

## Glacier Non-Resident Alien Tax Compliance for International Students

Glacier is a secure tax compliance web based software which generates required tax forms and information as the Tax Summary Report. After completing the Form I-9 for on-campus employment, international students will be required to create a Glacier Non-Resident Alien record.

### How to sign up for Glacier?

- After completing the form I-9, you will receive an email from [support@online-tax.net](mailto:support@online-tax.net) with your initial Glacier login information
- Go to <https://www.online-tax.net/> to login with provided login information. Then create a new user ID and password to add your individual record. You will use this login whenever you have to log in to Glacier to review or update your individual tax record
- Choose 'Create/Update/View my Individual Record'
- Input the required biographical, on-campus employment, and immigration information to generate your Tax Summary Report

### What is the Tax Summary Report and how is it used?

The Tax Summary Report generates various required tax forms and information for filing taxes.

- **Tax Summary Report** – Includes general biographical information including your current visa status, country of tax residency, citizenship and a history of your current and past visits to the U.S. This report is used by Payroll Services to determine an individual's tax status, and determine if a tax treaty exist between their home country and the U.S. If a treaty does exist, then the system automatically generates the applicable forms which the individual should review for accuracy, signed and submitted to Payroll Service along with the Payroll Summary Report and "Required Forms and Documents" as listed on the bottom of the "Tax Summary Report". Once the required documentation is received by Payroll Services we will determine tax treaty eligibility and when applicable refund all federal withhold taxes in accordance with treaty language and conditionals. Please do not submit Tax Summary Report with your individual income tax filing documents.
- **W-4** –Is your instructions to Payroll Services on how you would like your earnings to be taxed. There are "Special Instructions" for nonresident aliens. Nonresident aliens are required to select a filing status of single regardless of their actual marital status. In addition, nonresident aliens can only select an allowance of 1 and cannot claim an Exempt on Line 7.
- **Tax Treaty Form 8233 and Form W8-BEN** – These form are automatically generated by GLACIER when a nonresident alien is determined to be eligible for a tax treaty benefit. Once your documents are received and your eligibility is confirmed your will be placed on tax treaty status and any taxes withheld will be refunded to you.
- **Tax Treaty Attachment** – Supporting documentation for Tax Treaty Form 8233. Explains reason for your presence in the United States, and whether or not you are eligible for the tax treaty between the U.S. and your country of citizenship.

### What do I do with the Tax Summary Report?

1. Sign and date each form generated in Tax Summary Report
2. Photocopy required documents listed on page 1 of the Tax Summary Report
3. Submit the Tax Summary Report to Rutgers University Office of Payroll Services as indicated on the Tax Summary Report Instructions

**\*Required forms must be submitted within 10 days of creating the Individual Tax Record and completing the Tax Summary Report**

Keep the signed documents for your records

Please update your GLACIER record as needed if your information changes at any point. If the new information triggers a change to your Tax Summary or tax forms, you must send us the new paperwork.

If you have any questions or need assistance, please contact one of our associates at any of the following telephone numbers (848) 445-8164, (848) 445-2599 or (848) 445-8227. As always we appreciate your patience.

Thank you and have a great day.

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