



Glacier

Setting up your profile in Glacier

To get started...

You may need:

- Passport
- Social Security card if you have received one previously.
- I-20
- I-94

Glacier


- A portal to input your U.S. visits and residency information
 - This will help us identify how to tax your employment wages, taxable scholarships and other types of payments.
 - Identify your residency status- nonresident alien or resident alien.
 - Will also assist at tax time to produce the returns you will need.

The Payroll office will get you set up in the Glacier system initially so you receive your log in information via email.

The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/D1-adm-update-ind-record-result.asp>. The page title is "GLACIER Nonresident Alien Tax Compliance". The main heading is "Add a New Individual Record". Below this, a dark blue banner contains the text "Please enter the following information". A red asterisk indicates that fields with an asterisk are required. The form fields are: Name (First or Personal) *, Middle, (Last or Family) *, Student ID, Password Notification * (with radio buttons for "Email" and "No Automatic Notification"), Email Address, Re-enter Email Address, Pay Period * (with a dropdown menu), and Test Record * (with a checkbox for "Select ONLY if a Test Record"). A note at the bottom states: "NOTE: Once created, Test Record Status may not be changed." The page footer includes "Admin Activities Menu" and a "Submit" button.

You will receive an email with a link to Glacier as well as a temporary log in and password.

Payments from St. Olaf College ▷ Inbox x 🖨 🔗

 **support@online-tax.net**
to me ▼ 1:56 PM (5 minutes ago) ☆ 🔍 ⋮

Dear Leena The Lion,

The Internal Revenue Service (IRS), the U.S. government tax authority, requires St. Olaf College to collect information from all non-U.S. citizens and non-permanent resident aliens to determine the appropriate rate of tax withholding and reporting for any payments that may be made to such individuals.

You have received this email because you may receive payments from St. Olaf College. For your convenience, St. Olaf College allows you to provide the required information and complete the necessary forms via the Internet from any web-accessed computer using the GLACIER Online Tax Compliance System. The information and forms must be provided prior to any payment so that the correct tax withholding and reporting decisions are made; failure to do so may result in the maximum rate of tax withholding and/or delayed payment. Information provided to GLACIER is transmitted and stored securely and will only be used by St. Olaf College for purposes of tax withholding and reporting.

You must access GLACIER and provide the requested information within 10 days of receiving this message. If you do not provide the requested information within 10 days, the maximum amount of U.S. tax will be withheld from any payments made to you.

To login to GLACIER, follow the steps below:

Click on the following web link: <http://www.online-tax.net> ; if the link does not automatically open, simply open your Internet Browser (preferably Internet Explorer) and enter the website address <http://www.online-tax.net>.

Click on the GLACIER logo to enter the website.

At the login screen, enter your temporary access information from below; you will be required to select a new UserID and Password at the time of first access to GLACIER.

UserID: NBZJHRZX
Password: HMK9PUZH

If you have any questions or need additional information about why you have been asked to use GLACIER, please contact me.

Thank you and have a great day.

Amanda Weber
St. Olaf College
weber5@stolaf.edu or 1-507-786-3299.

Setting up your profile

- www.online-tax.net



Access the link in the email and use that temporary password and log in to set up your new log in and password.

GLACIER Online Tax x +

https://www.online-tax.net/glogin.asp

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GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL
International Tax Consulting

Welcome to **GLACIER Nonresident Alien Tax Compliance**

To access **GLACIER**, please enter the following information:

UserID:
NBZJHRZX

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

Set up your unique log in and password. You can use your St. Olaf log in and password if that is easiest for you. Once you submit, if you would like to proceed into the system you will need to log in again.

The screenshot shows a web browser window with the URL <https://www.online-tax.net/editprofile.asp?hiGlacierSid={FD34E8E3-B8A7-4F4F-B82C-B3C566F9F9EB}>. The browser's address bar and tabs are visible at the top. The page content is as follows:

- Header:** On the left, a dark blue box contains the text "GLACIER". To its right, a yellow banner displays "Nonresident Alien Tax Compliance". On the far right, the "ARCTIC INTERNATIONAL LLC" logo is present, with "International Tax Consulting" written below it.
- Main Content:** A dark blue vertical bar on the left side of the page contains the text "Update GLACIER Login Information" in red.
- Message:** Below the blue bar, a red message reads: "Individual Record Account Creation Successful! Please create your own new UserID and Password for all future logins to GLACIER."
- Form Fields:**
 - A red instruction: "Password must be at least 8 characters in length".
 - A label: "UserID: (Must be 8-30 alphanumeric characters)".
 - A text input field containing the value "LEENATHLION".
 - A label: "Password: (Must be 8-20 alphanumeric characters)".
 - Two password input fields, each containing "*****". The second field has a red label "re-enter password" next to it.
- Footer:** A yellow bar at the bottom of the page contains a "Submit" button.

