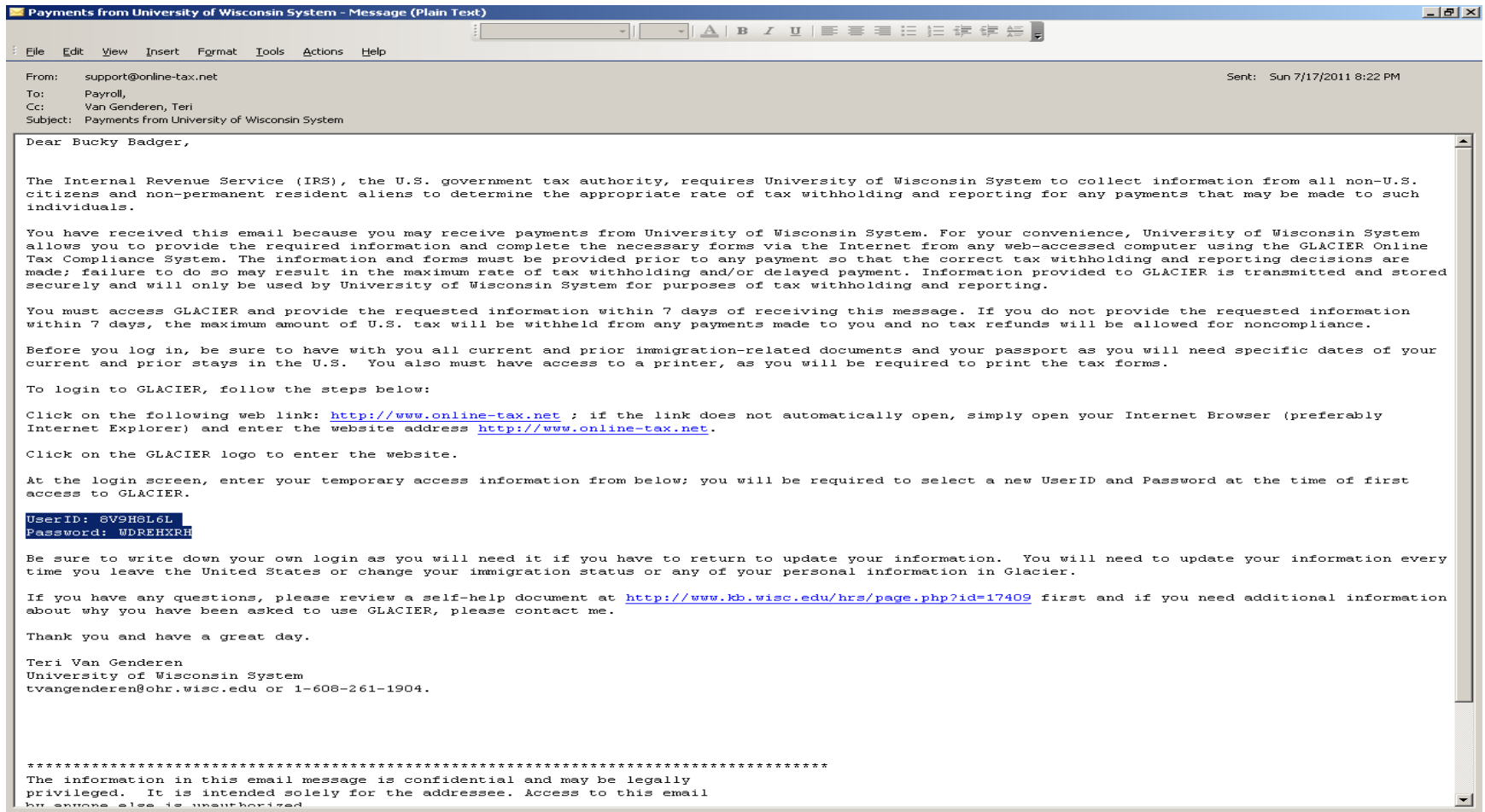


# GLACIER

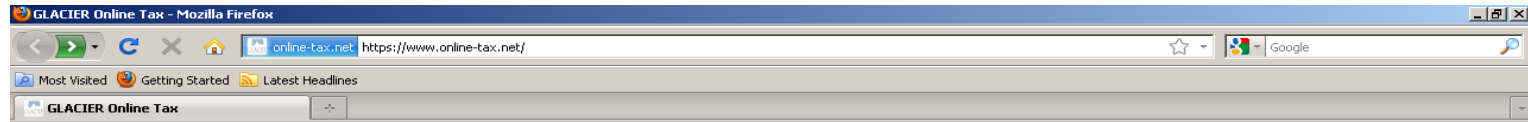
Access and Data Entry Screens

- When Service Center opens employee account in GLACIER, employee receives an e-mail from [support@online-tax.net](mailto:support@online-tax.net)
- Employee will also receive an email from [UWHRAdministration@ohr.wisc.edu](mailto:UWHRAdministration@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



# Glacier Log-In: <http://www.online-tax.net>



[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](mailto: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](http://www.arcticintl.com)




Employee enters the User ID and password from the Glacier-generated email

GLACIER Online Tax - Mozilla Firefox

GLACIER Online Tax

GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance



**Welcome to GLACIER Nonresident Alien Tax Compliance**

To access GLACIER, please enter the following information:

UserID:

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](mailto:support@online-tax.net) **GLACIER** is a product of Arctic International LLC


Submit

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.

