

GLACIER

What you need to complete!

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

ARCTIC INTERNATIONAL LLC

WELCOME

歡迎

स्वागत

أهلاً وسهلاً



Arctic International LLC Client Portal

UserID

Password

LOGIN

[Forgot Login?](#)

[Arctic Homepage](#)



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Bienvenido

Witam Cię

Willkommen

Benvenuto

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.

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL^{LLC}
International Tax Consulting

Welcome to GLACIER for Texas A&M University

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

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[Contact GLACIER Support](#)

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)
<input type="checkbox"/> Employee/Staff
<input type="checkbox"/> Faculty/Research Scholar
<input type="checkbox"/> Graduate Assistant
<input type="checkbox"/> Student Worker
<input type="checkbox"/> Student Receiving Scholarship/Fellowship
<input type="checkbox"/> Visiting Scholar Receiving Scholarship/Fellowship
<input type="checkbox"/> Guest Speaker and/or Independent Contractor
<input type="checkbox"/> Artist/Performer
<input type="checkbox"/> Industrial Royalty Recipient
<input type="checkbox"/> Copyright Royalty Recipient
<input type="checkbox"/> Other

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

Personal information must be entered correctly.



GLACIER Nonresident Alien Tax Compliance

Personal Information

Please Enter and/or Verify the Following Information

* Indicates Required Field

First Name/Personal Name *:

Middle Name:

Last Name/Surname/Family Name *:

Email Address:

U.S.-Issued Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

Foreign Tax Identification Number, if any:

UIN (Universal Ident. Number):

OR

(Employees and Student Workers)

- I do NOT have a U.S.-issued SSN or ITIN; I would like to apply for an SSN
- I have applied for an SSN, and I have not yet received the number

(Guest Speakers, Consultants, Non-Service Scholarship/Fellowship and Royalty Recipients)

- I do NOT have a U.S.-issued SSN or ITIN; I would like to apply for an ITIN
- I have applied for an ITIN, and I have not yet received the number

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If you have not received your SSN Yet please update this information once you receive it.



Please add your U.S. Address



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U.S. Address

Please enter your U.S. mailing address and telephone numbers

Street Address 1:

Street Address 2:

City:

State:

Zip/Postal Code:

(xxxxx or xxxxx-xxxx)

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

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



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Permanent Foreign Address

Please enter your permanent foreign mailing address:

* Indicates Required Field

Street Address 1*: (Do Not enter a P.O. Box number)

Street Address 2: (Do Not enter a P.O. Box number)

City*:

Postal Code:

Country*:

Province: (Canada Only)

Enter your Permanent Foreign Address. All individuals present in the U.S. under a nonimmigrant immigration status (e.g., F, J, M, Q, H-1B, TN, B, A, G) MUST include an address OUTSIDE the U.S. for which they consider to be their Permanent Foreign Address. You may wish to use the address of a parent or relative, if applicable. If you are a Permanent Resident Alien from China, please include your last known address in China.

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



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Country of Citizenship / Tax Residence	
Please select the appropriate country:	
Country of Citizenship: Please Select	<i>If you are a citizen of two countries, please select the country under whose documents you entered the U.S. If you are a dual citizen of the U.S. and another country, for U.S. tax purposes, you are treated as a citizen of the U.S. Please contact the Institution Administrator as soon as possible.</i>
Country of Tax Residence: Please Select	
<i>Although you may pay tax in the U.S., your Country of Tax Residence CANNOT be the U.S. Your Country of Tax Residence is generally the country to which you owe tax on your "worldwide" income. Typically, your Country of Tax Residence is the same as your Country of Permanent Residence; however, if you have lived in a country other than your Country of Permanent Residence immediately before coming to the U.S. to study/work, you may have established Tax Residency in that country.</i>	
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This is where you will enter your Immigration status. Don't forget the red wording is there to help you.

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Immigration Status

What is the sponsoring institution?

Please indicate the Institution that sponsored (or will sponsor) the individual's current U.S. immigration status (as indicated on the individual's official immigration documentation).

Texas A&M University
 Other Institution
 No Sponsoring Institution Required (e.g., B-1, B-2, WB, WT, etc)

What is the individual's current U.S. immigration status?

Please indicate the individual's current U.S. immigration status. If the individual has not yet arrived in the U.S., indicate his or her anticipated immigration status; if the individual has already returned to the home country, indicate the immigration status on which they were last present in the U.S.

