



New Employee Tax Compliance Notification

The Internal Revenue Service (“IRS”), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-U.S. citizens. As a result, Ohio University (the “University”) may be required to withhold U.S. income tax and file reports with the IRS in connection with payments made by the University to employees (e.g., faculty, staff, and student employees) who are not U.S. citizens or permanent resident aliens (i.e., greencard holders) and who receive payment for services. In addition, the University is required to report such payments to the IRS.

All individuals who are not citizens or permanent resident aliens of the United States are required to complete an Individual Record using the **GLACIER** Online Tax Compliance System. If you are a new employee, you will receive a password and instructions of how to access **GLACIER** via e-mail from *support@online-tax.net*. If you do not receive the password, please contact the Nonresident Alien Tax Specialist. If you have already completed your Individual Record in **GLACIER**, additional or updated information may be required.

GLACIER is accessible via the Internet from any web-accessible computer from anywhere in the world. When you receive your password and instructions, please complete the information in **GLACIER** immediately. **GLACIER** is simple and convenient to use; however, if you need assistance, you may schedule an appointment to meet with the Nonresident Alien Tax Specialist - Finance.

Please note: The maximum rate of U.S. federal income tax will be withheld from all payments until you access GLACIER to input information and submit your forms for processing. Any tax withheld because the required tax information was not provided will not be refunded by the University; if eligible, you may request a refund of such tax in connection with your income tax return.

The Nonresident Alien Tax Specialist – Finance is located at:

Ohio University
Tax Compliance Office
HRTC 221
Athens, OH 45701
Phone: 740-597-1474
Fax: 740-597-2137

I hereby declare that I have been notified of my requirement to complete certain information in **GLACIER**. I understand that instructions for access to **GLACIER** will be sent to me via e-mail within several days. I have included my University e-mail address (if any) and phone number below.

Employee Name: _____ Date: _____

Employee Signature: _____

Email Address: _____ Employee Phone Number: _____

Form I-9 Certifier Signature: _____ Date: _____