GLACIER Online Tax - Mozilla Firefox

GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance



**Update GLACIER Login Information**

**Individual Record Account Creation Successful!**

**Please create your own new UserID and Password for all future logins to GLACIER.**

**UserID:** (Must be 8-30 alphanumeric characters)

**Password:** (Must be 8-20 alphanumeric characters)  
  
 re-enter password


Submit

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

GLACIER Online Tax - Mozilla Firefox

GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance



**Update GLACIER Login Information**

Individual Record Account Creation Successful!

Please create your own new UserID and Password for all future logins to GLACIER.

**UserID:** (Must be 8-30 alphanumeric characters)

**Password:** (Must be 8-20 alphanumeric characters)

  
 re-enter password

Submit

**GLACIER**

Nonresident Alien Tax Compliance



**Welcome to GLACIER Nonresident Alien Tax Compliance**

To access GLACIER, please enter the following information:

UserID:

8V9H8L6L

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](mailto:support@online-tax.net) GLACIER is a product of Arctic International LLC

Submit



**GLACIER**

Nonresident Alien Tax Compliance



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](#)

Submit

After successfully logging in, employee must read and accept the User Agreement before proceeding.

The screenshot shows a web browser window titled "GLACIER Online Tax - Mozilla Firefox". The browser's address bar shows "GLACIER Online Tax". The page header includes the "GLACIER" logo on the left and "ARCTIC INTERNATIONAL LLC International Tax Consulting" on the right. The main content area is titled "Nonresident Alien Tax Compliance" and "User Agreement".

**User Agreement**

- **GLACIER** is an online tax compliance software system designed to assist University of Wisconsin System to quickly, efficiently and securely collect information necessary to determine your U.S. tax residency status.
- **GLACIER** will ask you a series of questions – all of which are necessary to determine whether tax must be withheld from payments made to you.
- The entire process should take approximately 15-20 minutes, depending on your individual situation. Please have your passport and immigration documents available before you begin.
- When you have finished entering all of the required information into **GLACIER**, you will be prompted to print, sign and submit your forms. Please read the instruction document accompanying your forms; it will provide the address to which your forms must be submitted.
- All information entered into **GLACIER** is securely transmitted via ssl and is securely maintained. Your information will be used only by University of Wisconsin System in connection with U.S. tax rules, regulations, and laws.
- Form 1042-S is issued to certain individuals to report certain types of income; you may or may not be eligible to receive a Form 1042-S. If a Form 1042-S is applicable to you, University of Wisconsin System may choose to provide Form 1042-S to you electronically and notify you via email with instructions to log into your **GLACIER** Individual Record to view and print the form. Because providing the form to you electronically is more convenient for you and administratively efficient for University of Wisconsin System, individuals who are eligible to receive Form 1042-S may do so via **GLACIER**. If you cannot or will not accept Form 1042-S may do so via **GLACIER**, please uncheck the box below; the form will be printed and mailed to you.

**University of Wisconsin System may provide my Form 1042-S (if any) to me electronically via the GLACIER Online Tax Compliance System.**

GLACIER is the property of Arctic International LLC ("Arctic") and is protected by copyright and other intellectual property laws. © 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011 Arctic International LLC. All rights reserved. GLACIER is licensed to University of Wisconsin System and may not be used by individuals who are not directly associated with University of Wisconsin System (e.g., students, employees, and/or foreign national payees).

The GLACIER software, Online Help, and any other materials related to GLACIER may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without prior consent in writing from Arctic.

I Decline | I Accept

If employee has a question for GLACIER support, they contact them through this link found on several screens

