



**OHIO**  
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# **GLACIER Nonresident Alien Online Tax Compliance System**



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# GLACIER Nonresident Alien Online Tax Compliance System

## How to use GLACIER:

- To use GLACIER, go to <https://www.online-tax.net/>
- If you are a first-time user, you will receive an email from [support@online-tax.net](mailto:support@online-tax.net) that will have information regarding GLACIER and will include your temporary user ID and password to be used during your first login.
  - If you are receiving payments from Ohio University but have not received an email from [support@online-tax.net](mailto:support@online-tax.net), please reach out to Robert Payne, Tax Compliance, at [payner1@ohio.edu](mailto:payner1@ohio.edu).



# GLACIER Nonresident Alien Online Tax Compliance System

## GLACIER Email.

- You will receive a message in your Ohio.edu email from [support@online-tax.net](mailto:support@online-tax.net) that includes your user ID and password.
- Use the link in the email to connect to GLACIER at <https://www.online-tax.net/>
- Use your temporary user ID and password to log in. You will then be prompted to create a new user ID and password. Your ID and password will be specific to you.

The Internal Revenue Service (IRS), the U.S. government tax authority, requires you to determine the appropriate rate of tax withholding and reporting for any payments you receive from Ohio University.

You have received this email because you may receive payments from Ohio University. It is necessary to file the necessary forms via the Internet from any web-accessed computer using the GLACIER system to ensure that the correct tax withholding and reporting decisions are made; failure to do so could result in an amount of U.S. tax being withheld from any payments made to you. This information is transmitted and stored securely and will only be used by Ohio University.

You must access GLACIER and provide the requested information within 10 business days. If you do not, an amount of U.S. tax will be withheld from any payments made to you.

To login to GLACIER, follow the steps below:

Click on the following web link: <http://www.online-tax.net>; if the link does not work, click on <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; your temporary access information is:

UserID: P8M443BL  
Password: M4CBZ6D9

If you have any questions or need additional information about why you have received this email, please contact the Office of International Student Services at [ois@osu.edu](mailto:ois@osu.edu).

Thank you and have a great day.



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# GLACIER Nonresident Alien Online Tax Compliance System

Use your user ID and password to log into GLACIER using the GLACIER Icon on the homepage.

← → ↻ 🏠 [online-tax.net](https://online-tax.net)



[Click on the Image Above to Enter GLACIER](#)  
or [Login Now](#)

Please direct any questions about using GLACIER to [support@online-tax.net](mailto:support@online-tax.net)



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# GLACIER Nonresident Alien Online Tax Compliance System

Log in using your user ID and password.

The screenshot shows a web browser window with the title "GLACIER Online Tax - Google Chrome" and the URL "online-tax.net/glogin.asp". The page has a dark blue header with "GLACIER" in yellow and "Nonresident Alien Tax Compliance" in white. Below the header, a yellow banner contains the text "Welcome to GLACIER Nonresident Alien Tax Compliance". A dark blue box below the banner says "To access GLACIER, please enter the following information:". The login form includes two input fields: "UserID:" and "Password:". Below the password field is a link for "Forgot Login?". At the bottom of the page, a yellow bar contains a "Submit" button, which is circled in red.

GLACIER Online Tax - Google Chrome  
online-tax.net/glogin.asp

**GLACIER** Nonresident Alien Tax Compliance

Welcome to **GLACIER Nonresident Alien Tax Compliance**

To access **GLACIER**, please enter the following information:

UserID:

Password:

[Forgot Login?](#)  
If you have forgotten your UserID and/or Password, please select **Forgot Login?** An email will be sent to the email address in your GL

GLACIER supports all current versions of modern browsers on all major computing platforms. Javascript must be enabled to use GLAC

Submit



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# GLACIER Nonresident Alien Online Tax Compliance System

I forgot my password. How do I find it?

Welcome to **GLACIER** Nonresident Alien Tax Compliance

To access **GLACIER**, please enter the following information:

UserID:

Password:

[Forgot Login?](#)

If you have forgotten your UserID and/or Password, please select **Forgot Login?** An email will be sent to the email address in your **GLACIER** Indi

**GLACIER** supports all current versions of modern browsers on all major computing platforms. Javascript must be enabled to use **GLACIER**. Please

Submit



# GLACIER Nonresident Alien Online Tax Compliance System

All users must accept the user agreement to continue into the GLACIER software.

