GLACIER Nonresident Alien Online Tax Compliance System
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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 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, please reach out to Robert Payne, Tax Compliance, at payner1@ohio.edu.
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GLACIER Email.

- You will receive a message in your Ohio.edu email from 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.

You have received this email because you may receive payments from Ohio University and need to provide the requested information within 15 days of the payment date. If you fail to do so, the correct tax withholding and reporting decisions are made, and failure to report this information to the IRS will result in penalties and interest charges.

The Internal Revenue Service (IRS), the U.S. government tax authority, requires the correct tax withholding and reporting decisions to be made. Failure to report this information to the IRS will result in penalties and interest charges.

To login to GLACIER, follow the steps below:

1. Click on the following web link: http://www.online-tax.net; if the link does not work, please access GLACIER via the Ohio University website.
2. Click on the GLACIER logo to enter the website.

On the home screen, enter your temporary access information from below:

User ID: P8M4458L
Password: M4CB26D9

If you have any questions or need additional information about why you have been sent this email, please refer to the Ohio University GLACIER website for more information.

Thank you and have a great day.
Use your user ID and password to log into GLACIER using the GLACIER Icon on the homepage.
Log in using your user ID and password.
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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.
All users must accept the user agreement to continue into the GLACIER software.
Select Create/update/view to begin creating your GLACIER record.

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
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 a dining hall or Campus Recreation.

• Student should be selected if receiving scholarships, grants or awards from Ohio University.
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.
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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.
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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:
(above or xxxxx-xxxxx)
45701

Home Phone Number:
(above or xxx-xxxx-xxxx)
740-111-2222

Work/Department Phone Number:

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

Street Address 2:  

City*: 
Main City

Postal Code:
31111

Country*: 
China, People's Republic of (Inner Mongolia, Tibet, Manchuria)

Province:
(Canada Only)
Country of Citizenship/Tax Residence:

- 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.
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 not indicated on your visa).

- [ ] 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".
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.
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Has your immigration status changed since you originally entered the U.S.?

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.
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.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Immigration Status Held During Each Calendar Year</th>
<th>Estimated Total Number of Days Present in the U.S. During each Calendar Year</th>
<th>LESS Number of Days You Left the U.S. (Enter the number of days you LEFT the U.S. during this visit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>F1-Student</td>
<td>199 Days</td>
<td>Days NOT present in U.S.</td>
</tr>
<tr>
<td>2019</td>
<td>F1-Student</td>
<td>140 Days</td>
<td>Days NOT present in U.S.</td>
</tr>
</tbody>
</table>
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).
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 year 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 Immigration Status. You MUST include ALL Prior Visits to the U.S.

<table>
<thead>
<tr>
<th>ENTER Calendar Year (the years do not need to be entered in chronological order)</th>
<th>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)</th>
<th>ENTER the Approximate Total Number of Days Present in the U.S During each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>B-2 Tourist</td>
<td>12 Days</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Immigration Status Held During Each Calendar Year</th>
<th>Approximate Total Number of Days Present in the U.S. During each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>F1 Student</td>
<td>199</td>
</tr>
<tr>
<td>2019</td>
<td>F1 Student</td>
<td>140</td>
</tr>
<tr>
<td>2016</td>
<td>B2 Tourist</td>
<td>12</td>
</tr>
</tbody>
</table>

<Next>
You will see that GLACIER is reviewing your information to determine eligibility for a tax treaty exemption.
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 a "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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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.
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 [X]

- Article 20(C) of the U.S.-China, People’s Republic of Income Tax Treaty allows an exemption for Unlimited Time Periods 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 receive at least $5,000 during the calendar year.
- No, I DO NOT want to claim an exemption from tax withholding; I understand tax will be withheld from the Compensation/Wages.

**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 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 payment requirements.

**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 [X]

- 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 understand above.
- No, I DO NOT want to claim an exemption from tax withholding for my Scholarship or Fellowship (Non-Service).
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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**: TA

**Please enter the estimated total Compensation/Wages expected to be paid during the calendar year**: $12500

(Please do NOT enter commas)
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 CONNECT:

Tax Summary Report
Form W-7
Form W-3
Form W-3BBEN
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? Click Here
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Review, sign and date all forms

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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