GLACIER Online Tax - Mozilla Firefox

GLACIER Online Tax

GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance

**ARCTIC INTERNATIONAL LLC**  
International Tax Consulting

**Welcome to GLACIER for University of Wisconsin System**

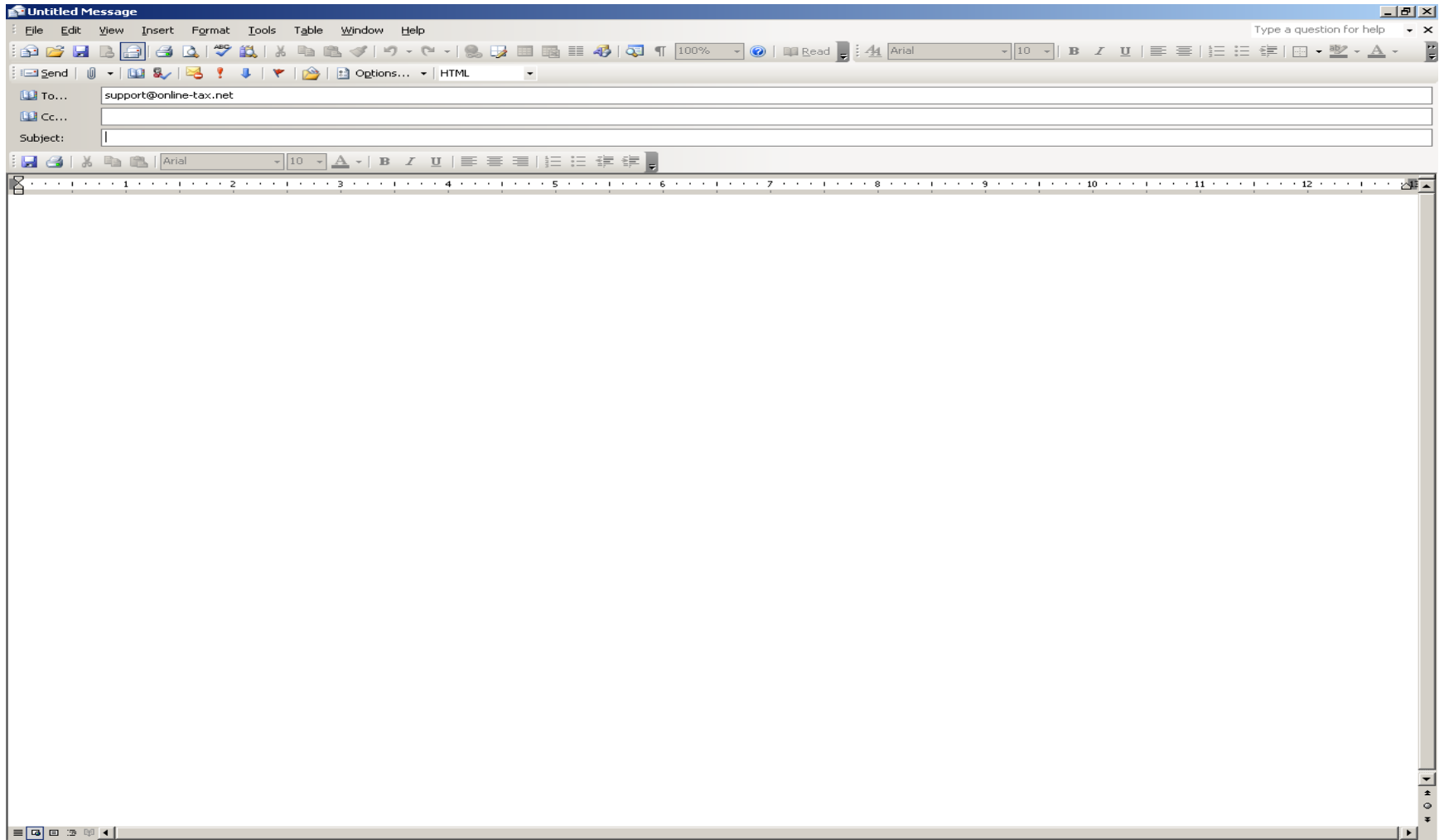
Bucky Badger, What Would You Like To Do Today?

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

<Back Next>

[Contact GLACIER Support](#)

# Selecting “Contact GLACIER Support” opens an e-mail for communication with GLACIER




# Employee access to Glacier data entry screens

GLACIER Online Tax - Mozilla Firefox

GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance



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 CINTAX](#)
- [Learn about General U.S. Tax Issues and FAQs](#)
- [Change my GLACIER Login Information](#)
- [Exit GLACIER](#)

<Back   Next>

[Contact GLACIER Support](#)

The Service Center email to employees ([UWHRAdministration@ohr.wisc.edu](mailto:UWHRAdministration@ohr.wisc.edu)) identifies the relationship(s) and income type(s) the payee must select in Glacier.

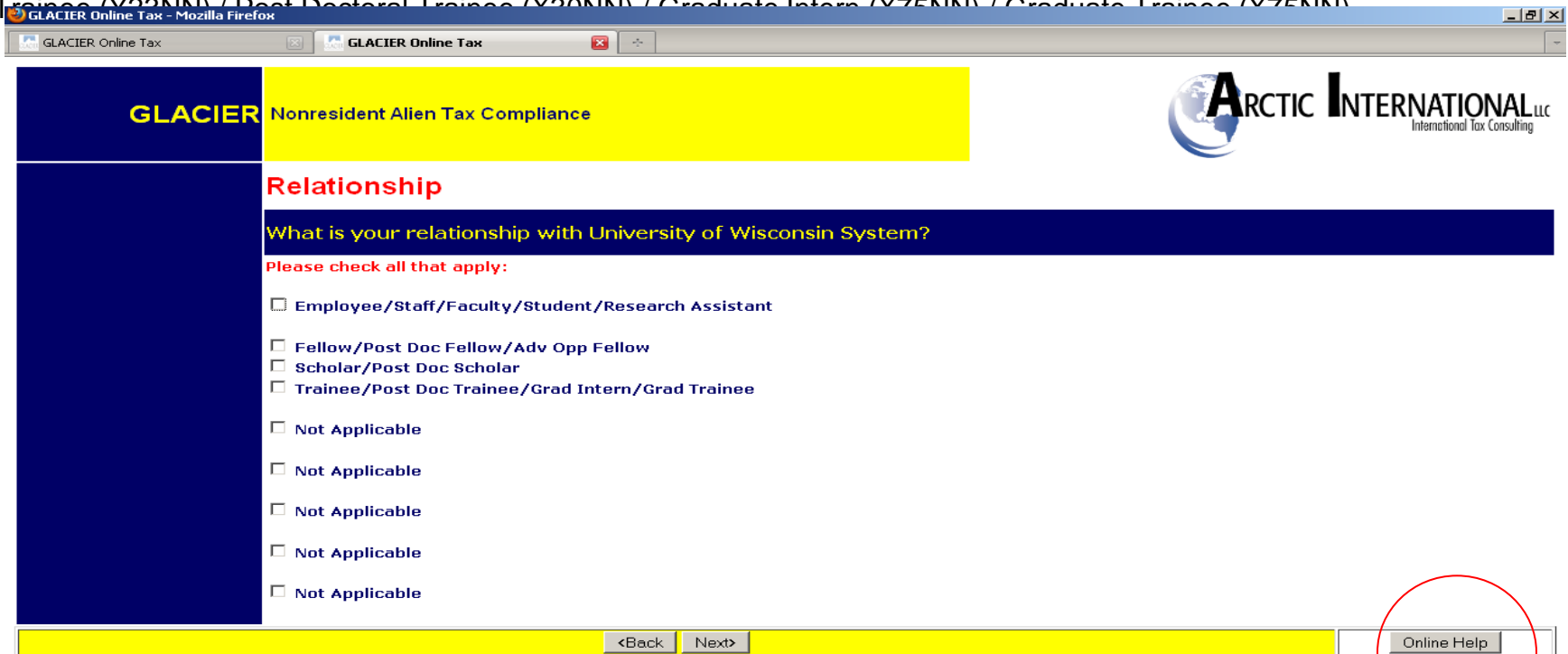
Most individuals should only select the Employee / Staff / Faculty / Student / Research Assistant relationship.