Current Immigration Status

If the individual is in J status, select the primary purpose as indicated in Section 4 of Form DS-2019.
If the individual is from Canada and does NOT have a visa or Form I-94, select "B-1 Visitor".
If the individual's immigration status is not listed, select "Other Immigration Status or Purpose".

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Time Spent in the U.S.



GLACIER	Nonresident Alien Tax Compliance
	Time Spent in the U.S.
How long will the individual be in the U.S. during this visit?	
Original (or anticipated) Date of Entry to the U.S.:	<i>If the individual has not yet entered the U.S., indicate his or her anticipated date of arrival to the U.S.; please note that a date more than 30 days in advance may not be entered. The individual may enter and leave the U.S. many times during the period of the overall visit to the U.S. (e.g., for vacation, holidays or summer break). The ORIGINAL date of entry to the U.S. on the current immigration status is the FIRST date he or she arrived in the U.S. to begin the study, teaching, research, other activities, etc. and, regardless of whether the individual changed institutions, transferred, received a new visa sticker in their passport, or returned to the U.S. from vacation, holiday or summer break.</i>
<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	
Date Permission to stay in the U.S. Expires	<i>Use the date from Form I-20 (If F status), Form DS-2019 (if J status) or Form I-94 (if other status)</i>
<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	
Estimated or Actual Date of Final Departure from the U.S.:	
<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	
<p align="center"><Back Next> Online Help</p>	

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



Days Present In the U.S.

How long have you been present in the US?

Following is a SUMMARY of the TOTAL NUMBER OF DAYS you may have been present in the U.S. based on your date of arrival. Please complete the boxes below to indicate any days YOU LEFT the U.S. to return to your home country or to visit a third country.

Calendar Year	Immigration Status Held During Each Calendar Year	Estimated Total Number of Days Present in the U.S. During each Calendar Year	LESS Number of Days You Left the U.S. (Enter the number of days you LEFT the U.S. during this visit)
2019	J1-Student	308 Days	Less <input type="text"/> Days NOT present in U.S.

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 your 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 each Immigration Status. You MUST include ALL Prior Visits to the U.S.

DO NOT include in the boxes below any information about your current visit as shown above

ENTER Calendar Year (the years do not need to be entered in chronological order)	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)	ENTER the Approximate Total Number of Days Present in the US During each Calendar Year
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/> Days

Use the same year per box



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

The screenshot shows a web application interface with a dark blue sidebar on the left containing the text "GLACIER" and "Nonresident Alien Tax Compliance". The main content area has a yellow header with "Tax Treaty Exemption Verification" in red. Below this is a dark blue instruction bar: "To determine whether a tax treaty exemption is applicable, please enter the following information". The question "What is your expected Total Compensation/Salary/Wages for 2019?" is displayed in blue, followed by a red "\$" symbol, an input field, and a red instruction: "(Please enter whole numbers; do NOT enter commas or decimals)". At the bottom, there is a yellow bar with "<Back" and "Next>" buttons, and a white bar with an "Online Help" button.

GLACIER Nonresident Alien Tax Compliance

Tax Treaty Exemption Verification

To determine whether a tax treaty exemption is applicable, please enter the following information

What is your expected Total Compensation/Salary/Wages for 2019?

\$ (Please enter whole numbers; do NOT enter commas or decimals)

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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.



GLACIER Nonresident Alien Tax Compliance

Finishing And Saving Your Individual Record

Congratulations! You have completed your Individual Record

To complete and submit your Individual Record, please follow the directions below:

- Review, sign and date each of the Required Forms (as printed from the previous screen);
- Photocopy each of the Required Documents (as indicated on the Tax Summary Report);
- Submit the Required Forms and Required Documents to the Institution Administrator at the address below; and
- Click on Next> to properly exit GLACIER and save your Individual Record.

If any information in your Individual Record changes, you must log in to GLACIER and update your Individual Record--The information in the updated Individual Record will be automatically provided to the Institution Administrator.

Your Individual Record must be complete and all Required Forms and Required Documents submitted before any payment is made to you by Texas A&M University Campus. If your Required Forms and Required Documents are NOT submitted in a timely fashion, the maximum amount of U.S. tax may be withheld from any payments made to you.

Please submit all Required Forms and Required Documents within 10 days to the Institution Administrator at the following address:

Andrea Meyer
Sr. Financial Accountant
Texas A&M University Campus
750 Agronomy Rd. Suite3401GSC
6003 TAMU
College Station, TX 778436003
979-862-1271 Telephone
internationaltax@tamu.edu

The information on this screen will be printed as an Instruction Page with your Tax Summary Report.

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