

GLACIER
Nonresident/Resident Alien Tax Compliance System
Information Form
Human Resources Payroll Department
University Services Building

(Please Print)

_____ Last Name _____ First Name _____ Middle Initial

_____ **OR** _____
ASU Identification Number U.S. Social Security Number

_____ Email Address _____ SM BW
(Circle Pay Type)

Please return this form, when completed, to Human Resources Payroll,
University Services Building, MC 5612.

(Please cut at line and keep the bottom portion for reference.)

The Internal Revenue Service (IRS), the United States government tax authority, requires Arizona State University (ASU) to comply with the regulations regarding the taxation and reporting of payments to individuals who may or may not be residents for tax purposes. Before ASU can make any payments to you, required information and forms must be provided in order to make correct tax withholding and reporting determinations.

Upon receipt of the top portion of this form, your information will be entered into the GLACIER Nonresident/Resident Alien Tax Compliance System. Shortly after that, you will receive an email from GLACIER. The email will be generated from email address: support@online-tax.net. **PLEASE DO NOT DELETE THIS EMAIL! IT IS NOT "SPAM" MAIL!** It will contain your link to the GLACIER web site, directions, and password to log into GLACIER.

The GLACIER Online Tax Compliance System allows you to provide this information and complete the necessary forms via internet from any web-accessed computer. In order to be cleared for payment and to avoid excess tax withholding, you must access GLACIER and provide the requested information within 10 days of receiving an email message from GLACIER. If you do not provide the requested information within 10 days, payment may be delayed and the maximum amount of tax will be withheld.

If you have any questions, please contact the Human Resources Employee Service Center, University Services Building, at (480) 965-2701, or you mail email questions to glacierHR@asu.edu.