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 (Y20NN) / Graduate Intern (Y75NN) / Graduate Trainee (Y75NN)



GLACIER Online Tax - Mozilla Firefox

GLACIER Online Tax

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC  
International Tax Consulting

### Relationship

What is your relationship with University of Wisconsin System?

Please check all that apply:

- 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

<Back   Next>

Online Help


# Further description of payee's relationship with the University – based only on the individual's **PAID** relationship with the University

GLACIER Online Tax - Mozilla Firefox

GLACIER Online Tax

GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance



## 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](mailto: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.

<Back

## GLACIER Nonresident Alien Tax Compliance



### Relationship

What is your relationship with University of Wisconsin System?

Please check all that apply:

- 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

<Back

Next>

Online Help



**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)

<Back

Next>

Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## 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](mailto: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.

<Back

**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)

<Back

Next>

Online Help



### Personal Information

Please Enter and/or Verify the Following Information

\* Indicates Required Field

First Name/Personal Name \* :

Bucky

Middle Name:

Last Name/Surname/Family Name \* :

Badger

Email Address:

payroll@ohr.wisc.edu

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

999999999

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

**GLACIER**

Nonresident Alien Tax Compliance



## GLACIER Online Help

### Do you need assistance?

Enter information regarding your Last/Family/Surname, First/Personal, and 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.**

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

[support@online-tax.net](mailto: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.

<Back

**GLACIER**

Nonresident Alien Tax Compliance



## U.S. Address

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

Street Address 1:

Street Address 2:

City:

State:

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

<Back

Next>

Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## 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.

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

[support@online-tax.net](mailto: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.

<Back

**GLACIER**

Nonresident Alien Tax Compliance



## 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:**

(xxxxx or xxxxx-xxxx)

53703

**Home Phone Number:**

(xxx-xxx-xxxx)

608-xxx-xxxx

**Work/Department Phone Number:**

(xxx-xxx-xxxx)

608-xxx-xxxx

I DO NOT currently live in the U.S. / I DO NOT have a U.S. mailing address

<Back

Next>

Online Help



**GLACIER**

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.*

<Back

Next>

Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## 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, Q, 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](mailto: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.

<Back

**GLACIER**

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.*

<Back

Next>

Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## Country of Citizenship / Tax Residence

Please select the appropriate country:

**Country of Citizenship:**

*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.*

**Country of Tax Residence:**

*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.*

<Back

Next>

Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## GLACIER Online Help

### 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](mailto: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.

<Back

**GLACIER**

Nonresident Alien Tax Compliance



## Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship:

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.*

Country of Tax Residence:

France

*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 Residence in that country.*

<Back

Next>

Online Help

**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 Wisconsin System
- 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".

<Back

Next>

Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## 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, Peoples' 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.**

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

[support@online-tax.net](mailto: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.

<Back



**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 Wisconsin System
- 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

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".

&lt;Back

Next&gt;

Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## 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

*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.*

**Date Permission to stay in the U.S. Expires**

DD MM YYYY

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

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

DD MM YYYY

<Back

Next>

Online Help

## 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 (if F status), Form DS-2019 (if 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](mailto: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.

<Back

**GLACIER**

Nonresident Alien Tax Compliance



## 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.:

8 May 2011

*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.*

Date Permission to stay in the U.S. Expires

11 Jun 2014

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

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

17 May 2013

<Back Next>

Online Help

**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.

<Back Next>

Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## 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.**

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

[support@online-tax.net](mailto: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.

<Back

**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.

<Back

Next>

Online Help

**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)
2011	J1-Research Scholar	73 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 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
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days



**GLACIER**

Nonresident Alien Tax Compliance



## 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](mailto: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.

<Back

**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)
2011	J1-Research Scholar	73 Days	Less 15 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 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
2006	F-1 Student or OPT or CPT	180 Days
Please Select	Please Select	Days
Please Select	Please Select	Days
Please Select	Please Select	Days

2011

J1-Research Scholar

73 Days

Less 15 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 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

2006

F-1 Student or OPT or CPT

180 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

<Back

Next>

Online 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
2011	J1 Research Scholar	58
2006	F1 Student	180

<Back Next>

Online Help

**GLACIER** 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.



## 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

<Back

Next>

Online Help



## 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.

<Back

Next>

Online Help

## R Nonresident Alien Tax Compliance



## 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](mailto: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.



If eligible for treaty, employee must select “yes” to receive treaty form generation

ie Tax - Mozilla Firefox  
ie Tax GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance

