GLACIER Individual's Setup

1. Documents needed for the Glacier process
    - I-20, Passport, Social Security Card, and I-94
2. Click the link in your BGSU email to access Glacier.
    - The email is from support@online-tax.net
    - Check your junk/spam folder, if necessary
3. The link to get into Glacier is: https://www.online-tax.net/
4. Click: Login Now

GLACIER

Nonresident Alien Tax Compliance System

Click on the Image Above to Enter GLACIER
or Login Now

Please direct any questions about using GLACIER to support@online-tax.net

5. Use Temporary Username / Password given from the email
    - Click Submit

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

Welcome to GLACIER Nonresident Alien Tax Compliance

To access GLACIER, please enter the following information:

UserID:
GIVEN FROM EMAIL
Password:
••••••••••••••

Forgot Login?
If you have forgotten your UserID and/or Password, please select **Forgot Login?** An email will be sent to the email address in your **GLACIER** Individual Record.

GLACIER supports all current versions of modern browsers on all major computing platforms. Javascript must be enabled to use GLACIER. Please direct any questions about using GLACIER to: support@online-tax.net GLACIER is a product of Arctic International LLC

Submit

6. CREATE A NEW PERMANENT USERNAME AND PASSWORD (remember it or write this down).
   - Glacier will need to be accessed multiple times throughout the year.
   - ***If it does not save, please look at requirements for username and password
   - Click Submit

7. Resubmit using permanent username and password to confirm it.
8. Click Submit

9. Review the user Agreement.
10. Click: I Accept.

This is Glacier's main page. (Any updates after initial setup)

- Click on the top link "**Create/update/view my Individual Record**" to create your Glacier profile

GLACIER Nonresident Alien Tax Compliance

Welcome to GLACIER for Bowling Green State University

luke timbrrok, What Would You Like To Do Today?

○ **Create/update/view my Individual Record**

○ 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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2. Select your relationship with BGSU
   - If you are a GA/TA select "Graduate Teaching or Research Assistant"
     - If neither, select "Student Employee"
   - If you have a Scholarship/Fellowship , select that option as well
   - Click Next

3. Based on what you had selected, your options may be different, but please select the options shown.
   a. Student Employee, Graduate Teaching or Research Assistant, Post Doc, and Faculty/Staff all have income type as Compensation/Wages
   b. Scholarship/Fellowship have the income type of Scholarship (Room & Board)
   c. NEVER select "No Income"
   d. Click Next

4. Input your personal information (some data maybe inputted for you)
   a. If you have a U.S.-Issued Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), put it in that section.
      i. If not, please select that you do not have one or have already applied.
         1. Note: Glacier will not assist in anyway in applying for a SSN or ITIN
      ii. Once you get the physical card, bring to Student Employment Services Immediately
   b. Foreign Tax Identification Number given from your home country to you.
      i. If do not have one, leave blank
   c. Click next.

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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:
BGSU EMAIL ADDRESS

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

Foreign Tax Identification Number
(if any; otherwise, leave blank) :

BGSU Student ID:

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5. Enter your local US address.
    a. <u>Never</u> Select "I DO NOT currently live in the U.S. / I DO NOT have a U.S. Mailing address."
    b. If you do not have a US phone number, please include a reliable friend or family's US phone number.
    c. Once you have a US number, update it
    d. Please keep Work/Department phone number blank
    e. Click Next

GLACIER Nonresident Alien Tax Compliance

U.S. Address

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

Street Address 1:
123 Main St

Street Address 2:
Apt 7B

City:
bowling green

State:
Ohio

Zip/Postal Code:
(xxxxx or xxxxx-xxxx)
43402

Home Phone Number:
(xxx-xxx-xxxx)
123-123-1232

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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6. Enter your Permanent Foreign Address.
    a. If not from Canada, leave province blank

GLACIER Nonresident Alien Tax Compliance

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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*:
Please Select

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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7. Input Country of Citizenship / Tax Residence
   a. Majority of the time, these two countries are the same.

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Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship:
Please Select ▾

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.

Country of Tax Residence:
Please Select ▾

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.

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8. Who sponsored your visit to US / current US immigration status?

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Immigration Status

What is the sponsoring institution?

