [x] Employee/Staff/Faculty/Student/Research Assistant
- [ ] Fellow/Post Doc Fellow/Adv Opp Fellow
- [ ] Scholar/Post Doc Scholar
- [ ] Trainee/Post Doc Trainee/Grad Intern/Grad Trainee
- [ ] Not Applicable
- [ ] Not Applicable
- [ ] Not Applicable
- [ ] Not Applicable
- [ ] Not Applicable
Income Type

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

Please check all that apply:

☑ Compensation/Wages/Salary

☐ No Income (I DO NOT currently receive payments from University of Wisconsin System)
GLACIER Online Help

Do you need assistance?

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GLACIER

Nonresident Alien Tax Compliance

Income Type

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

Please check all that apply:

- Compensation/Wages/Salary
- No Income (I DO NOT currently receive payments from University of Wisconsin System)
GLACIER Nonresident Alien Tax Compliance

Personal Information

Please Enter and/or Verify the Following Information

* Indicates Required Field:

First Name/Personal Name *:
Eucky
Middle Name:
Last Name/Surname/Family Name *:
Edger
Email Address:
payroll@chinwsc.edu

U.S.-Issued Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
9876543210

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 ID:
00000001

<Back  Next>
GLACIER Online Help

Do you need assistance?

Enter information regarding your Last/First/Middle Names. If you do not have a Middle name, leave blank; if you have more than one Middle Name, enter both in this space.

An e-mail address MUST be entered. You should enter an e-mail address at which you will receive important information from your Institution. Please note that your e-mail address is a requirement. The e-mail address you enter will NOT be distributed to parties outside of your Institution or used for purposes other than communication with you regarding tax and/or payment issues.

A U.S.-issued Social Security or Individual Taxpayer Identification Number MUST be entered; if you do NOT have a U.S.-issued Social Security or Individual Taxpayer Identification Number, you must select the step you have taken to obtain such a number. Please note that if you do not have such a number, tax must be withheld from all payments made to you until you receive such a number. In certain cases, University of Wisconsin System may make payments to you without such a number; however, to do so, you must have taken applicable steps to apply for the number and provide documentation to that fact.

If you are from CANADA, DO NOT enter a social security or taxpayer identification number issued by the Canadian government; ONLY enter numbers issued by the U.S. government. Canadian social security or social insurance numbers are NOT valid for U.S. tax purposes.

If you have a taxpayer identification number in your Country of Tax Residence, the number must be entered as Foreign Tax Identification Number. If you are eligible to claim an income tax treaty, the Foreign Tax Identification Number will be shared with the tax treaty country to ensure that you are eligible to claim the benefits of the tax treaty. If you do not have such a number, leave blank.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

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support@online-tax.net

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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:

Zip/Postal Code:

Home Phone Number:

Work/Department Phone Number:

☐ I DO NOT currently live in the U.S. / I DO NOT have a U.S. mailing address
GLACIER Online Help

Do you need assistance?

Enter your mailing address in the U.S.; if you do not live in the U.S., check the applicable box.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

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support@online-tax.net

Please note that the GLACIER Support Center CANNOT provide tax advice or tax consulting services; we can only assist with technical problems or questions.

Click on "Back to return to GLACIER."
U.S. Address

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

Street Address 1:
21 N. Campus Lane
Street Address 2:

City:
Madison

State:
Wisconsin

Zip/Postal Code:
53703

Home Phone Number:

Work/Department Phone Number:

I DO NOT currently live in the U.S. / I DO NOT have a U.S. mailing address
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, E, 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.
GLACIER Online Help

Do you need assistance?

Enter your Permanent Foreign Address. All individuals present in the U.S. under a nonimmigrant immigration status (e.g., F, J, M, O, H-1B, TN, B, A, G) MUST include an address OUTSIDE the US 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.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

If you need additional assistance with how to operate GLACIER, please contact the GLACIER Support Center at:

support@online-tax.net

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Click on <<Back to return to GLACIER.>>
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.
Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship: 
Please Select

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.
Do you need assistance?

From the list, please select your Country of Citizenship. If you are a citizen of two countries, please select the country under whose documents you entered the U.S.