Enter your previously created log in and password

GLACIER Online Tax

https://www.online-tax.net/glogin.asp

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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:

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

Review and Accept the User Agreement

You will not be able to proceed with the Glacier set up if you elect to not accept the User Agreement.

The screenshot shows a web browser window displaying the 'GLACIER Nonresident Alien Tax Compliance' user agreement page. The page has a dark blue header with the 'GLACIER' logo and 'Nonresident Alien Tax Compliance' text. Below the header, the title 'User Agreement' is displayed in red. The main content area contains a list of terms and conditions, including:

- **GLACIER** is an online tax compliance software system designed to assist St. Olaf College to quickly, efficiently and securely collect information necessary to determine your U.S. tax residency status.
- **GLACIER** will ask you a series of questions - all of which are necessary to determine whether tax must be withheld from payments made to you.
- The entire process should take approximately 15-20 minutes, depending on your individual situation. Please have your passport and immigration documents available before you begin.
- When you have finished entering all of the required information into **GLACIER**, you will be prompted to print, sign and submit your forms. Please read the instruction document accompanying your forms; it will provide the address to which your forms must be submitted.
- All information entered into **GLACIER** is securely transmitted via ssl and is securely maintained. Your information will be used only by St. Olaf College in connection with U.S. tax rules, regulations, and laws.
- Form 1042-S is issued to certain individuals to report certain types of income; you may or may not be eligible to receive a Form 1042-S. If a Form 1042-S is applicable to you, St. Olaf College may choose to provide Form 1042-S to you electronically and notify you via email with instructions to log into your **GLACIER** Individual Record to view and print the form. Because providing the form to you electronically is more convenient for you and administratively efficient for St. Olaf College, individuals who are eligible to receive Form 1042-S may do so via **GLACIER**. If you cannot or will not accept Form 1042-S may do so via **GLACIER**, please uncheck the box below; the form will be printed and mailed to you.

A red arrow points to a checkbox that is checked, with the text: **St. Olaf College may provide my Form 1042-S (if any) to me electronically via the GLACIER Online Tax Compliance System.**

Below the terms and conditions, there is a footer with the text: **GLACIER** is the property of Arctic International LLC ("Arctic") and is protected by copyright and other intellectual property laws. © 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 Arctic International LLC. All rights reserved. **GLACIER** is licensed to St. Olaf College and may not be used by individuals who are not directly associated with St. Olaf College (e.g., students, employees, and/or foreign national payees).

The **GLACIER** software, Online Help, and any other materials related to **GLACIER** may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without prior consent in writing from Arctic.

Subject to the terms and conditions of this User Agreement, Arctic grants you the right to use the **GLACIER** System.

GLACIER is designed primarily for use by and/or in connection with foreign students, scholars, teachers, researchers, trainees, and other international educational visitors (i.e., F, J, M, or Q visa statuses (including dependents), A-1, G-4, H-18, H-4, D-1, B-1, B-2, WB, WB); however, other individuals may also be able to use the program, depending upon their individual circumstances. It is up to you to determine whether **GLACIER** is appropriate for your individual circumstances.

At the bottom of the page, there are two buttons: **Decline** and **Accept**.

Click on “Create/update/view my Individual Record”

The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/01-ind-user-agreement.asp>. The browser's address bar and tabs are visible at the top. The page content is as follows:

- GLACIER** Nonresident Alien Tax Compliance
- ARCTIC INTERNATIONAL LLC** International Tax Consulting
- Welcome to **GLACIER** for St. Olaf College
- Leena The Lion, 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](#)

At the bottom of the page, there are navigation buttons: [<Back](#) [Next>](#) and [Contact GLACIER Support](#).

Select Student Worker and Student.
Be sure to select student worker as well, even if you do not currently have plans to work on campus.