## User Agreement

- **GLACIER** is an online tax compliance software system designed to assist Ohio University to quickly, efficiently and securely collect tax information from nonresident alien students.
  - **GLACIER** will ask you a series of questions - all of which are necessary to determine whether tax must be withheld from payment.
  - The entire process should take approximately 15-20 minutes, depending on your individual situation. Please have your passport information ready.
  - When you have finished entering all of the required information into **GLACIER**, you will be prompted to print, sign and submit your forms to the address to which your forms must be submitted.
  - All information entered into **GLACIER** is securely transmitted via ssl and is securely maintained. Your information will be used only for the purpose of determining tax liability.
  - Form 1042-S is issued to certain individuals to report certain types of income; you may or may not be eligible to receive a Form 1042-S. If you are eligible, you will be notified via email with instructions to log into your **GLACIER** Individual Record to view and print the form. **GLACIER** is an administratively efficient for Ohio University, individuals who are eligible to receive Form 1042-S may do so via **GLACIER**. If you are not eligible, the form will be printed and mailed to you.
- Ohio University may provide my Form 1042-S (if any) to me electronically via the GLACIER Online Tax Compliance System.

**GLACIER** is the property of Arctic International LLC ("Arctic") and is protected by copyright and other intellectual property laws. © 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020 Arctic International LLC. All rights reserved. **GLACIER** is licensed to Ohio University and may not be used by individuals who are not directly associated with Ohio University (e.g., students, employees, and/or foreign national payees).

The **GLACIER** software, Online Help, and any other materials related to **GLACIER** may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without prior consent in writing from Arctic.

Subject to the terms and conditions of this User Agreement, Arctic grants you the right to use the **GLACIER** System.

**GLACIER** is designed primarily for use by and/or in connection with foreign students, scholars, teachers, researchers, trainees, and other international educational visitors (i.e., F, J, M, or Q visa statuses (including dependents), A-1, G-4, H-1B, H-4, O-1, B-1, B-2, WB, WB); however, other individuals may also be able to use the program, depending upon their individual circumstances. It is up to you to determine whether **GLACIER** is appropriate for your individual circumstances.



# GLACIER Nonresident Alien Online Tax Compliance System

Select Create/update/view to begin creating your GLACIER record.

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Welcome to GLACIER for Ohio University

**Test Tester, What Would You Like To Do Today?**

- Create/update/view my Individual Record
- View/print my forms (no changes may be made)
- Complete my U.S. tax return using GLACIER Tax Prep
- Learn about General U.S. Tax Issues and FAQs
- Change my GLACIER Login Information
- Exit GLACIER





# GLACIER Nonresident Alien Online Tax Compliance System

**Relationship: Select all that apply to your situation.**

- TA, RA, GA, GSO and any other stipends paid through payroll select: Graduate, Teaching or Research Assistant.
- Student workers are students that have an hourly campus jobs, such as at a dining hall or Campus Recreation.
- Student should be selected if receiving scholarships, grants or awards from Ohio University.

## Relationship

**What is your relationship with Ohio University?**

Please check all that apply:

- Employee/Staff
- Faculty
- Graduate, Teaching or Research Assistant
- Student Worker
- Student
- Guest Speaker
- Consultant
- International Visitor
- Artist/Performer
- Industrial Royalty Recipient
- Copyright Royalty Recipient
- Other



# GLACIER Nonresident Alien Online Tax Compliance System

**Income type: You must select all that apply.**

- **Compensation/Wages** are any monies paid through payroll for your campus job, GA,TA,RA,GSO or other stipends that have a service component.
- **Failure to select the proper payment type will not allow for tax treaty benefits and could cause the maximum tax to be withheld from your payment.**

## Income Type

**What type of payment(s) will you receive from Ohio University?**

Please check all that apply:

- Compensation/Wages
- Scholarship or Fellowship (Non-Service)
- No Income (I DO NOT currently receive payments from Ohio University)



# GLACIER Nonresident Alien Online Tax Compliance System

**Personal Information: Verify or input your personal information.**

- **If you have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), enter it here.**
- **If you do not have an SSN or ITIN, select “I would like to apply OR I have applied”.**
- **You will need to update GLACIER when you acquire your SSN.**

U.S.-Issued Social Security Number (SSN) or  
Individual Taxpayer Identification Number (ITIN)

OR

*(Employees and Student Workers)*

I do NOT have a U.S.-issued SSN or ITIN; I would like to apply for an SSN

I have applied for an SSN, and I have not yet received the number

*(Guest Speakers, Consultants, Non-Service Scholarship/Fellowship and Royalty Recipients)*

I do NOT have a U.S.-issued SSN or ITIN; I would like to apply for an ITIN

I have applied for an ITIN, and I have not yet received the number



# GLACIER Nonresident Alien Online Tax Compliance System

**U.S. Address:** Enter your campus or other U.S. address and a phone number.

- The address listed should be a local mailing address.
- Addresses should be updated in GLACIER and with HR after each address change. You can update your address with HR by submitting a new W-4 from GLACIER.