For example, assume you are a dual citizen of France and Italy. When you entered the U.S., you presented your Italian passport and completed your immigration documents and INS interview using your Italian passport. Therefore, for this question, you should select Italy as your country of citizenship.

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.

From the list, please select your Country of Tax Residence. Although you may pay tax in the U.S., unless you are a Resident Alien or Permanent Resident Alien, your Country of Tax Residence is 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.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your institution.

If you need additional assistance with how to operate GLACIER, please contact the GLACIER Support Center at:

support@online.tax.net

Please note that the GLACIER Support Center CANNOT provide tax advice or tax consulting services; we can only assist with technical problems or questions.
Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship:  
France

Country of Tax Residence:  
France

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.
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 Wisconsin System
- Other Institution
- No Sponsoring Institution Required (e.g., J-1, F-2, WB, VIT, 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**

Please Select

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'.
GLACIER Online Help

Do you need assistance?

Indicate the Institution that sponsored your immigration status for this visit to the U.S. If you are in an immigration status that does not require the sponsorship of a particular institution, please indicate "No Sponsoring Institution Required". If you are unsure of who sponsored your immigration status, refer to your immigration documentation (e.g., Forms I-20, DS-2019, I-797) for this information.

Select your Current Immigration Status from the list. If you entered the U.S. under a different immigration status, you will be able to indicate the original status on a following screen. If you are unsure of your Current Immigration Status, refer to your immigration documentation (e.g., Forms I-20, DS-2019, I-797) for this information.

GLACIER is not for use by Permanent Resident Aliens; however, if you are a Permanent Resident Alien from China, People's Republic of, you may use GLACIER to determine eligibility for an income tax treaty exemption.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

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support@online-tax.net

Please note that the GLACIER Support Center CANNOT provide tax advice or tax consulting services; we can only assist with technical problems or questions.
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 Wisconsin System
- Other Institution
- No Sponsoring Institution Required (e.g., B-1, B-2, WB, WIT, 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: J-1 Research Scholar

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".
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.:

Date Permission to stay in the U.S. Expires

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

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 (F status), Form I-17 (J status) or Form I-94 (if other status).
GLACIER Online Help

Do you need assistance?

Enter your Original Date of Entry to the U.S. for purposes of this visit. If you have not yet entered the U.S., indicate your anticipated date of arrival to the U.S. 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 that you arrived in the U.S. to begin your studying, teaching, researching, or other activity. For example, if you are a Junior (third year) at Elite University, you may have left the U.S. each summer to return to your home country; however, the Original Date of Entry to the U.S. is NOT the last date you entered, rather the first date you entered for purposes of going to school in the U.S.

Enter the Expiration Date of your Current Immigration Status. You must use the date from Form I-20 (f F status), Form DS-2019 (f J status) or Form I-94 (if other status) - DO NOT use the Date of Expiration from your Visa Sticker or Stamp in your passport.

Enter the Estimated Date of Departure from the U.S. Simply estimate the date of which you currently plan to leave the U.S. If your plans change, there is no need to re-enter this information UNLESS you are from a country that has a Retroactive Time Limit in its Income Tax Treaty - see information on a later screen.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your institution.

If you need additional assistance with how to operate GLACIER, please contact the GLACIER Support Center at: support@online-tax.net

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Click on Back to return to GLACIER.
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.:
3 May 2011

Date Permission to stay in the U.S. Expires
11 Jun 2014

Estimated or Actual Date of Final Departure from the U.S.:
17 May 2013

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)
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.
GLACIER Online Help

Do you need assistance?

Indicate whether your Current Immigration Status has changed since entering the U.S. For example, if you originally entered the U.S. as an F-2 (Dependent of an F-1), but after several months in the U.S., your immigration status was changed to F-1, you should select "After entering the U.S., I changed my immigration status" and enter the appropriate information on the following screen. If you left the U.S. to change your immigration Status, you should select, "I have NOT changed my immigration status," the initial visit to the U.S. is treated as a Prior Visit to the U.S.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

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Click on <Back to return to 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.
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.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Immigration Status Held During Each Calendar Year</th>
<th>Estimated Total Number of Days Present in the U.S. During each Calendar Year</th>
<th>LESS Number of Days You Left the U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>J1 Research Scholar</td>
<td>73 Days</td>
<td>Less Days NOT present in U.S.</td>
</tr>
</tbody>
</table>

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.