The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/01-ind-menu.asp>. The page title is "GLACIER Nonresident Alien Tax Compliance". The main heading is "Relationship". Below this, a dark blue bar contains the question "What is your relationship with St. Olaf College?". A red instruction reads "Please check all that apply:". The following list of options includes "Employee/Staff", "Faculty", "Graduate Teaching or Research Assistant", "Student Worker" (checked), "Student" (checked), "Visiting Scholar", "Other Non-Service", "Guest Speaker", "Consultant", "Other Service", "Artist/Performer", "Industrial Royalty Recipient", "Copyright Royalty Recipient", and "Other". At the bottom, there are buttons for "<Back", "Next>", and "Online Help".

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL, LLC
International Tax Consulting

Relationship

What is your relationship with St. Olaf College?

Please check all that apply:

- Employee/Staff
- Faculty
- Graduate Teaching or Research Assistant
- Student Worker
- Student
- Visiting Scholar
- Other Non-Service
- Guest Speaker
- Consultant
- Other Service
- Artist/Performer
- Industrial Royalty Recipient
- Copyright Royalty Recipient
- Other

<Back Next> Online Help

Select “Compensation/Wages”, as well as “Scholarship or Fellowship (Non-Service)”

The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/02-ind-rel.asp>. The page title is "GLACIER Online Tax". The main content area is titled "Nonresident Alien Tax Compliance" and "Income Type". A dark blue header bar asks, "What type of payment(s) will you receive from St. Olaf College?". Below this, a red instruction reads "Please check all that apply:". There are four radio button options: "Compensation/Wages" (checked), "Scholarship or Fellowship (Non-Service)" (checked), "Living Allowance (Stipend)" (unchecked), and "Grant" (unchecked). A red text option "No Income (I DO NOT currently receive payments from St. Olaf College)" is also present. At the bottom, there are navigation buttons: "<Back", "Next>", and "Online Help". The Arctic International logo is visible in the top right corner.

GLACIER Online Tax

https://www.online-tax.net/screens/02-ind-rel.asp

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GLACIER Nonresident Alien Tax Compliance

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International Tax Consulting

Income Type

What type of payment(s) will you receive from St. Olaf College?

Please check all that apply:

- Compensation/Wages
- Scholarship or Fellowship (Non-Service)
- Living Allowance (Stipend)
- Grant

No Income (I DO NOT currently receive payments from St. Olaf College)

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Personal Information

- If you have a Social Security Number, then enter it at the left. If not, then click on the 1st option to the right that you would like to apply for one.
- If you are not planning on working on campus at all, then click “I do not have a U.S. issued SSN or ITIN; I would like to apply for an ITIN”. **You will return to this screen at a later time to input your Social Security Number once you have received it.**

GLACIER Nonresident Alien Tax Compliance

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International Tax Consulting

Personal Information

Please Enter and/or Verify the Following Information

* Indicates Required Field

First Name/Personal Name *
Leana

Middle Name:

Last Name/Surname/Family Name *
The Lion

Email Address:
weber5@stlaf.edu

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:

Student ID:
23456

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If you will not be working and selected that you want to apply for an ITIN, then this screen will look different.

The screenshot shows a web browser window with the URL: <https://www.online-tax.net/screens/info.asp?hiSessionID=UserE1A1E853-6935-445D-90F5-B7B0C63A8A3F&hiInstID=solaf-nrfm&prevscreen=04-ind-name&code=3&hiRole=UserE1A1E853-6935-445D-90F5-B7B0C63A8A3F&hiGlacierSID={A86A89ED-24B...>

The page header includes the text "GLACIER Nonresident Alien Tax Compliance" and the logo for "ARCTIC INTERNATIONAL LLC International Tax Consulting".

The main content area features a blue sidebar with a white information icon (i) and a red heading: ". . . For Your Information".

The text in the main content area reads: "Based on the information provided, you have indicated that you have recently or will soon apply for a U.S.-issued Social Security Number ("SSN"). Your Institution is required to collect your ("SSN") from you. To avoid any delay in payment, you MUST provide your SSN to the Institution Administrator IMMEDIATELY upon receipt of the number from the Social Security Administration. Please be advised that any payments may be delayed until your SSN is provided to the Institution Administrator."

At the bottom of the page, there is a yellow bar containing navigation buttons: "<Back" and "Next>".

Enter the St. Olaf address as listed here. Phone numbers are not necessary.

