

Review/Update Email Text

PAS-1 : Payments from *University of Wisconsin System*

Subject: Payments from *University of Wisconsin System*

Body: Dear *[First Name] [Last Name]*,

The Internal Revenue Service (IRS), the U.S. government tax authority, requires the 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 the University of Wisconsin System. For your convenience, the *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. The information and forms must be provided prior to any payment so that the correct tax withholding and reporting decisions are made; failure to do so may result in the maximum rate of tax withholding and/or delayed payment. Information provided to GLACIER is transmitted and stored securely and will only be used by the *University of Wisconsin System* for purposes of tax withholding and reporting.

IMPORTANT: The existence of a Glacier account will impact your paychecks and annual income reporting. The University will not refund tax if it was over-withheld due to an individual's failure to complete Glacier-related requirements. **YOUR ACTION IS REQUIRED** even if you: 1) are now a resident alien or permanent U.S. resident, 2) previously submitted your information to a UW institution, or 3) are no longer being paid by the University. If you are a naturalized U.S. citizen or a nonresident alien living and performing UW income activity from outside the U.S. contact the UW Glacier administrator for your institution before logging into Glacier.

To identify the UW Glacier administrator to contact for help, learn where to deliver your materials, and obtain a tip sheet to use when updating Glacier, copy and paste the following address into your Internet browser address bar. Log in with your UW credentials, select 'Payroll Information' and the 'Foreign Nationals' tab, and select your institution at the top left of the page to view the appropriate contact information. <https://uwservice.wisconsin.edu/help/payroll#foreign>

To login to GLACIER, follow the steps below:

Click on the following web link: <http://www.online-tax.net> ; if the link does not automatically open, simply open your Internet Browser (preferably Internet Explorer) and enter the website address <http://www.online-tax.net>.

Click on the GLACIER logo to enter the website.

At the login screen, enter your temporary access information from below; you will be required to select a new UserID and Password at the time of first access to GLACIER.

UserID: *[UserID]*
Password: *[Password]*

To complete your Glacier account entry, have all current and prior immigration-related documents and your passport. You will need information on all your visits to the U.S. Use the email from uwhradministration@uwsa.edu and the tip sheet on entering your information into Glacier which is located at <https://uwservice.wisconsin.edu/help/payroll#foreign>

If you need assistance with Glacier, contact their support team through any of the support/help links within the Glacier system.

When you have finished your Glacier data entry, print and sign the Glacier-generated forms and Tax Summary Report. Deliver those with copies of the documents listed on it to the Glacier administrator for your institution. DO NOT send your Glacier materials or immigration documents by email because they contain sensitive information and email is not secure. Sending sensitive information by email could put you at risk of identity theft.

Keep your login and password. You must update Glacier following any changes to your immigration status or expiration date, final U.S. departure date, U.S. presence, or U.S. taxpayer identification numbers.

Thank you and have a great day.

[SendingAdminFirstName] [SendingAdminLastName]
[InstScreenName]
[SendingAdminEmailAddr] or 1-*[SendingAdminPhone]*.