ENTER

<table>
<thead>
<tr>
<th>Calendar Year (the years do not need to be entered in chronological order)</th>
<th>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)</th>
<th>ENTER the Approximate Total Number of Days Present in the U.S. During each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Select</td>
<td>Please Select</td>
<td>Days</td>
</tr>
<tr>
<td>Please Select</td>
<td>Please Select</td>
<td>Days</td>
</tr>
<tr>
<td>Please Select</td>
<td>Please Select</td>
<td>Days</td>
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GLACIER Online Help

Do you need assistance?

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support@online-tax.net

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Click on <Back to return to 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.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Immigration Status Held During Each Calendar Year</th>
<th>Estimated Total Number of Days Present in the U.S. During each Calendar Year</th>
<th>LESS Number of Days You Left the U.S. (Enter the number of days you LEFT the U.S. during this visit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>J1 Research Scholar</td>
<td>73 Days</td>
<td>Less 15 Days NOT present in U.S.</td>
</tr>
</tbody>
</table>

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)  
(If you held more than one Immigration Status during the a Calendar year, enter each Immigration Status separately)

<table>
<thead>
<tr>
<th>ENTER the Approximate Total Number of Days Present in the US During each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>ENTER Calendar Year (the years do not need to be entered in chronological order)</th>
<th>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)</th>
<th>ENTER the Approximate Total Number of Days Present in the US During each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>F-1 Student or OPT or CPT</td>
<td>180 Days</td>
</tr>
<tr>
<td>Please Select</td>
<td>Please Select</td>
<td>Days</td>
</tr>
<tr>
<td>Please Select</td>
<td>Please Select</td>
<td>Days</td>
</tr>
<tr>
<td>Please Select</td>
<td>Please Select</td>
<td>Days</td>
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<td>Please Select</td>
<td>Please Select</td>
<td>Days</td>
</tr>
<tr>
<td>Please Select</td>
<td>Please Select</td>
<td>Days</td>
</tr>
</tbody>
</table>

Done
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.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Immigration Status Held During Each Calendar Year</th>
<th>Approximate Total Number of Days Present in the U.S. During each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>J1 Research Scholar</td>
<td>50</td>
</tr>
<tr>
<td>2006</td>
<td>F1 Student</td>
<td>180</td>
</tr>
</tbody>
</table>
GLACIER is now reviewing applicable Tax Withholding Rates and any possible Tax Treaty Exemption.

Click Next > to continue.
Tax Treaty Exemption Verification

To determine whether a tax treaty exemption is applicable, please enter the following information

When you were previously present in the U.S. as a Student or Trainee, did you claim an exemption from tax under the U.S.-France Income Tax Treaty?

- Yes
- No

Please enter the date on which you entered the U.S. for your previous visit as a Student or Trainee.

Day  Mo  Year
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.-France Income Tax Treaty allows an exemption from tax withholding for your Compensation/Wages/Salary.

Article 20 of the U.S.-France Income Tax Treaty allows an exemption for Two Years From Date of Arrival for the Compensation/Wages/Salary. Therefore, the possible tax treaty exemption period is May 08, 2011 - May 06, 2013.

The possible tax treaty exemption applies to an Unlimited Dollar Amount of your Compensation/Wages/Salary.

The U.S.-France Income Tax Treaty contains a ONCE IN A LIFETIME Clause. If you have ever claimed an exemption from tax for compensation/salary/wages received as a Professor or Researcher, you may not claim another exemption for the same type of income.

You have indicated you DID NOT previously claim an exemption from tax for compensation/salary/wages received as a Professor or Researcher.

The U.S.-France Income Tax Treaty contains a COMBINATION Clause. If you previously claimed an exemption from tax for compensation/salary/wages, an exemption from tax during this visit to the U.S. may be limited.

You have indicated you DID NOT previously claim an exemption from tax for Compensation/Wages/Salary received as a Student or Trainee.

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.
Do you need assistance?

