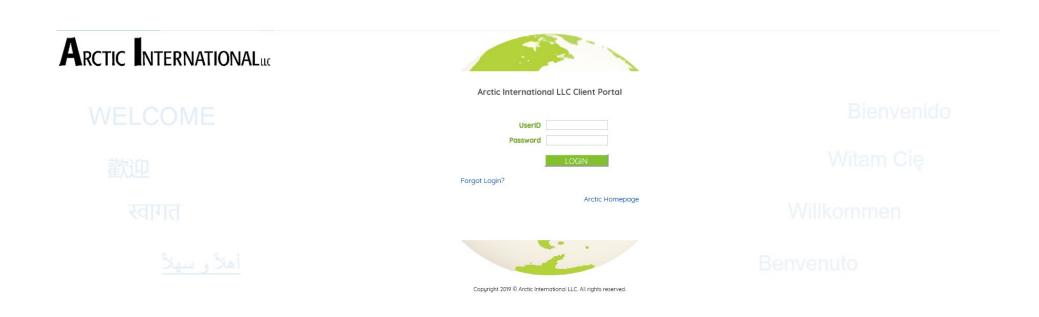
### GLACIER

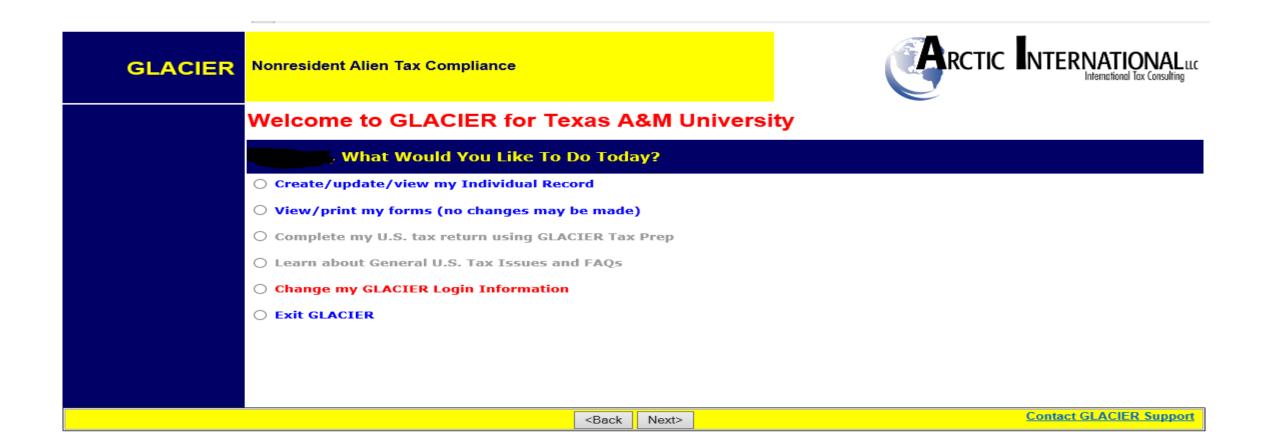
What you need to complete!

Log into GLACIER using the User ID and Password sent to you from <a href="Support@online-tax.net">Support@online-tax.net</a>. You will receive this e-mail once the Payroll Office is notified of your status.



#### On this screen select:

- 1) Create/update... if this is your first time.
- 2) View/print... if no changes needed just printing.
- 5) Change my .... If you need to change your GLACIER login.

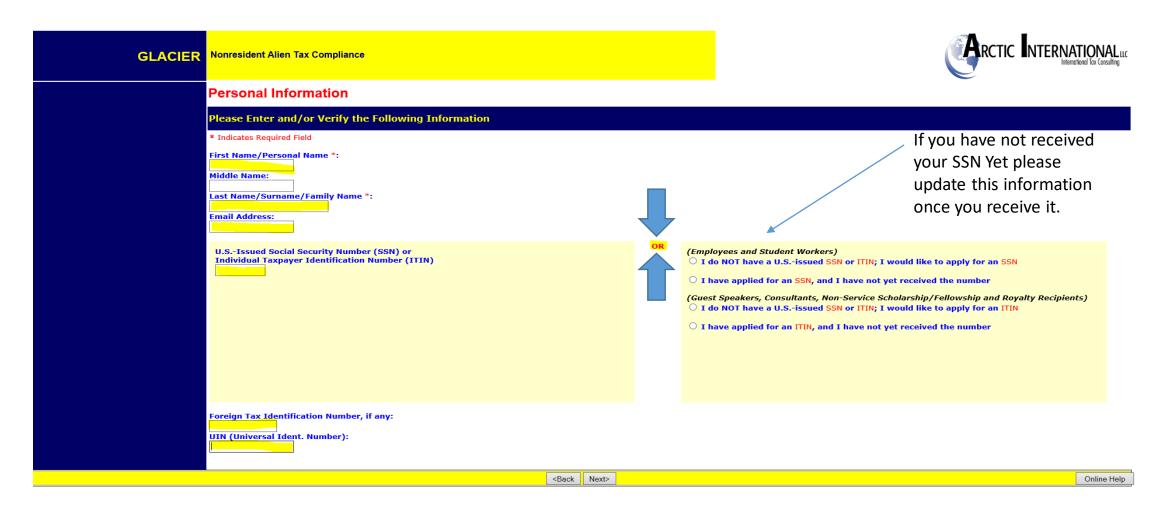


The next two screens are to show relationship and income type. Check all that apply. You can choose more than one.