## U.S. Address

Please enter your U.S. mailing address and telephone numbers

Street Address 1:

1 Main St

Street Address 2:

City:

Athens

State:

Ohio

Zip/Postal Code:

(xxxxx or xxxxx-xxxx)

45701

Home Phone Number:

(xxx-xxx-xxxx)

740-111-2222

Work/Department Phone Number:

(xxx-xxx-xxxx)

I DO NOT currently live in the U.S. / I DO NOT have a U.S. mailing address



# GLACIER Nonresident Alien Online Tax Compliance System

**Permanent Foreign Address: Enter your permanent foreign address.**

- A permanent foreign address is required.
- Addresses should be updated in GLACIER and with HR after each address change.

## Permanent Foreign Address

Please enter your permanent foreign mailing address.

\* Indicates Required Field

Street Address 1\*:

1 Main St (Do Not enter a P.O. Box number)

Street Address 2:

(Do Not enter a P.O. Box number)

City\*:

Main City

Postal Code:

31111

Country\*:

China, People's Republic of (Inner Mongolia, Tibet, Manchuria) ▼

Province:

▼ (Canada Only)



# GLACIER Nonresident Alien Online Tax Compliance System

## Country of Citizenship/Tax Residence:

- **Country of Citizenship** – The country of citizenship must match your visa, I-20/DS-2019.
- **Tax Residence** – Typically the tax residence is the same as the country of citizenship unless your tax residency has been established in another country prior to arrival in the U.S.

### Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship:

China, People's Republic of (Inner Mongolia, Tibet, Manchuria) ▼

Country of Tax Residence:

China, People's Republic of (Inner Mongolia, Tibet, Manchuria) ▼

<Back Next>



# GLACIER Nonresident Alien Online Tax Compliance System

**Sponsoring Institution – This is the institution listed on your visa.**

## Immigration Status

### What is the sponsoring institution?

Please indicate the Institution that sponsored (or will sponsor) your current U.S. immigration status (as indicated or

- Ohio University
- Other Institution
- No Sponsoring Institution Required (e.g., B-1, B-2, WB, WT, etc)

### What is your current U.S. immigration status?

Please indicate your current U.S. immigration status. If you have not yet arrived in the U.S., indicate your anticipated immigration status on which you were last present in the U.S.

Current Immigration Status

F-1 Student or OPT or CPT

If you are in J status, select the primary purpose as indicated in Section 4 of Form DS-2019.  
If you are from Canada and do NOT have a visa or Form I-94, select "B-1 Visitor".  
If your immigration status is not listed, select "Other Immigration Status or Purpose".



# GLACIER Nonresident Alien Online Tax Compliance System

## Time spent in the U.S.:

- Original date of entry – Date of first arrival on F or J visa.
- Date Permission Expires – Must match the admit until date on your I-20, DS-2019 or I-94. This date will be updated anytime the visa is extended.
- Estimated date of departure – Date you anticipate leaving the U.S. This typically matches the expiration date.

## Time Spent in the U.S.

How long will you be in the U.S. during this visit?

Original (or anticipated) Date of Entry to the U.S.:

14 ▼ Aug ▼ 2019 ▼

Date Permission to stay in the U.S. Expires

2 ▼ May ▼ 2023 ▼

Estimated or Actual Date of Final Departure from the U.S.:

2 ▼ May ▼ 2023 ▼





# GLACIER Nonresident Alien Online Tax Compliance System

Has your immigration status changed since you originally entered the U.S.?

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## Immigration Status

Have you changed your immigration status since you arrived in the U.S. for this visit?

- My current immigration status is the SAME as the immigration status under which I originally entered the U.S. for this visit--I have NOT changed my immigration status.
- My current immigration status is DIFFERENT than the immigration status under which I originally entered the U.S. for this visit--After entering the U.S. for this visit, I changed my immigration status.



# GLACIER Nonresident Alien Online Tax Compliance System

**Days present in the U.S.:** Enter the number of days outside of the U.S. after your arrival on your current visa. Leave blank if you have not left the U.S. since your arrival.