**ARCTIC INTERNATIONAL LLC**  
International Tax Consulting

### 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**.

<Back Next> Online Help

**GLACIER**

Nonresident Alien Tax Compliance



## 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)

<Back

Next>

Online Help



## Tax Summary Report

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

<b>Name:</b>	=	<b>Badger, Bucky</b>
<b>Tax Residency Status:</b>	=	<b>Nonresident Alien for U.S. Tax Purposes</b>
<b>Tax Residency Status Change Date:</b>	=	<b>July 02, 2012 to Resident Alien</b>
<b>Tax Residency Status Start Date:</b>	=	<b>January 01, 2012 to Resident Alien</b>
<b>Tax Treaty Exemption Status (Compensation):</b>	=	<b>Exempt</b>
<b>Tax Treaty Time Limit (Compensation):</b>	=	<b>Two Years From Date of Arrival</b>
<b>Tax Treaty Exemption Period (Compensation):</b>	=	<b>May 08, 2011 - May 06, 2013</b>
<b>Tax Treaty Dollar Limit (Compensation):</b>	=	<b>Unlimited Dollar Amount</b>
<b>Applicable Tax Withholding Rate</b> <i>(If Tax Treaty Not Applicable or Forms Not Submitted)</i>	=	<b>Single, 1(Bi-Weekly)</b>
<b>FICA Tax Status:</b>	=	<b>Exempt</b>
<b>FICA Tax Start Date:</b>	=	<b>January 01, 2012</b>
<b>Forms Required:</b>		<ul style="list-style-type: none"> <li>Tax Summary Report</li> <li>Form W-4</li> <li>Form 8233</li> <li>Treaty Attachment</li> <li>Treaty Statement(s) (Restrictive Clause)</li> </ul>
<b>Document Copies Required:</b>		<ul style="list-style-type: none"> <li>I-94 / I-94W Card</li> <li>Visa Sticker/Stamp (in passport)</li> <li>Form DS-2019</li> </ul>

**GLACIER**

Nonresident Alien Tax Compliance



## 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](mailto: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.

<Back

# Select print forms to receive all reports and treaty forms

Online Tax - Mozilla Firefox

Online Tax GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance

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

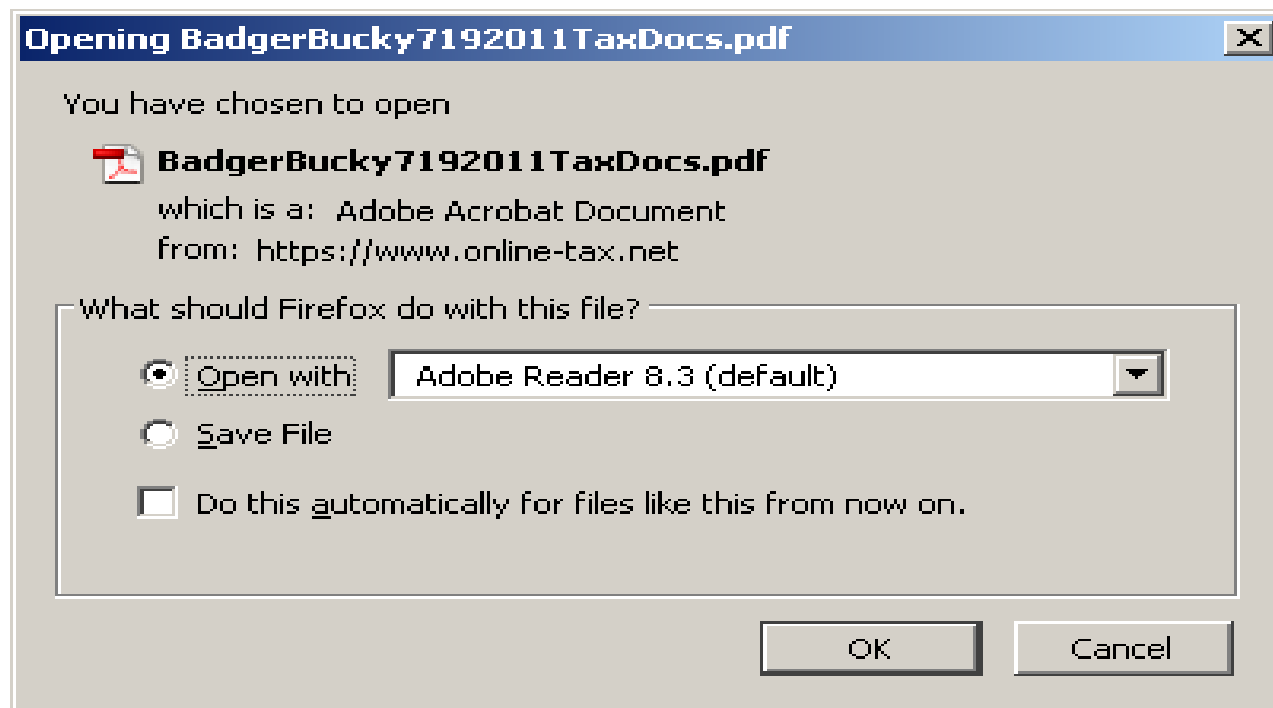
To download Adobe Acrobat Reader, simply click the yellow icon and follow the installation instructions.

