

## GLACIER Nonresident Alien Online Tax Compliance System

### Instructions for how to use GLACIER Online Tax Compliance System

All non-U.S. citizens and non-permanent resident aliens that receive payments from Hamilton College will receive an email from [support@online-tax.net](mailto:support@online-tax.net) that contains your login information. The subject line will be “Payments from Hamilton College”.

**Step 1.** Login to **GLACIER** at <http://www.online-tax.net>. GLACIER’s preferred web browser is Internet Explorer. At the login screen, enter the temporary UserID and Password that was provided in the email. Select a new UserID and Password. Login to GLACIER.

**Step 2.** Read the User Agreement. Check the box to authorize Hamilton College to provide your 1042-S via email. Click “I Accept”.

**Step 3.** Select “Create/update/view my Individual Record”. Click Next.

**Step 4.** Relationship - Check Student Worker **AND** Student.

**Step 5.** Income Type - Check Compensation/Wages **AND** Scholarship/Fellowship.

**Step 6.** Personal Information:

- a. Verify your First Name, Middle Name, Last Name, and email address.
- b. Enter your U.S. Issued Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). *NOTE: If you do not have a SSN or ITIN, select I would like to apply OR I have applied. You will need to update your individual record in GLACIER upon receipt.*
- c. Enter your Foreign Tax Identification Number, if any and your Student ID.

**Step 7.** U.S. Address – Enter your US mailing address or campus address and local phone #.

**Step 8.** Permanent Foreign Address – Enter your permanent foreign mailing address.

**Step 9.** Country of Citizenship/Tax Residence:

- a. Country of Citizenship – Country under whose documents you entered the U.S.

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- b. Country of Tax Residence - 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.

**Step 10.** Immigration Status – Indicate the Institution that sponsored your U.S. immigration status and your current immigration status (Typically F1).

**Step 11.** Time Spent in the U.S.:

- a. Original Date of Entry - FIRST date you arrived in the U.S. to begin your study.
- b. Date Permission Expires - Use the date from Form I-20, DS-2019, or Form I-94.
- c. Estimated actual date of final departure.

**Step 12.** Immigration Status – Select either current immigration status is the SAME or DIFFERENT than the status that you original entered the U.S.

**Step 13.** Days Present in the U.S. For each calendar year that shows enter the # of days you were NOT present in the U.S. Indicate if this is your FIRST visit or if you have PREVIOUSLY visited the U.S. For Prior Visits ONLY, enter Calendar Year, Immigration Status and Total Number of Days associated with each Immigration Status.

**Step 14.** Tax Residency Status Summary – Ensure the information is correct.

**Step 15.** Tax Withholding and Tax Treaty Exemption Review:

- a. If the U.S. does not have a Tax Treaty with your Country:
  - i. Complete Tax Withholding Verification - Marital Status and Dependents.
  - ii. Tax Treaty Exemption Verification.
  - iii. Tax Summary Report.

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- iv. State Tax Withholding Selection - Select where you are a resident (typically Elsewhere), Total Number of Withholding Allowances, Additional Withholding amount, STATE Tax Filing Status.
- b. If the U.S. has a Tax Treaty with your Country:
  - i. Tax Treaty Exemption Verification – Select Yes to claim a treaty exemption.
  - ii. Tax Treaty Exemption Information – Enter your passport #, description of services provided, and estimated total Compensation/Wages.
  - iii. Tax Summary Report – Shows your tax withholding/reporting information, required forms, and document copies.
  - iv. State Tax Withholding Selection – Select where you are a resident (typically Elsewhere), Total Number of Withholding Allowances, Additional Withholding amount, STATE Tax Filing Status.

### **Step 16. View and Print Forms:**

- a. Print and sign all of the Required Forms listed on the Tax Summary Report. This includes: Tax Summary Report, W-4, IT-2104. **NOTE:** If you are eligible for an Income Tax Treaty exemption you will also print: W-8BEN, Form 8233, and the Official Attachment to IRS Form 8233.
- b. Makes copies of Required Documents listed on the Tax Summary Report. This typically includes your I-20, Form I-94, and Visa Stamp/Sticker (in passport).
- c. Submit all of the required forms and document copies to Erika Mumford in the Business Office located on the 2<sup>nd</sup> Floor of the Spencer House.

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

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*Questions? If you have any questions or need additional information about why you have been asked to use GLACIER, please contact:*

- Erika Mumford at 859-4376 [emumford@hamilton.edu](mailto:emumford@hamilton.edu)
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