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

◉ Bowling Green State University
◯ Other Institution
◯ No Sponsoring Institution Required (e.g., B-1, B-2, WB, WT, etc)

What is your current U.S. immigration status?

Please indicate your current U.S. immigration status. If you have not yet arrived in the U.S., indicate your anticipated immigration status; if you have already returned to your home country, indicate the immigration status on which you were last present in the U.S.

Current Immigration Status — F-1 Student or OPT or CPT ▾

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

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9. Enter dates.
   a. The date you first entered in the US on your current immigration status. (I-94)
   b. Date Permission to stay in the US, use I-20, DS-2019, or I-94
   c. Date Permission to stay can be the same estimated date of final departure if you are unsure of what that date is.
      i. Note: you may need to go back and update these dates in the future
   d. Click Next

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Time Spent in the U.S.

How long will you be in the U.S. during this visit?

Original (or anticipated) Date of Entry to the U.S.:
DD ▾ MM ▾ YYYY ▾

If you have not yet entered the U.S., indicate your anticipated date of arrival to the U.S.; please note that you may not enter a date more than 30 days in advance. You may enter and leave the U.S. many times during the period of your overall visit to the U.S. (e.g., for vacation, holidays or summer break). The ORIGINAL date of entry to the U.S. on your current immigration status is the FIRST date you arrived in the U.S. to begin your study, teaching, research, other activities, etc. and, regardless of whether you have changed institutions, transferred, received a new visa sticker in your passport, or returned to the U.S. from vacation, holiday or summer break.

Date Permission to stay in the U.S. Expires
DD ▾ MM ▾ YYYY ▾

Use the date from Form I-20 (If F status), Form DS-2019 (if J status) or Form I-94 (if other status)

Estimated or Actual Date of Final Departure from the U.S.:
DD ▾ MM ▾ YYYY ▾

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10. Select the appropriate option.
    a. Note: Majority of the time the immigration status will be the same. (Screenshots using that option)
    b. Click Next

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Immigration Status

Have you changed your immigration status since you arrived in the U.S. for this visit?

○ My current immigration status is the SAME as the immigration status under which I originally entered the U.S. for this visit--I have NOT changed my immigration status.

○ My current immigration status is DIFFERENT than the immigration status under which I originally entered the U.S. for this visit--After entering the U.S. for this visit, I changed my immigration status.

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11. Based on the date your arrived, please enter how many days you were NOT in the US during the years provided.

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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)
2024	F1-Student	57 Days	Less [5] Days NOT present in U.S.
2023	F1-Student	365 Days	Less [0] Days NOT present in U.S.
2022	F1-Student	365 Days	Less [0] Days NOT present in U.S.
2021	F1-Student	365 Days	Less [100] Days NOT present in U.S.
2020	F1-Student	366 Days	Less [75] Days NOT present in U.S.

(Bottom of the page will ask about Prior visits to US.)
a. If you not been in US before, select the top option and click next.
b. If you have ever visited the US before select, bottom option.
    i. Put each year you have been in US with the immigration status at that point, and how may days you were IN the US.
        1. Use your best guess if not certain of the exact number of days
            a. Example below states I was in US for 50 days in 2019
c. Click Next

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
2019	B-2 Tourist	50 Days
Please Select	Please Select	Days
Please Select	Please Select	Days
Please Select	Please Select	Days
Please Select	Please Select	Days
Please Select	Please Select	Days
Please Select	Please Select	Days
Please Select	Please Select	Days

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12. Summary of the dates you were in the US per Information provided
    a. If something looks wrong, please click back and update
    b. Click Next

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Tax Residency Status Summary

How long have you been present in the U.S.?

Following is a SUMMARY of the TOTAL Number of Days you have indicated you were present in the U.S. Please ensure that the information below is correct. If you need to add additional Prior Visits and/or subtract days that you left the U.S., click on <BACK to re-enter or update the information.

Calendar Year	Immigration Status Held During Each Calendar Year	Approximate Total Number of Days Present in the U.S. During each Calendar Year
2024	F1 Student	52
2023	F1 Student	365
2022	F1 Student	365
2021	F1 Student	265
2020	F1 Student	291
2019	B2 Tourist	50

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13. Click Next

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Tax Withholding and Tax Treaty Exemption Review

GLACIER is now reviewing applicable Tax Withholding Rates and any possible Tax Treaty Exemption.
Click Next> to continue.