 [Click Here](#)

*Trouble Printing Forms / Forms Come Up Blank?*

<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.

BadgerBucky7192011TaxDocs.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 8 71.8% Find

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.

**GLACIER**  
Nonresident Alien Tax Compliance System

### Tax Summary Report

Summary of Information Entered Into GLACIER™:		
Name:	Bucky Badger	2011 - 58 Days
SSN / ITIN:	999-99-9999	2006 - 180 Days
Email Address:	payroll@ohr.wisc.edu	
Country of Tax Residence:	France	
Country of Citizenship:	France	
Current Immigration Status:	J1 Research Scholar	
Date of Entry to U.S.:	May 08, 2011	Changed Immigration Status? No
Immigration Status Expiration:	June 11, 2014	Immigration Status Change Date:
Original Immigration Status:		Estimated Date of Departure: May 17, 2013
Employee ID:	00000001	
Responsible Administrator:	Teri Van Genderen	

Tax Determinations and Results Based on the data entered, GLACIER has made the following determinations:		
Tax Residency Status: Nonresident Alien for U.S. Tax Purposes		
Residency Status Change Date: July 02, 2012 to Resident Alien		
Residency Status Start Date: January 01, 2012 to Resident Alien		
Residency Status Change Date 2 (if applicable):		
Residency Status Start Date 2 (if applicable):		
Compensation/Wages/Salary		
Applicable Tax Withholding Rate:	Single, 1(B)-Weekly	
(If Tax Treaty Does Not Apply or Form Is Not Submitted)		
Tax Treaty Exemption Status:	Exempt	EX
Tax Treaty Time Limit:	Two Years From Date of Arrival	
Tax Treaty Exemption Period:	May 08, 2011 - May 08, 2013	
Tax Treaty Dollar Limit:	Unlimited Dollar Amount	

FICA Tax Status: Exempt	FICA Tax Start/Change Date: January 01, 2012
-------------------------	--

Required Forms and Document Copies Attach the following Forms and Documents to the Tax Summary Report	Required Document Copies:
Please print, sign and submit with Tax Summary Report	Please copy and submit with Tax Summary Report
<b>Required Forms:</b>	<b>Required Document Copies:</b>
Form W-4	Form I-94/I-94W Card
Form 8233	Form DS-2019
Treaty Attachment	Visa Sticker/Stamp (In Passport)
Restrictive Clause Statement(s)	

**Certification**

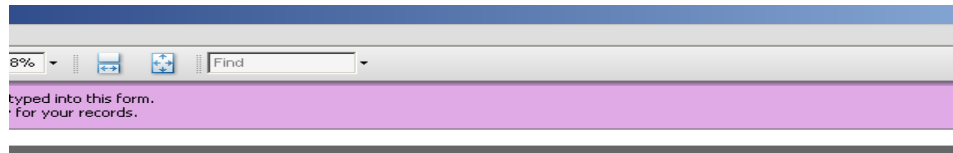
I hereby declare that the information provided by me to University of Wisconsin System and/or entered into the GLACIER Online Tax Compliance System for purposes of making the tax determinations above is true and correct. If any of the information provided changes or if other relevant information becomes available, I will notify University of Wisconsin System as soon as possible so that this information and/or my U.S. tax status may be updated.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

The information contained on this statement was generated using GLACIER™ Online Tax Compliance System.  
© Copyright Arctic International LLC. All rights reserved.

071911

# Employee must deliver documents to address on Tax Summary Report



## Tax Summary Report Instructions

**Congratulations – You Have Completed Your Individual Record!**

To finish this process, please follow the directions below:

- 1) Review, sign and date each of the Required Forms (listed on previous page and from GLACIER);
- 2) Photocopy each of the Required Documents (as indicated on previous page of the Tax Summary Report);
- 3) Submit the Required Forms and Required Documents to the address below; and
- 4) 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 as soon as possible.

**Please submit all Required Forms and Required Documents within 10 days.**  
**If all Required Forms and Required Documents are not submitted you may have more tax than required withheld from payments made to you.**

Please submit all Required Forms and Required Documents to the address below:

Teri Van Genderen  
Payroll & Benefits System Coordinator  
University of Wisconsin System  
21 N. Park Street, Suite 5101  
Madison, WI 537151218  
Telephone : 608-261-1904  
Facsimile : 608-262-8436  
tvangenderen@chr.wisc.edu

If you have any questions, please contact the Institution Administrator.  
Thank you for your prompt attention to this matter.

**Additional Information, if any**



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.

BadgerBucky7192011TaxDocs.pdf - Adobe Reader

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.

