Foreign Nationals Working at the UW

Foreign national employees at the University of Washington (student/staff/faculty) who will be receiving pay through the payroll system must set up a Glacier Online Tax Compliance account and complete the online tax compliance paperwork. Glacier Online Tax Compliance Software is used to ensure that your paychecks will be taxed correctly.

What is Glacier? Glacier is the online software program that determines foreign national tax status.

- Available 24/7
- Available around the world
- Online help available

What does Glacier do?

Determines:

- Residency for Tax Purposes
- Social Security and Medicare Tax status
- Income Tax Treaty Eligibility and Federal Withholding Tax status

Simplifies Paper Forms:

- Creates a Tax Summary page with all relevant tax determinations
- Provides a checklist of required forms
- Auto-populates the necessary tax forms that apply to the individual Foreign National

Generates automatic email reminders to individual foreign nationals for:

- Expiring Work Authorization
- Tax Treaty renewal
- Changes to Social Security & Medicare tax determinations

What do I need to do?

Your department will enter your work appointment into the Payroll system.

The Glacier Administrator for your department will send you an invitation to set up a Glacier account.

The email invitation will be sent from support@online-tax.net. Subject Line: Payments from the University of Washington This is NOT spam or a phishing email.

- Set up your UW Glacier account. If you already have a Glacier account for another institution, you will still need to set up a separate UW Glacier account.
- Enter your information into Glacier.
- Print out all forms (single-sided) AND copy all required documents listed on the Glacier Tax Summary Page
- Send everything to the UW Payroll Office through campus mail; to Campus Box 359555 (your department can assist you)
Need Help?

- Step by step instructions are available on the UW Payroll Office website at http://f2.washington.edu/fm/payroll/foreign-nationals/glacier

- Online help is available 24/7 by clicking the Online Help button on the bottom right of the Glacier screen.

- Questions regarding taxes should be sent to pr-tax@uw.edu

The UW Payroll Office will be providing help/training sessions. Please check the payroll website for dates & times.