GLACIER
Nonresident Alien Tax Compliance System

WHAT IS GLACIER AND HOW DOES IT WORK?

GLACIER Online Tax Compliance System ("GLACIER") is a comprehensive tax compliance system for managing nonresident alien tax liability. GLACIER collects all the necessary relevant information in a questionnaire format and efficiently and effectively:

  i. Makes tax residency, withholding, and income tax treaty determinations.
  ii. Manages paperwork and forms.
  iii. Maintains data about your immigration status and visits to the U.S.
  iv. Shares data with GLACIER Tax Preparation software for annual tax return preparation.

IMPORTANT STEPS:

After you receive a job offer and **see Human Resources** to complete your employment paperwork, you will **meet with the Payroll Office** to set-up your Individual Record in GLACIER. Next steps:

1. Acquire a Social Security Number (SSN). Regina Johnson in the Dean of Students Office will facilitate the application process, provide a hiring letter for proof of employment and coordinate trips to the Social Security office.
2. Check your email. Your temporary login information will be emailed from support@online-tax.net with a subject line of "Payments from Hamilton College". *Remember to check your Spam folder!*
3. Login to GLACIER at http://www.online-tax.net using the temporary User ID and Password from the email and select a new User ID and Password.
4. After you acquire a Social Security Number (SSN), answer a few simple questions and enter your data directly into GLACIER online. The Payroll Office has detailed instructions available.
5. View, print, and sign your Tax Forms and the Glacier Tax Summary Report.
6. Bring your forms and copies of your documents to the Payroll Office.

DOCUMENTS NEEDED:

1. Social Security Card with Social Security Number
2. I-94
3. Visa/Passport with Stamp
4. Form I-20
5. List of previous dates of visits to the U.S.

Questions? *If you have any questions or need additional information, please contact:*
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