GLACIER Nonresident Alien Online Tax Compliance System

To use the GLACIER Nonresident Alien Online Tax Compliance System, go to **GLACIER** at http://www.online-tax.net. Enter the temporary UserID and Password provided in the email from support@online-tax.net. Select a new User ID and Password and login.

Read the User Agreement. Check the box to allow Hamilton College to email your tax Form 1042-S. Click "I Accept". Select "Create/update/view my Individual Record". Click Next.

ABOUT YOU:

Step 1. Relationship - **Check Student Worker AND Student.**

Step 2. Income Type - **Check Compensation/Wages AND Scholarship or Fellowship (Non-Service).**

Step 3. Personal Information - Verify and/or input your personal information. *If you do not have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), select I would like to apply OR I have applied. You will need to update GLACIER when you acquire your SSN.*

Step 4. U.S. Address – Enter your campus mailbox address or other US mailing address and phone #.

Step 5. Permanent Foreign Address – Enter your permanent foreign mailing address.

CITIZENSHIP & IMMIGRATION STATUS:

Step 6. Country of Citizenship/Tax Residence:
- a. Country of Citizenship – Your Country of citizenship needs to match your I-20.
- b. Country of Tax Residence - Typically, this is the same as your Country of citizenship unless you lived in another country for an extended period of time just before arriving in the U.S.

Step 7. Immigration Status:
- a. Sponsoring Institution - Institution listed on your I-20 (F-1 visa).
- b. Current Immigration Status – Typically F-1 Student (review your documents & I-94).

Step 8. Time Spent in the U.S.:
- a. Original Date of Entry - FIRST date you arrived in the U.S. under an F-1 visa.
- b. Date Permission Expires - Use the date your I-20 expires or the Admit Until Date from your I-94.
- c. Date of Final Departure – Date you expect to leave the U.S.

Step 9. Immigration Status – Has your immigration status changed since you originally entered the U.S.?

Step 10. Days Present in the U.S.:
- a. For each calendar year - Enter the # of days you were NOT present in the U.S.
- b. Is this your FIRST time in the U.S. or have you PREVIOUSLY visited the U.S.?
- c. For Prior Visits ONLY - Enter the calendar year, immigration status and total # of days in the U.S.

Step 11. Tax Residency Status Summary – Review & verify this information.

TAX WITHHOLDING AND TAX TREATY EXEMPTION REVIEW:

Step 12. Tax Withholding and Tax Treaty Exemption Review – Click Next to continue.
- a. NO Tax Treaty – Click Next to review & verify the Tax Summary Report.
- b. Tax Treaty Exemption Verification – Complete the Tax Treaty Exemption Verification and the Tax Treaty Exemption Information. Review & verify the Tax Summary Report:

Step 13. State Tax Withholding Selection – Complete this information for New York State Tax Withholding. Typical response are elsewhere, 0, single, 0.

TAX FORMS:

Step 14. View and Print Forms – Click Print Forms and sign all of the Required Forms. This includes:
- a. ALL - Tax Summary Report, W-4, IT-2104.
- b. Tax Treaty Exemptions ONLY - *Form 8233, Official Attachment and/or W-8BEN.*

Step 15. ***CLICK NEXT TO PROPERLY EXIT GLACIER AND SAVE YOUR INDIVIDUAL RECORD. CLICK EXIT.***

TO PAYROLL OFFICE:

Submit the Tax Summary Report, Required Forms, and Required Document Copies to the Payroll Office located on the 2nd Floor of the Spencer House. Required Document Copies typically include:
- a. I-20
- b. Form I-94
- c. Visa Stamp/Sticker (in passport).

Review the Tax Summary Report for a complete list of Required Forms and Required Document Copies.

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

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