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

If you need additional assistance with how to operate GLACIER, please contact the GLACIER Support Center at:

support@online-tax.net

Please note that the GLACIER Support Center CANNOT provide tax advice or tax consulting services; we can only assist with technical problems or questions.
If eligible for treaty, employee must select “yes” to receive treaty form generation

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.- France Income Tax Treaty allows an exemption from tax withholding for your Compensation/Wages/Salary.

Article 20 of the U.S.- France Income Tax Treaty allows an exemption for Two Years From Date of Arrival for the Compensation/Wages/Salary. Therefore, the possible tax treaty exemption period is May 09, 2011 - May 06, 2013.

The possible tax treaty exemption applies to an Unlimited Dollar Amount of your Compensation/Wages/Salary.

The U.S.-France Income Tax Treaty contains a ONCE IN A LIFETIME Clause. If you have ever claimed an exemption from tax for compensation/salary/wages received as a Professor or Researcher, you may not claim another exemption for the same type of income.

You have indicated you DID NOT previously claim an exemption from tax for compensation/salary/wages received as a Professor or Researcher.

The U.S.-France Income Tax Treaty contains a COMBINATION Clause. If you previously claimed an exemption from tax for compensation/salary/wages, an exemption from tax during this visit to the U.S. may be limited.

You have indicated you DID NOT previously claim an exemption from tax for Compensation/Wages/Salary received as a Student or Trainee.

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.
Tax Treaty Exemption Information

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

* Indicates Required Field

**Passport Number**: N1234567

**Please enter the description of the services provided**: student working in university bookstore

**Please enter the estimated total Compensation/Wages/Salary expected to be paid during the calendar year**: $2400 (Please do NOT enter commas)
Tax Summary Report

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

Name: Badger, Bucky
Tax Residency Status: Nonresident Alien for U.S. Tax Purposes
Tax Residency Status Change Date: July 02, 2012 to Resident Alien
Tax Residency Status Start Date: January 01, 2012 to Resident Alien

Tax Treaty Exemption Status (Compensation): Exempt
Tax Treaty Time Limit (Compensation): Two Years From Date of Arrival
Tax Treaty Dollar Limit (Compensation): Unlimited Dollar Amount
Applicable Tax Withholding Rate (Compensation): Single, 1(Bl-Weekly)

FICA Tax Status: Exempt
FICA Tax Start Date: January 01, 2012

Forms Required:
- Tax Summary Report
- Form W-4
- Form 8233
- Treaty Attachment
- Treaty Statement(s) (Restrictive Clause)

Document Copies Required:
- 1-94 / L-94W Card
- Visa Sticker/Stamp (in passport)
- Form DS-2019
GLACIER Online Help

Do you need assistance?

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

If you need additional assistance with how to operate GLACIER, please contact the GLACIER Support Center at:

support@online-tax.net

Please note that the GLACIER Support Center CANNOT provide tax advice or tax consulting services; we can only assist with technical problems or questions.

Click on <Back to return to GLACIER.
Select print forms to receive all reports and treaty forms

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
2011 Form 8233
Treaty Attachment
Restrictive Clause Statement (Once-in-a-Lifetime)
Tax Information

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

Get Acrobat

Trouble Printing Forms / Forms Come Up Blank? Click Here

<Back | Next>
Employee should not select “Save File” unless they are on a personal computer as the file will contain their social security number and other confidential information.
Report issued by GLACIER must be signed and delivered to Responsible Administrator. Forms may not be submitted via e-mail or fax, as must contain original signatures.

![Image of the form](image.png)
Employee must deliver documents to address on Tax Summary Report
W-4 for most nonresident aliens defaults to Single-1. Resident aliens must manually indicate their marital status and number of allowances. Employees without a US address must write their current address into the W4.
Example of one type of tax treaty form

Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual

Who Should Use This Form?

If you are a nonresident alien individual who is receiving compensation for independent personal services performed in the United States, THEN, if you are the beneficial owner of that income, use this form to claim the daily personal exemption amount.

Compensation for independent personal services performed in the United States

A tax treaty withholding exemption for independent personal services. Business profits for part or all of that compensation and/or to claim the daily personal exemption amount.

Compensation for dependent personal services performed in the United States

A tax treaty withholding exemption for part or all of that compensation.