**1520 St. Olaf Ave
Northfield, MN 55057**

The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/info.asp>. The page header includes the GLACIER logo and the text "Nonresident Alien Tax Compliance". The Arctic International logo is also visible. The main content area is titled "U.S. Address" and contains the instruction "Please enter your U.S. mailing address and telephone numbers". The form fields are as follows:

- Street Address 1: 1520 St Olaf Ave
- Street Address 2: (empty)
- City: Northfield
- State: Minnesota (dropdown menu)
- Zip/Postal Code: 55057 (format: (xxxxx or xxxxxx-xxxxx))
- Home Phone Number: (format: (xxx-xxx-xxxx))
- Work/Department Phone Number: (format: (xxx-xxx-xxxx))

At the bottom of the form, there is a checkbox labeled "I DO NOT currently live in the U.S. / I DO NOT have a U.S. mailing address". The page footer contains navigation buttons: "<Back", "Next>", and "Online Help".

Enter permanent address (do not enter the address listed below).
Province is only needed if from Canada.

The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/05-ind-us-address.asp>. The page title is "GLACIER Online Tax". The browser's address bar and navigation buttons are visible. The page content includes a navigation menu with various service links like STOC, PR, ESS, TES, Infor Portal, DSS, CEO Portal, EFTPS, MN e-Services, CO e-Services, EFTPS CO, MN NHR, MN SUI, CO SUI, Denver eBio Tax Ce..., Main Menu, Glacier, TIAA, Portico, and Further File Upload. The main content area has a blue header with "GLACIER" and "Nonresident Alien Tax Compliance". Below this is a red section titled "Permanent Foreign Address". A dark blue banner contains the instruction: "Please enter your permanent foreign mailing address:". A red asterisk indicates required fields. The form fields are: "Street Address 1*" (text input with "12345 Main St" and "(Do Not enter a P.O. Box number)"), "Street Address 2*" (text input with "(Do Not enter a P.O. Box number)"), "City*" (text input with "City"), "Postal Code:" (text input with "12345"), "Country*" (dropdown menu with "Mexico" selected), and "Province:" (dropdown menu with "(Canada Only)" next to it). A red note on the right side of the form reads: "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." At the bottom of the form are "<Back" and "Next>" buttons, and an "Online Help" button.

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

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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Enter country of citizenship and tax residence.

GLACIER Online Tax

https://www.online-tax.net/screens/06-ind-perm-address.asp

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GLACIER Nonresident Alien Tax Compliance

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Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship:
Mexico

Country of Tax Residence:
Mexico

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.

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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Click St. Olaf
College and
then select F-1
Student for
current
immigration
status.

GLACIER Online Tax

https://www.online-tax.net/screens/07-ind-citizenship.asp

GLACIER Nonresident Alien Tax Compliance

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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).

St. Olaf College
 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

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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- Enter the date of arrival on your current F-1 visa.
Note: For those of you that may have been here for high school or another college, enter the date that you original entered the U. S. on that Visa.
- Enter the date permission to stay expires from your form I-20.
- Enter your estimated final departure date (if 4 year stay, then you can just use May 31, 2023)

The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/08-ind-immig-status.asp>. The page title is "GLACIER Online Tax". The main content area is titled "Nonresident Alien Tax Compliance" and "Time Spent in the U.S.". The form asks "How long will you be in the U.S. during this visit?" and includes three dropdown menus for dates: "Original (or anticipated) Date of Entry to the U.S.:" (27 Aug 2019), "Date Permission to stay in the U.S. Expires" (31 May 2023), and "Estimated or Actual Date of Final Departure from the U.S.:" (31 May 2023). A red note provides instructions on how to handle multiple visits and the first date of entry. A footer contains navigation buttons for "<Back", "Next>", and "Online Help".

GLACIER Nonresident Alien Tax Compliance

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.:
27 ▼ | Aug ▼ | 2019 ▼

Date Permission to stay in the U.S. Expires
31 ▼ | May ▼ | 2023 ▼

Estimated or Actual Date of Final Departure from the U.S.:
31 ▼ | May ▼ | 2023 ▼

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.

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

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Verify that your immigration status is either the same as when originally entered or if not, select that it is different.



The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/12-ind-prior-visits-summary2.asp>. The page title is "GLACIER Online Tax". The main content area is titled "Nonresident Alien Tax Compliance" and "Immigration Status". A question asks: "Have you changed your immigration status since you arrived in the U.S. for this visit?". There are two radio button options: "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." and "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." A blue arrow points to the first option. The page also features a navigation bar with various application icons and a logo for "ARCTIC INTERNATIONAL LLC" in the top right corner. At the bottom, there are buttons for "<Back", "Next>", and "Online Help".

If this is your very first visit to the U.S., then you just need to click the first option above. “This is the FIRST time I have ever been to the U.S. for any reason, under any immigration status.