Relationship with Individual (Select as many categories as applicable, but make only one choice per category)
☐ Employee/Staff ☐ Faculty/Research Scholar ☐ Graduate Assistant ☐ Student Worker
☐ Student Receiving Scholarship/Fellowship☐ Visiting Scholar Receiving Scholarship/Fellowship
☐ Guest Speaker and/or Independent Contractor
☐ Artist/Performer
☐ Industrial Royalty Recipient
☐ Copyright Royalty Recipient
□ Other

Income Type (If applicable, select one choice per category)
☐ Compensation/Salary/Wages
☐ Scholarship or Fellowship (Non-Service)
<ul> <li>□ B1/B2/WB/WT Visa Honoraria/Guest Speaker Fee</li> <li>□ J-1 Visa Guest Speaker/Independent Contractor Fee</li> <li>□ Other Visa - Guest Speaker/Independent Contractor</li> </ul>
☐ Performance Fees
☐ Industrial Royalty
☐ Copyright Royalty
☐ Prize or Award ☐ Other
□ No Payments

### Personal information must be entered correctly.



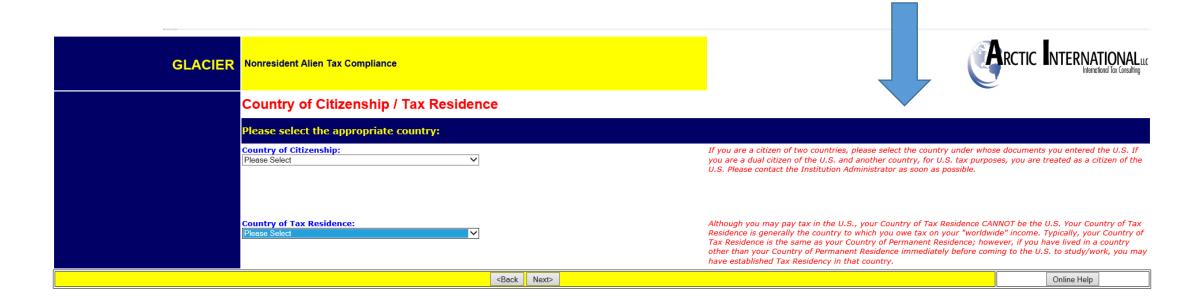
#### Please add your U.S. Address

**GLACIER** Nonresident Alien Tax Compliance **U.S. Address** Please enter your U.S. mailing address and telephone numbers Street Address 2: City: State: Zip/Postal Code: Home Phone Number: (xxx-xxx-xxxx) 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 <Back Next> Online Help

## Please enter your Permanent Foreign Address so that you can receive your tax documents if you leave the U.S.



### Make sure to read all the help in red to insure you have chosen the correct answers.



# This is where you will enter your Immigration status. Don't forget the red wording is there to help you.



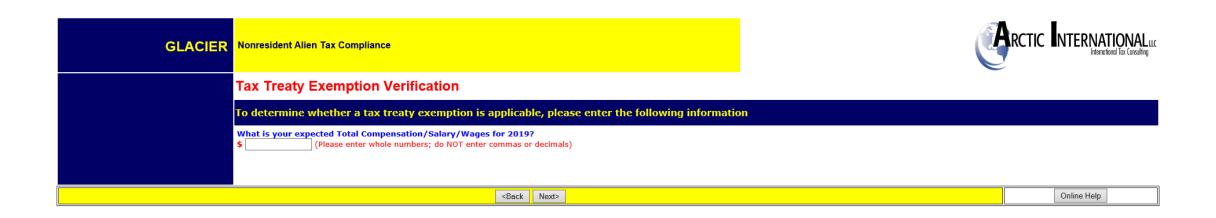
#### Time Spent in the U.S.



## Please read all the instructions this will determine how you are taxed.



## You may see this screen if you are eligible for a Tax Treaty. Please enter your expected compensation as requested.



On the next screen if you have a Tax Treaty you will have to choose if you would like to claim the exemption of tax withholding.

Review your answers, Print your forms and follow the instructions on the last page. You will have to complete and return the forms in order to receive the correct tax deductions.