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14. Multiple options per the data provided
    a. <u>Note: May not be exact screen as shown below</u>
    b. Example 1-
15. Click Next

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Tax Treaty Exemption Verification

GLACIER has made the following tax treaty exemption determination

The U.S. does not maintain an income tax treaty with Cambodia; therefore, the applicable rate of tax withholding will be deducted from payments made to you.

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    a. Example 2 –
        i. Answer the questions
    b. Click Next

Tax Treaty Exemption Verification

GLACIER has made the following tax treaty exemption determination

Review of Income Tax Treaty Exemption for Compensation/Wages

Based on the information entered, the U.S.- China Income Tax Treaty allows an exemption from tax withholding for your Compensation/Wages.

Article 20(C) of the U.S.- China Income Tax Treaty allows an exemption for Unlimited Time Period for the Compensation/Wages. Therefore, the possible tax treaty exemption period is January 1, 2023 - unlimited.

The possible tax treaty exemption applies to $5,000 per calendar year of your Compensation/Wages.

Would you like to claim an exemption from tax withholding?
○ Yes, I would like to claim an exemption from tax withholding for the Compensation/Wages; I understand that I must meet any qualifications listed above.

○ No, I DO NOT want to claim an exemption from tax withholding; I understand tax will be withheld from the Compensation/Wages.

Note: A nonresident alien who receives income in the U.S. generally must pay tax and report that income in both the U.S. and his or her home country. If you are eligible and do claim a tax treaty exemption, you must still file a U.S. federal tax return. Also, you may be required to report and/or pay additional tax on your U.S. income in your home country; you should check with the tax authorities in your home country for any applicable tax reporting or payment requirements.

Show Treaty Text

Review of Income Tax Treaty Exemption for Scholarship (Room & Board)

Based on the information entered, the U.S.-China Income Tax Treaty allows an exemption from tax withholding for your Scholarship (Room & Board).

Article 20(B) of the U.S.-China Income Tax Treaty allows an exemption for Unlimited Time Period for your Scholarship (Room & Board). Therefore, the possible tax treaty exemption period is January 1, 2023 - unlimited.

The possible tax treaty exemption applies to an Unlimited Dollar Amount of your Scholarship (Room & Board).

Would you like to claim an exemption from tax withholding?
○ Yes, I would like to claim an exemption from tax withholding for the Scholarship (Room & Board); I understand that I must meet any qualifications listed above.

○ No, I DO NOT want to claim an exemption from tax withholding for my Scholarship (Room & Board).

Note: A nonresident alien who receives income in the U.S. generally must pay tax and report that income in both the U.S. and his or her home country. If you are eligible and do claim a tax treaty exemption, you must still file a U.S. federal tax return. Also, you may be required to report and/or pay additional tax on your U.S. income in your home country; you should check with the tax authorities in your home country for any applicable tax reporting or payment requirements.

Show Treaty Text

    c. Answer the questions
    d. Click Next

Tax Treaty Exemption Information

To claim a tax treaty exemption, please enter the following additional information

•Indicates Required Field

Passport Number • :

Please enter the description of the services provided • :
(for example, research scholar of advanced macroeconomic analysis or student working at university bookstore)

Please enter the estimated total Compensation/Wages expected to be paid during the calendar year • :
$ (Please do NOT enter commas)

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16. Complete each screen until you get to this page.
    a. Review and select the option that is the best.
    b. Once you select an option, your computer will have a PDF download from Glacier.
    c. Note: Any forms that have a "Preview Copy Only" will not be accepted.

17. If you selected Option 1 (Preview forms), the documents to turn in are located on the next screen.
    a. Certify and sign are the forms you will turn in, (a separate PDF download)
18. Click Next

19. If you selected Option 2, the forms to turn in are located from the PDF file you downloaded
20. Click Next

21. Click Next

22. Click Exit when you are all done

23. **Reminder**, to turn your documents in
   a. Turn documents in via one of the options below:
      i. drop these signed forms to student employment services
         1. (225 Bowen-Thompson Student Union union)
      ii. drop these signed forms to the payroll office
         1. (1851 N Research Dr)
      iii. mail the forms to our payroll office
         1. (1851 N Research Dr)
      iv. you cannot email these forms as they have your sensitive data on it.