If not, you need to click the second option and then add all prior visits to the U.S. by selecting the calendar year, type of Visa and approximate number of days present during the calendar year.

GLACIER Nonresident Alien Tax Compliance



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) <small>Less _____ Days NOT present in U.S.</small> |
|---------------|---|--|--|
| 2019 | F-1-Student | 1 Days | |

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 |
|--|---|--|
| 2010 | B-2 Tourist | 10 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 |
| Please Select | Please Select | Days |

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Next>
Online help

This will summarize the visits you input. Verify it is correct.

GLACIER Online Tax

https://www.online-tax.net/screens/12-ind-prior-visits-summary2.asp

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GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

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 |
|---------------|---|--|
| 2019 | F1 Student | 1 |
| 2010 | B2 Tourist | 10 |

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Select Next.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** GLACIER Online Tax
- Address Bar:** <https://www.online-tax.net/screens/12-ind-prior-visits-result.asp>
- Navigation Bar:** Includes icons for Apps, STOC, PR, ESS, TES, Infor Portal, DSS, CEO Portal, EFTPS, MN e-Services, CO e-Services, EFTPS CO, MN NHR, MN SUI, CO SUI, Denver eBiz Tax Ce..., Main Menu, Glacier, TIAA, Portico, and Further File Upload.
- Header:** **GLACIER** Nonresident Alien Tax Compliance
- Logo:** ARCTIC INTERNATIONAL Inc. International Tax Consulting
- Section Header:** Tax Withholding and Tax Treaty Exemption Review
- Message:** GLACIER is now reviewing applicable Tax Withholding Rates and any possible Tax Treaty Exemption.
Click Next> to continue.
- Navigation:** <Back | Next> with a blue arrow pointing to the right.

You will see this screen if you do not have a Social Security Number yet. When the Social Security Number is received, we will enter it and additional screens will be made available to claim any tax treaty applicable. Click next for now.

https://www.online-tax.net/... GLACIER Online Tax

File Edit View Favorites Tools Help

Google Search Share More

John Arndt

http://www.hcaa.org/pdf... Suggested Sites Web Slice Gallery

Page Safety Tools

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

For Your Information

Based on the information provided, GLACIER has placed a "HOLD Treaty" on your Individual Record. You may or may not be eligible to claim an exemption from tax based on an income tax treaty; however, such determination must be made by the Institution Administrator. You may continue with the completion of your tax forms; however, GLACIER will not allow any tax treaty exemption at this time and will complete all forms with the maximum rate of tax withholding. To determine whether you qualify to claim an income tax treaty exemption, you must contact the Institution Administrator as soon as possible. Please be prepared to provide your passport and immigration documentation to the Institution Administrator for review.

<Back Next>

If no Social Security Number yet or you do not qualify for a treaty exemption.
Click Next.

GLACIER Online Tax

https://www.online-tax.net/screens/spt-result.asp

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GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Consulting

Tax Treaty Exemption Verification

GLACIER has made the following tax treaty exemption determination

Based on the information provided, you do not qualify for an exemption from tax withholding for your [Compensation/Wages](#).

Based on the information provided, you do not qualify for an exemption from tax withholding for your [Scholarship or Fellowship \(Non-Service\)](#).

<Back Next> Online Help

Summary based on the information input. Select next.

GLACIER Nonresident Alien Tax Compliance

Tax Summary Report

Based on the information provided, GLACIER has made the following determination

| | |
|---|--|
| Name: | = The Lion, Leena |
| Tax Residency Status: | = Nonresident Alien for U.S. Tax Purposes |
| Tax Residency Status Change Date: | = July 2, 2024 to Resident Alien |
| Tax Residency Status Start Date: | = January 1, 2024 to Resident Alien |
| Tax Treaty Exemption Status (Compensation): | = Taxable |
| Tax Treaty Time Limit (Compensation): | = Not Applicable |
| Tax Treaty Exemption Period (Compensation): | = Not Applicable |
| Tax Treaty Dollar Limit (Compensation): | = Not Applicable |
| Applicable Tax Withholding Rate <i>(If Tax Treaty Not Applicable or Forms Not Submitted)</i> (Compensation): | = Single, 1 (Bi-Weekly) |
| Tax Treaty Exemption Status (Non-Service Scholarship or Fellowship): | = Taxable |
| Tax Treaty Time Limit (Non-Service Scholarship or Fellowship): | = Not Applicable |
| Tax Treaty Exemption Period (Non-Service Scholarship or Fellowship): | = Not Applicable |
| Tax Treaty Dollar Limit (Non-Service Scholarship or Fellowship): | = Not Applicable |
| Applicable Tax Withholding Rate <i>(If Tax Treaty Not Applicable or Forms Not Submitted)</i> (Non-Service Scholarship or Fellowship): | = 14 Percent |
| FICA Tax Status: | = Exempt |
| FICA Tax Start Date: | = January 1, 2024 |
| Forms Required: | = Tax Summary Report Form W-4 |
| Document Copies Required: | = I-94 / I-94W Card Visa Sticker/Stamp (in passport) Form I-20 |