## Days Present In the U.S.

### How long have you been present in the US?

Following is a SUMMARY of the TOTAL NUMBER OF DAYS you may have been present in the U.S. based on your date of arrival. Please complete the boxes below to indicate any days YOU LEFT the U.S. to return to your home country or to visit a third country.

Calendar Year	Immigration Status Held During Each Calendar Year	Estimated Total Number of Days Present in the U.S. During each Calendar Year	LESS Number of Days You Left the U.S. (Enter the number of days you LEFT the U.S. during this visit)
2020	F1-Student	199 Days	Less <input type="text"/> Days NOT present in U.S.
2019	F1-Student	140 Days	Less <input type="text"/> Days NOT present in U.S.



# GLACIER Nonresident Alien Online Tax Compliance System

**Is this your FIRST time in the U.S. or have you PREVIOUSLY visited the U.S.? Select the applicable option.**

**Have you ever been to the U.S. PRIOR to this visit?**

- This is the FIRST time I have ever been to the U.S. (for any reason, under any immigration status).
- I have previously visited the U.S. (information regarding all PRIOR visits MUST be entered below).

**Have you ever been to the U.S. PRIOR to this visit?**

- This is the FIRST time I have ever been to the U.S. (for any reason, under any immigration status).
- I have previously visited the U.S. (information regarding all PRIOR visits MUST be entered below).



# GLACIER Nonresident Alien Online Tax Compliance System

For prior visits **ONLY** – Enter the calendar year, immigration status, and total number of days in the U.S. on prior visits.

**Have you ever been to the U.S. PRIOR to this visit?**

This is the **FIRST** time I have ever been to the U.S. (for any reason, under any immigration status).

I have previously visited the U.S. (information regarding all **PRIOR** visits **MUST** be entered below).

For each **CALENDAR YEAR** between 1986 and your date of arrival that you were previously present in the U.S., please select the calendar year of each Prior Visit and the corresponding Immigration Status and Total Number of Days associated with that visit. You **MUST** include ALL Prior Visits to the U.S.

DO NOT include in the boxes below any information about your current visit as shown above

ENTER Calendar Year (the years do not need to be entered in chronological order)	Immigration Status Held During Each Calendar Year (If you held more than one Immigration Status during the a Calendar year, enter each Immigration Status separately)	ENTER the Approximate <b>Total</b> Number of Days Present in the US During each Calendar Year
2016	B-2 Tourist	12 Days



# GLACIER Nonresident Alien Online Tax Compliance System

You will see your Tax Residency Status Summary.

## Tax Residency Status Summary

### How long have you been present in the U.S.?

Following is a SUMMARY of the TOTAL Number of Days you have indicated you were present in the U.S. Please ensure that the information below is correct. If you need to add additional Prior Visits and/or subtract days that you left the U.S., click on <BACK to re-enter or update the information.

Calendar Year	Immigration Status Held During Each Calendar Year	Approximate Total Number of Days Present in the U.S. During each Calendar Year
2020	F1 Student	199
2019	F1 Student	140
2016	B2 Tourist	12

<Back Next>

Online Help



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# GLACIER Nonresident Alien Online Tax Compliance System

**You will see that GLACIER is reviewing your information to determine eligibility for a tax treaty exemption.**

GLACIER is now reviewing applicable Tax Withholding Rates and any possible Tax Treaty Exemption.

Click Next> to continue.





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# GLACIER Nonresident Alien Online Tax Compliance System

**If you receive the below message, you must have an SSN or ITIN before you are eligible to exercise your tax treaty benefit. You must update GLACIER once you have received your SSN or ITIN and complete the treaty process in GLACIER.**

---

## .. For Your Information

Based on the information provided, GLACIER has placed "HOLD Treaty" in your Individual Record. You may or may not be eligible to claim an exemption from tax based on an income tax treaty; however, such determination must be made by the Institution Administrator. You may continue with the completion of your tax forms; however, GLACIER will not allow any tax treaty exemption at this time and will complete all forms with the maximum rate of tax withholding. To determine whether you qualify to claim an income tax treaty exemption, you must contact the Institution Administrator as soon as possible. Please be prepared to provide your passport and immigration documentation to the Institution Administrator for review.



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# **GLACIER Nonresident Alien Online Tax Compliance System**

**If you receive the below message, your country of citizenship and the U.S. do not maintain a tax treaty.**

## **Tax Treaty Exemption Verification**

**GLACIER has made the following tax treaty exemption determination**

The U.S. does not maintain an income tax treaty with [Ghana](#); therefore, the applicable rate of tax withholding will be deducted from payments made to you.