Recompensatory scholarship or fellowship income and personal services income from the same withholding agent

A tax treaty withholding exemption for part or all of both types of income.

DO NOT Use This Form . . .

If you are a beneficial owner who is . . .

Instead, use...

Receiving compensation for dependent personal services performed in the United States

Form W-4 (See page 2 of the Instructions for Form 8233 for how to complete Form W-4.)

Receiving noncompensatory scholarship or fellowship income and personal services income from the same withholding agent

Form W-4, GEN or, if elected by the withholding agent, Form W-4 for the noncompensatory scholarship or fellowship income.

Claiming only foreign status or treaty benefits with respect to income that is not compensation for personal services

Form W-8BEN

This exemption is applicable for compensation for calendar year 2011 or other tax year beginning _______________ and ending _______________.

Part 1 Identification of Beneficial Owner (See Instructions)

1. Name of individual who is the beneficial owner

2. U.S. taxpayer identifying number

3. Foreign tax identifying number, if any (applied)

4. Permanent resident address (street, apt., or suite no., or rural route, P.O. Box).

5. P.O. Box or rural route, if any

6. City or town, state or province, include postal code where appropriate

7. Country (do not abbreviate)

8. Address in the United States (street, apt., or suite no., or rural route, P.O. Box).

9. City or town, state, and ZIP code

10. Citizenship of Canada or Mexico is not required to complete lines 1a and 1b.

a. U.S. this type

b. U.S. issuing passport

c. Passport number

d. Country

11. Date of entry into the United States

12. Current nonresident status

13. Date your current nonresident status expires

14. Employment classification

15. If you are a foreign student, trainee, professor/teacher, or researcher, check this box

For Privacy Act and Paperwork Reduction Act Notices, see separate instructions.

Col. no. 8233 form 8233 (rev. 3-2009)
Sign on "beneficial owner" line
All treaty form attachments must be signed and delivered
Example of “Once in a Lifetime” Clause. Most treaty recipients will not get this document to sign and deliver.
U.S. Tax Information For Non-United States Citizens/Non-U.S. Permanent Resident Aliens

Why Are I Required to Provide Information in Glacier? The Internal Revenue Service (IRS), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-United States citizens. As a result, payments made to you may be subject to U.S. income tax and reporting.

Why is My Tax Status Important? In order to comply with the U.S. tax laws, your U.S. Tax Residency Status must be determined. The Substantial Presence Test is used to determine whether an individual is a Nonresident Alien or Resident Alien for purposes of U.S. tax withholding. Glacier will calculate your U.S. Residency Status for Tax Purposes based on the information provided by you.

What is the Difference between a Nonresident Alien and Resident Alien? If you are a Nonresident Alien for Tax Purposes, you are subject to special tax withholding and reporting regulations. If you are a Resident Alien for Tax Purposes, you are taxed in the same manner as a U.S. Citizen.

How Long Will I Be a Nonresident Alien? Your Residency Status Change Date is the day on which your U.S. Residency Status for Tax Purposes will change, generally from Nonresident Alien for Tax Purposes to Resident Alien for Tax Purposes. The U.S. tax system is based on a calendar year period (January 1 – December 31). In most cases, when your U.S. Residency Status for Tax Purposes changes, you will become a Resident Alien for Tax Purposes retroactive to the first day of the calendar year during which your status changed; this day is called the Residency Status Start Date.

How Will I Be Taxed on Payments From U.S. Sources? As a Nonresident Alien for Tax Purposes, U.S. tax law requires that you be taxed in the following manner:

- If you receive Dependent Compensation (salary or wages), you are generally required to complete Form W-4 as a "Single" regardless of your actual marital status and "One" Personal Allowance (regardless of your actual number of dependents). Certain countries may have an exception to this requirement.
- If you receive a Scholarship or Fellowship (for which no services are required), your scholarship or fellowship may consist of Nontaxable Income (Tuition, Book Allowance, Required Registration Fees, and Mandatory Health Insurance or Taxable Income (including, but not limited to, Room and Board, Stipend, Living Allowance, Travel Payment Reimbursement). If you are present in the U.S. under an F, J, M, or Q immigration status, the applicable rate of tax withholding is 14 percent. If you are present in the U.S. under any other immigration status, the applicable rate of tax withholding is 30 percent.
- If you receive an Honorarium, Guest Speaker Fee, Consultant Fee, Royalties, or any other type of income, the applicable rate of tax withholding is 30 percent.