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GLACIER Online Tax

https://www.online-tax.net/screens/16-ind-tax-summary-test.asp

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GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

View and Print Forms

GLACIER has generated the following Tax Summary Report and Forms

Please review each form to ensure that the information is accurate and spelled correctly.
Click on <Print Forms> to view and print each form. Adobe Acrobat Reader is required (see below).

AFTER VIEWING THE FORMS IN ADOBE ACROBAT READER, YOU MUST CLOSE THE WINDOW SHOWING THE FORMS--DO NOT CLOSE YOUR INTERNET CONNECTION.

Tax Summary Report [Print Forms](#)
Form W-4
Tax Information

To download Adobe Acrobat Reader, simply click the yellow icon and follow the installation instructions.
[Get Acrobat Reader](#)

[Trouble Printing Forms / Forms Come Up Blank? Click Here](#)

<Back Next> [Online Help](#)

If you are **applying** for a Social Security Number, do not click Print Forms above at this time. Wait until you receive your Social Security Number.

Click Next on the following screen and then Exit.

The screenshot shows a web browser window with the URL <https://www.online-tax.net/screens/17-ind-tax-summary-preview.asp>. The browser's address bar and tabs are visible at the top. The website header includes the GLACIER logo and the text "Nonresident Alien Tax Compliance". On the right side of the header is the Arctic International logo with the tagline "International Tax Consulting".

The main content area has a dark blue background. At the top of this area, the text "Finishing And Saving Your Individual Record" is displayed in red. Below this, a dark blue banner contains the text "Congratulations! You have completed your Individual Record" in white. The main text is white and provides instructions for completing and submitting the individual record. It includes a list of steps: reviewing and signing forms, photocopying documents, submitting forms to the Institution Administrator, and clicking on "Next". A red note states that if any information changes, the user must log in to GLACIER and update their record. Another red note specifies that the individual record must be complete and all forms submitted before any payment is made to St. Olaf College. A contact information block for Amanda Weber, Payroll Manager at St. Olaf College, is provided. A final red note states that the information on this screen will be printed as an instruction page with the tax summary report. At the bottom of the page, there are navigation buttons for "<Back", "Next>", and "Online Help".

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 St. Olaf College. 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:

Amanda Weber
Payroll Manager
St. Olaf College
1520 St. Olaf Avenue
Northfield, MN 55057
507-786-3299 Telephone
weber5@stolaf.edu

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

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Once you have input your Social Security Number:

You will now go through all of the screens you had input information in before, double checking your information prior to clicking Next.

If you do qualify for the treaty exemption, select Yes if you would like the tax exemption, and then click Next.

GLACIER Nonresident Alien Tax Compliance

Tax Treaty Exemption Verification

Please provide the following information to the Individual for response:

Review of Income Tax Treaty Exemption for Compensation/Wages

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

Article 20(C) of the U.S.- China, People's Republic of Income Tax Treaty allows an exemption for Unlimited Time Period for the Compensation/Wages. Therefore, the possible tax treaty exemption period is July 31, 2019 - 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.

Review of Income Tax Treaty Exemption for Scholarship or Fellowship (Non-Service)

Based on the information entered, the U.S.-China, People's Republic of Income Tax Treaty allows an exemption from tax withholding for your Scholarship or Fellowship (Non-Service).

Article 20(B) of the U.S.-China, People's Republic of Income Tax Treaty allows an exemption for Unlimited Time Period for your **Scholarship or Fellowship (Non-Service)**. Therefore, the possible tax treaty exemption period is July 31, 2019 - unlimited.

The possible tax treaty exemption applies to an Unlimited Dollar Amount of your **Scholarship or Fellowship (Non-Service)**.

Would you like to claim an exemption from tax withholding?

Yes, I would like to claim an exemption from tax withholding for the **Scholarship or Fellowship (Non-Service)**; 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 or Fellowship (Non-Service)**.