The information contained on this statement was generated using **GLACIER™** Online Tax Compliance System.  
© Copyright Arctic International LLC. All rights reserved.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b> ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-2159 <b>2011</b>	
<b>1</b> Type or print your first name and middle initial. Bucky		Last name Badger		<b>2</b> Your social security number 999 99 9999	
Home address (number and street or rural route) 21 N. Campus Lane		<b>3</b> <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		<b>4</b> If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>	
City or town, state, and ZIP code Madison, WI 53703		<b>5</b> Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 1		<b>6</b> Additional amount, if any, you want withheld from each paycheck . . . . Nonresident.Alien . . . . \$	
<b>7</b> I claim exemption from withholding for 2011, and I certify that I meet <b>both</b> of the following conditions for exemption. • Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability <b>and</b> • This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability. If you meet both conditions, write "Exempt" here.		<b>7</b>		Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.	
<b>Employee's signature</b> (This form is not valid unless you sign it.) ▶		<b>Date</b> ▶		<b>8</b> Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	
Bucky Badger 21 N. Campus Lane Madison, WI 53703		<b>9</b> Office code (optional) B		<b>10</b> Employer identification number (EIN)	
For Privacy Act and Paperwork Reduction Act Notice, see page 2.		Cat. No. 10220Q		Form <b>W-4</b> (2011)	

# Example of one type of tax treaty form

BadgerBucky7192011TaxDocs.pdf - Adobe Reader

File Edit View Document Tools Window Help

4 / 8 75% Find

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Highlight Fields

**Form 8233**  
(Rev. March 2009)  
Department of the Treasury  
Internal Revenue Service

**Who Should Use This Form?**

*Note: For definitions of terms used in this section and detailed instructions on required withholding forms for each type of income, see Definitions on pages 1 and 2 of the instructions.*

**DO NOT Use This Form...**

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

OMB No. 1545-0795

▶ See separate instructions.

<p><b>IF</b> you are a nonresident alien individual who is receiving . . .</p> <p>Compensation for independent personal services performed in the United States</p> <p>Compensation for dependent personal services performed in the United States</p> <p>Noncompensatory scholarship or fellowship income and personal services income from the same withholding agent</p>	<p><b>THEN</b>, if you are the beneficial owner of that income, use this form to claim . . .</p> <p>A tax treaty withholding exemption (independent personal services, Business profits) for part or all of that compensation and/or to claim the daily personal exemption amount.</p> <p>A tax treaty withholding exemption for part or all of that compensation. <i>Note: Do not use Form 8233 to claim the daily personal exemption amount.</i></p> <p>A tax treaty withholding exemption for part or all of both types of income.</p>
<p><b>IF</b> you are a beneficial owner who is . . .</p> <p>Receiving compensation for dependent personal services performed in the United States and you are not claiming a tax treaty withholding exemption for that compensation</p> <p>Receiving noncompensatory scholarship or fellowship income and you are not receiving any personal services income from the same withholding agent</p> <p>Claiming only foreign status or treaty benefits with respect to income that is not compensation for personal services</p>	<p><b>INSTEAD</b>, use . . .</p> <p>Form W-4 (See page 2 of the Instructions for Form 8233 for how to complete Form W-4.)</p> <p>Form W-8BEN or, if elected by the withholding agent, Form W-4 for the noncompensatory scholarship or fellowship income</p> <p>Form W-8BEN</p>

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

**Part I Identification of Beneficial Owner (See instructions.)**

1 Name of individual who is the beneficial owner Bucky Badger	2 U.S. taxpayer identifying number 999999999	3 Foreign tax identifying number, if any (optional)
4 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box. 21 Rue de Campus		
City or town, state or province. Include postal code where appropriate. Paris, 000000	Country (do not abbreviate) France	
5 Address in the United States (street, apt. or suite no., or rural route). Do not use a P.O. box. 21 N. Campus Lane		
City or town, state, and ZIP code Madison, WI 53703		
<i>Note: Citizens of Canada or Mexico are not required to complete lines 7a and 7b.</i>		
6 U.S. visa type J1	7a Country issuing passport France	7b Passport number N1234567
8 Date of entry into the United States 5/8/2011	9a Current nonimmigrant status J1 Research Scholar	9b Date your current nonimmigrant status expires 6/11/2014
10 If you are a foreign student, trainee, professor/teacher, or researcher, check this box <input checked="" type="checkbox"/> Caution: See the line 10 instructions for the required additional statement you must attach.		

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 62292K Form 8233 (Rev. 3-2009) 071911

# Sign on “beneficial owner” line

BadgerBucky7192011TaxDocs.pdf - Adobe Reader

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.

Form 9233 (Rev. 3-2009) Page 2

**Part II Claim for Tax Treaty Withholding Exemption and/or Personal Exemption Amount**

11 Compensation for independent (and certain dependent) personal services:

a Description of personal services you are providing  
student working in university bookstore

b Total compensation you expect to be paid for these services in this calendar or tax year \$ 2400

12 If compensation is exempt from withholding based on a tax treaty benefit, provide:

a Tax treaty and treaty article on which you are basing exemption from withholding  
U.S. - France Income Tax Treaty, Article 20

b Total compensation listed on line 11b above that is exempt from tax under this treaty \$ 2400

c Country of permanent residence France

Note: Do not complete lines 13a through 13c unless you also received compensation for personal services from the same withholding agent.

13 Noncompensatory scholarship or fellowship income:

a Amount \$

b Tax treaty and treaty article on which you are basing exemption from withholding

c Total income listed on line 13a above that is exempt from tax under this treaty \$

14 Sufficient facts to justify the exemption from withholding claimed on line 12 and/or line 13 (see instructions).

As set forth on this form, I qualify for an exemption from tax withholding under the U.S. - France Income Tax Treaty, Article 20. I have met all of the requirements set forth in the article as verified by the withholding agent (signature below). The required additional statement that details the criteria is attached.

Note: Lines 15 through 18 are to be completed only for certain independent personal services (see instructions).