# GLACIER Nonresident Alien Online Tax Compliance System

If you receive the below message it means your country of citizenship and the U.S. does maintain a tax treaty.

- Complete the tax treaty verification process by selecting each applicable tax treaty.

## Tax Treaty Exemption Verification

**GLACIER has made the following tax treaty exemption determination**

### Review of Income Tax Treaty Exemption for Compensation/Wages

Based on the information entered, the U.S.- China, People's Republic of Income Tax Treaty allows an exemption from tax v

Article 20(C) of the U.S.- China, People's Republic of Income Tax Treaty allows an exemption for Unlimited Time Period for August 14, 2019 - unlimited.

The possible tax treaty exemption applies to \$5,000 per calendar year of your Compensation/Wages.

### Would you like to claim an exemption from tax withholding?

- Yes, I would like to claim an exemption from tax withholding for the **Compensation/Wages**; I understand that I must n
- No, I DO NOT want to claim an exemption from tax withholding; I understand tax will be withheld from the **Compensat**

*Note: A nonresident alien who receives income in the U.S. generally must pay tax and report that income in both the U.S. and his or her home country. If you are eligible and/or pay additional tax on your U.S. income in your home country; you should check with the tax authorities in your home country for any applicable tax reporting or p*

### Review of Income Tax Treaty Exemption for Scholarship or Fellowship (Non-Service)

Based on the information entered, the U.S.-China, People's Republic of Income Tax Treaty allows an exemption from tax v

Article 20(B) of the U.S.-China, People's Republic of Income Tax Treaty allows an exemption for Unlimited Time Period for exemption period is August 14, 2019 - unlimited.

The possible tax treaty exemption applies to an Unlimited Dollar Amount of your **Scholarship or Fellowship (Non-Service)**.

### Would you like to claim an exemption from tax withholding?

- Yes, I would like to claim an exemption from tax withholding for the **Scholarship or Fellowship (Non-Service)**; I unders above.
- No, I DO NOT want to claim an exemption from tax withholding for my **Scholarship or Fellowship (Non-Service)**.



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# GLACIER Nonresident Alien Online Tax Compliance System

**Tax Treaty Exemption Information: Complete all required fields to complete the treaty exemption process.**

## Tax Treaty Exemption Information

**To claim a tax treaty exemption, please enter the following additional information**

\* Indicates Required Field

**Passport Number\* :**

455879879

**Please enter the description of the services provided\* :**

(for example, research scholar of advanced macroeconomic analysis or student working at university bookstore)

TA

**Please enter the estimated total Compensation/Wages expected to be paid during the calendar year\* :**

\$ 12500 (Please do NOT enter commas)



# GLACIER Nonresident Alien Online Tax Compliance System

Review, sign and date all forms.

## View and Print Forms

GLACIER has generated the following Tax Summary Report and Forms

Please review each form to ensure that the information is accurate and spelled correctly.

Click on <Print Forms> to view and print each form. Adobe Acrobat Reader is required (see below).

**AFTER VIEWING THE FORMS IN ADOBE ACROBAT READER, YOU MUST CLOSE THE WINDOW SHOWING THE FORMS--DO NOT CLOSE YOUR INTERNET CONNECTION**

Tax Summary Report

Form W-4  
Form W-8BEN  
2020 Form 8233  
Treaty Attachment  
Tax Information

To download Adobe Acrobat Reader, simply click the yellow icon and follow the installation instructions.



Trouble Printing Forms / Forms Come Up Blank?



# GLACIER Nonresident Alien Online Tax Compliance System

Review, sign and date all forms

## View and Print Forms

GLACIER has generated the following Tax Summary Report and Forms

Please review each form to ensure that the information is accurate and spelled correctly.

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Tax Summary Report   
Form W-4  
Form W-8BEN  
2020 Form 8233  
Treaty Attachment  
Tax Information

To download Adobe Acrobat Reader, simply click the yellow icon and follow the installation instructions.



Trouble Printing Forms / Forms Come Up Blank?



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# **GLACIER Nonresident Alien Online Tax Compliance System**

Once you have completed your GLACIER, please submit your signed and dated documents by email, fax or mail to the below contact information.

**Due to the current COVID-19 precautions and remote working environment, GLACIER documents will not be received in person.**

Question can be directed to:  
[payroll@ohio.edu](mailto:payroll@ohio.edu)