Can I Be Exempt From Tax Withholding? The U.S. maintains income tax treaties with approximately 65 countries. Certain taxable payments made to you may be exempt from U.S. tax based on an income tax treaty entered into between the U.S. and your country of residence. The existence of a tax treaty does not automatically ensure an exemption from tax withholding; rather, you must satisfy the requirements for the exemption set forth in the tax treaty and provide all applicable forms and documents to the institution administrator. If you qualify for a tax treaty exemption, you must complete and submit Form W-8BEN (for all non-service scholarships and fellowships, or royalty payments) and/or Form 8233 (for all compensation or payments for services).

What if I Do Not Submit My Forms and Documents? If you do not complete the information in Glacier and/or submit the required forms and documents in a timely fashion, the minimum amount of tax will be withheld from all payments made to you. To find out where to submit your forms, please refer to the instruction page that printed with your forms and you will find the name of the person and the address; please DO NOT send your forms to the Glacier Support Center.

Where Can I Get More Information? If you have additional questions, please contact the Glacier Administrator at your institution. If you do not know who is your institution's Glacier Administrator, please contact the person at your institution who asked you to complete Glacier. Please note that the Glacier Administrator for your institution is NOT located at the Glacier Support Center.
If forms don’t print properly:

Do you need assistance?

If you are having trouble viewing forms, the problem is with your browser settings or Acrobat Reader configuration. Please note, the troubleshooting steps below are for Internet Explorer under Windows; Internet Explorer on a MAC will NOT work. However, we have successfully tested the latest version of Adobe Reader (MAC) on MAC/Safari browser using Mac OS X 10.3.9

Please follow the steps below for Windows Internet Explorer:

Adjust Browser Settings
1) Close your Internet browser.
2) Click on Start, Settings, then Control Panel.
3) Select Internet Options.
4) Under the "Temporary Internet Files" section, select the "Settings" button, make sure the "Every visit to the page" option is CHECKED. Select OK.
5) Under the "Security" section and make sure the "Do not save encrypted pages to disk" is UNCHECKED. Select OK.
6) Under the "Temporary Internet Files" section in the "General" tab, select the "Delete Files" button; delete ALL.
7) Under the "History" section, select the "Clear History" button; this may take a few minutes to complete.

If you are able to view your forms, but they are blank or you get a "%ot" message, please make the following change to your Acrobat Reader settings:

1) In Acrobat Reader, select Edit->Preferences.
2) Be sure the following options are selected in the Internet options box:

Display PDF in Browser
Allow Fast Webview
Allow Speculative Background Downloading

If neither of the above suggestions work, you must UNINSTALL your current version of Adobe Reader and install the latest version by following the steps below.

1) Click on this link http://www.adobe.com/products/acrobat/readstep2.html
2) Select English and the Windows Operating System you are using.
3) Download and Install.

Then restart your browser, log back into GLACIER and select the menu option to view your forms.

If this does not fix the problem, you have two choices:

1) Find another computer at a different location (home, a friend's house or Kinkos)
2) Go to the payroll office and have the GLACIER Administrator go through your record and print your forms in their office.

If you have additional questions about how to respond to the questions on the previous screens, please contact your Institution Administrator. Please note that the Institution Administrator CANNOT provide tax advice or tax consulting; he or she can only assist with questions regarding the payments made to you by your Institution.

If you need additional assistance with how to operate GLACIER, please contact the GLACIER Support Center at:
support@online-tax.net

Please note that the GLACIER Support Center CANNOT provide tax advice or tax consulting services; we can only assist with technical problems or questions.

Click on Back to return to GLACIER.
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 Wisconsin System. 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:

Teri Van Genderen
Payroll & Benefits System Coordinator
University of Wisconsin System
21 N. Park Street, Suite 6101
Madison, WI 53715-1218
608-262-1904 Telephone
608-262-8436 Fax
tvangenderen@uhr.wisc.edu

The information on this screen will be printed as an Instruction Page with your Tax Summary Report.
Please exit Glacier using this method