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.

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Enter any additional requested information that may be asked, an example below.

GLACIER Online Tax

online-tax.net/screens/14-ind-treaty-verification.asp

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GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

THE LION, LEENA

Tax Treaty Exemption Information

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

*Indicates Required Field

Passport Number - :
W0123456

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

Please enter the estimated total Compensation/Wages expected to be paid during the calendar year - :
\$ 2300.00 (Please do NOT enter commas)

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- Your Tax Summary may have changed now that you entered your Social Security Number. This screen is for informational purposes. You will be able to print later on in the process.

GLACIER Online Tax

online-tax.net/screens/13-ind-treaty-addtl-info-0233.asp

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC

Tax Summary Report

Based on the information provided, GLACIER has made the following determination

| | |
|--|---|
| Name: | The Lion, Emma |
| Tax Residency Status: | Nonresident Alien for U.S. Tax Purposes |
| Tax Residency Status Change Date: | July 2, 2024 to Resident Alien |
| Tax Residency Status Start Date: | January 1, 2024 to Resident Alien |
| Tax Treaty Exemption Status (Compensation): | Exempt |
| Tax Treaty Time Limit (Compensation): | Unlimited Time Period |
| Tax Treaty Exemption Period (Compensation): | July 31, 2019 - unlimited |
| Tax Treaty Dollar Limit (Compensation): | \$5,000 per calendar year |
| Applicable Tax Withholding Rate (If Tax Treaty Not Applicable or Forms Not Submitted) (Compensation): | Single, 1(R)-Weekly |
| Tax Treaty Exemption Status (Non-Service Scholarship or Fellowship): | Exempt |
| Tax Treaty Time Limit (Non-Service Scholarship or Fellowship): | Unlimited Time Period |
| Tax Treaty Exemption Period (Non-Service Scholarship or Fellowship): | July 31, 2019 - unlimited |
| Tax Treaty Dollar Limit (Non-Service Scholarship or Fellowship): | Unlimited Dollar Amount |
| Applicable Tax Withholding Rate (If Tax Treaty Not Applicable or Forms Not Submitted) (Non-Service Scholarship or Fellowship): | 14 Percent |
| FICA Tax Status: | Exempt |
| FICA Tax Start Date: | January 1, 2024 |
| Forms Required: | Tax Summary Report Form W-4 Form W-8BEN Form 8213 Treaty Attachment |
| Document Copies Required: | I-94 / I-94W Card Visa Sticker/Stamp (in passport) Form I-20 |

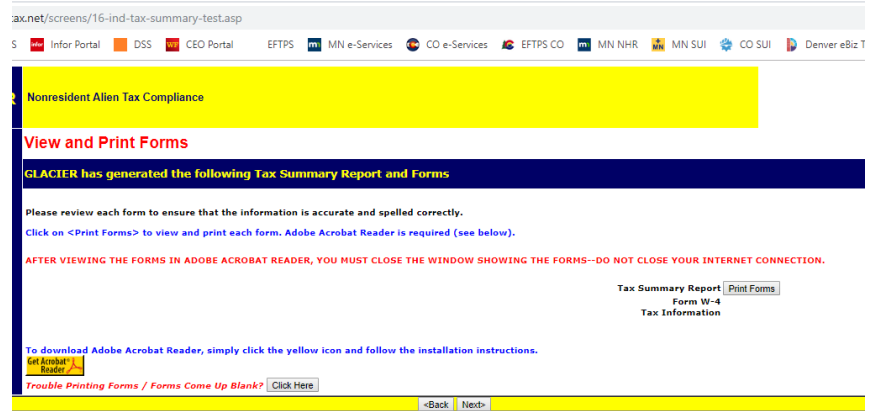
[Back](#) [Next](#) [Online Help](#)

Documents

Once you reach the View and Print Forms screen, you will **print the documents produced and sign those documents. You will find all your required forms listed on the Tax Summary.**

Instructions on how to complete the MN W-4 are on the following slide.

