

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.

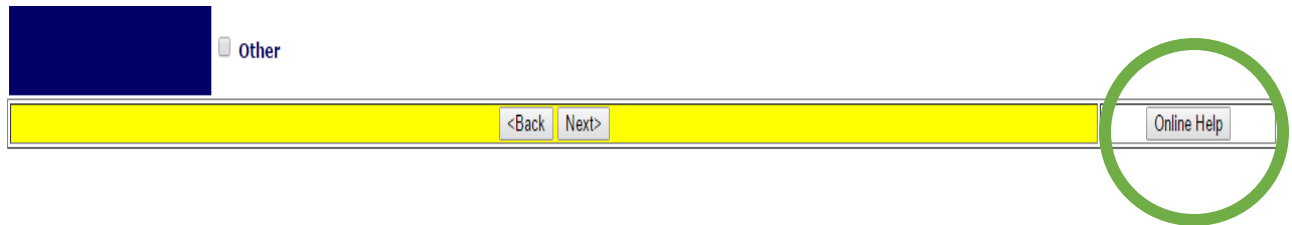
The Glacier Administrator for your department will send you an invitation to set up a Glacier account.

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.