15 Number of personal exemptions claimed

16 How many days will you perform services in the United States during this tax year?

17 Daily personal exemption amount claimed (see instructions)

18 Total personal exemption amount claimed. Multiply line 16 by line 17

**Part III Certification**

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the beneficial owner (or am authorized to sign for the beneficial owner) of all the income to which this form relates.
- The beneficial owner is not a U.S. person.
- The beneficial owner is a resident of the treaty country listed on line 12a and/or 13b above within the meaning of the income tax treaty between the United States and that country.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner.

Sign Here Signature of beneficial owner (or individual authorized to sign for beneficial owner) Date

**Part IV Withholding Agent Acceptance and Certification**

Name University of Wisconsin System Employer identification number 398006492

Address (number and street) (include apt. or suite no. or P.O. box, if applicable.) 21 N Park Street, Suite 5101

City, state, and ZIP code Madison, WI 53715-1218 Telephone number 608-261-1904

Under penalties of perjury, I certify that I have examined this form and any accompanying statements, that I am satisfied that an exemption from withholding is warranted, and that I do not know or have reason to know that the nonresident alien individual is not entitled to the exemption or that the nonresident alien's eligibility for the exemption cannot be readily determined.

Signature of withholding agent Date

Form 8233 (Rev. 3-2009)

# All treaty form attachments must be signed and delivered

BadgerBucky7192011TaxDocs.pdf - Adobe Reader

File Edit View Document Tools Window Help

6 / 8 75% Find

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Highlight Fields

University of Wisconsin System

Official Attachment to IRS Form 8233  
Additional Statement for Teachers and Researchers

Name (Last, First)	Country of Tax Residence	Social Security Number/ITIN
Badger, Bucky	France	999999999

I was a resident of France on the date of my arrival in the United States. I am not a U.S. citizen. I have not been lawfully accorded the privilege of residing permanently in the United States as an immigrant.

I have accepted an invitation by the U.S. government or by a university or other accredited educational or research institution in the United States to come to the United States for the purpose of teaching or engaging in research at University of Wisconsin System, which is an accredited educational or research institution. I will receive compensation for my teaching or research activities.

The teaching or research compensation received during the entire tax year qualifies for exemption from withholding of federal tax under the tax treaty between the United States and France. I have not previously claimed an income tax exemption under that treaty for income received as a teacher, researcher, or student before the date of my arrival in the United States.

Any research I perform will be undertaken in the public interest and not primarily for the private benefit of a specific person or persons.

I arrived in the United States on 05/08/2011. The treaty exemption is available only for compensation received during a period of two years beginning on that date.

I hereby certify that the information provided above is true and correct to the best of my knowledge. If any of the ~~information changes or if I have reason to believe that I no longer qualify for the exemption claimed above~~, I will notify the Institution Administrator at 608-261-1904.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Example of “Once in a Lifetime” Clause. Most treaty recipients will not get this document to sign and deliver.

BadgerBucky7192011TaxDocs.pdf - Adobe Reader

File Edit View Document Tools Window Help

7 / 8 75% Find

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Highlight Fields

University of Wisconsin System

*Statement for Income Tax Treaty Benefits – “Once in a Lifetime” Clause*

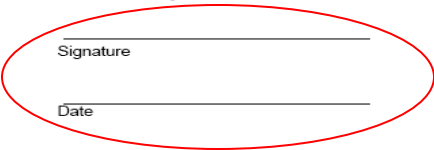
I confirm that I have been notified that the income tax treaty between the U.S. and my country of tax residence, France, contains a “once in a lifetime” clause. I understand that this exemption is available for one time only and may not be claimed again, regardless of whether I leave and later return to the U.S.

I confirm that I have not previously claimed this exemption. This is the first time I have claimed an exemption from tax based on the U.S. - France and it is my choice to claim the tax treaty exemption at this time.

Bucky Badger  
**Social Security Number:** 999999999

Signature \_\_\_\_\_

Date \_\_\_\_\_



Please fill out the following form. You cannot save data typed into this form.  
Please print your completed form if you would like a copy for your records.

Highlight Fields



For Information Only  
DO NOT SUBMIT THIS PAGE WITH YOUR FORMS  
Keep This Document For Your Files

#### U.S. Tax Information For Non-United States Citizens/Non-U.S. Permanent Resident Aliens

**Why Am 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 "Single" (regardless of your actual marital status) and "One" Personal Withholding 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 items* (Tuition, Book Allowance, Required Registration Fees, and Mandatory Health Insurance) or *Taxable items* (including, but are 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 Fees, Royalty, 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 tax 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 maximum 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:

**GLACIER Online Help**

**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 OSX 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 Advanced tab, scroll down to 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 "%pdf" 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](mailto: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.**

<Back

Done

**GLACIER**

Nonresident Alien Tax Compliance



## 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 5101

Madison, WI 537151218  
608-261-1904 Telephone  
608-262-8436 Fax  
tvangenderen@ohr.wisc.edu

The information on this screen will be printed as an Instruction Page with your Tax Summary Report.

&lt;Back

Next&gt;

Online Help



Please exit Glacier using this method

GLACIER Online Tax - Mozilla Firefox

GLACIER Online Tax

**GLACIER** Nonresident Alien Tax Compliance

**ARCTIC INTERNATIONAL LLC**  
International Tax Consulting

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 forms (no changes may be made)
- View/print my Form 1042-S
- Complete my U.S. tax return using CINTAX
- Learn about General U.S. Tax Issues and FAQs
- Change my GLACIER Login Information
- Exit GLACIER**

<Back Next>

[Contact GLACIER Support](#)