An electronic signature is acceptable.



| Required Forms and Document Copies | Attach the following Forms and Documents to the Tax Summary Report |
|---|--|
| <p><i>Please print, sign and submit with Tax Summary Report</i></p> <p>Required Forms:</p> <ul style="list-style-type: none">Form W-4Form W-8BENForm 8233 - 2020Treaty Attachment | <p><i>Please copy and submit with Tax Summary Report</i></p> <p>Required Document Copies:</p> <ul style="list-style-type: none">Form I-20Form I-94/I-94W CardVisa Sticker/Stamp (in Passport) |

Completing the MN W-4



2020 W-4MN, Minnesota Employee Withholding Allowance/Exemption Certificate

Employees

Complete Form W-4MN so that your employer can withhold the correct Minnesota income tax from your pay. Consider completing a new Form W-4MN each year and when your personal or financial situation changes.

| | | |
|--|-------------------------|--|
| Employees first name and initial John T. | Last name Doe | Employees social security number 000-00-0000 |
| Permanent Address: 1520 St. Olaf Avenue | | Marital Status (Check one): <input checked="" type="checkbox"/> Single, married, and legally separated, or partner in non-civil union <input type="checkbox"/> Married <input type="checkbox"/> Married but without a right to single rate |
| City Northfield | State MN | ZIP Code 55057 |



Read instructions on back, complete Section 1 OR Section 2, then sign and give the completed form to your employer. Do not complete both Section 1 and Section 2. Completing both sections will make the form invalid.

Section 1 — Determining Minnesota Allowances

- A. Enter "1" for yourself if no one else can claim you as a dependent A
- B. Enter "2" if any of the following apply: B
- You are single and have only one job
 - You are married, have only one job, and your spouse does not work
 - Your wages from a second job or your spouse's wages are \$1,500 or less
- C. Enter "3" for your spouse. You may choose to enter "0" if you are married and have either a working spouse or more than one job. (Entering "0" may help you avoid having too little tax withheld.) C
- D. Enter the number of dependents (other than your spouse or yourself) you will claim on your tax return. D
- E. Enter "4" if you will file as head of household (see instructions for qualifying as head of household) E
- F. Total number of allowances claimed. Add steps A through E. If you plan to itemize deductions on your 2020 Minnesota income tax return, you may also complete the Itemized Deductions and Additional Income Worksheet. F

Section 2 — Exemption From Minnesota Withholding

Complete Section 2 if you claim to be exempt from Minnesota income tax withholding (see Section 2 instructions for qualifications). If applicable, check one box below to indicate why you believe you are exempt:

- A. I meet the requirements and claim exempt from both federal and Minnesota income tax withholding.
- B. Even though I did not claim exempt from federal withholding, I claim exempt from Minnesota withholding, because of all of the following:
- I had no Minnesota income tax liability last year
 - I received a refund of all Minnesota income tax withheld
 - I expect to have no Minnesota income tax liability this year
- C. All of the following are true:
- My spouse is a military service member assigned to a military location in Minnesota
 - My domicile (legal residence) is in another state
 - I am in Minnesota solely to be with my spouse. My state of domicile is
- D. I am an American Indian that resides and works on a reservation.
- E. I am a member of the Minnesota National Guard or an active duty U.S. military member and claim exempt from Minnesota withholding on my military pay.
- F. I receive a military pension or other military retirement pay as calculated under U.S. Code, title 10, sections 1401 through 1414, 1447 through 1455, and 12733 and I claim exempt from Minnesota withholding on this retirement pay.

Minnesota Allowances and Additional Withholding

1. Minnesota Allowances. Enter Step F from Section 1 above or Step 10 of the Itemized Deductions Worksheet. 1
2. Additional Minnesota withholding you want deducted each pay period (see instructions) 2



I certify that all information provided in Section 1 OR Section 2 is correct. I understand there is a \$500 penalty for filing a false Form W-4MN.

Employee's signature: John T. Doe Date: XX/XX/2020 Daytime phone:



Employees: Give the completed form to your employer.

Employers

See the employer instructions to determine if you must send a copy of this form to the Minnesota Department of Revenue. If required, enter your information below and mail this form to the address in the instructions. (Incomplete forms are considered invalid.) We may assess a \$50 penalty for each required Form W-4MN not filed with us. Keep a copy for your records.

| | | |
|------------------|-----------------------------------|-------------------------|
| Name of Employer | Federal Employer ID Number (FEIN) | Minnesota Tax ID Number |
| Address | City | State ZIP Code |

Reminders

- Provide copies of **all** documents listed on the Tax Summary report to Payroll by uploading them to Egnyte –the secure document exchange
<https://stolaf.egnyte.com/ul/XqWgPhxVfo>
- Photocopy and save all documents related to your finances.
- Look out for emails from us at payroll or support@online-tax.net which is **from Glacier**

- Contact Payroll if you have any questions:

Sara Steward 507-786-3824
Amanda Weber 507-786-3299
Payroll@stolaf.edu