

GLACIER INFORMATION FORM

Department Instructions:

1. Complete this form
2. Provide a copy to the foreign national as this will help them complete their tax profile in GLACIER
3. Fax a copy of this form to the Payroll Office at (949) 824-3267 or scan and email to glcruci@uci.edu
4. Verify completed GLACIER forms for signatures, and ensure that all required documents have been attached, and then submit completed packet to the Payroll Office

Instructions for the Foreign National:

1. You will receive an email from support@online-tax.net with your Logon ID and Password information to GLACIER, an Online Tax Compliance System used by UC Irvine.
2. Within 5 days of the receipt of the email, please log in to GLACIER and provide all the information requested in order to have the correct amount of tax withheld from payments made to you.
3. After completing your GLACIER tax status record, print, review, sign and date all required documents created by GLACIER. Please attach all required documents noted in the Tax Summary Report, and forward all documents to your department.

Name:	Last	First	Initial
Email Address:		Department Contact:	
If UCI Employee, Pay Cycle: (Please check one)	<input type="checkbox"/> Bi-weekly	Department Contact's Extension:	
	<input type="checkbox"/> Monthly	Department Contact's Email:	
	<input type="checkbox"/> Other		
Relationship with UC Irvine (Select as many categories as applicable, but check only one Relationship Type per category)		Income Type (If applicable, select one choice per category)	
Category	Relationship Type	Income Type	
Employee	<input type="checkbox"/> Faculty/Staff/Student <input type="checkbox"/> Postdoctoral Scholar <input type="checkbox"/> TA/GSR	<input type="checkbox"/> Wages/Salary/Bonus <input type="checkbox"/> Other Income	
Scholarship/ Fellowship Recipient	<input type="checkbox"/> UCI Student <input type="checkbox"/> Postdoctoral Scholar/Visiting Scholar <input type="checkbox"/> All others	<input type="checkbox"/> Scholarship/Fellowship: Award <input type="checkbox"/> Scholarship/Fellowship: Taxable Postdoc Benefits <input type="checkbox"/> Scholarship/Fellowship: Other	
Independent Contractor	<input type="checkbox"/> Guest Speaker <input type="checkbox"/> Artist/Performer/Athlete	<input type="checkbox"/> Guest Speaker Fee/Honorarium <input type="checkbox"/> Consulting Fee/Artistic Performance Fees	
Royalty Recipient	<input type="checkbox"/> Royalty	<input type="checkbox"/> Copyright Royalty	
Other	<input type="checkbox"/> Prize or Award Recipient	<input type="checkbox"/> Prize/Award/Rent Payment <input type="checkbox"/> Other Payment	
Employee WOS (Without Salary)	<input type="checkbox"/> Faculty/Staff Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Postdoctoral Scholar	<input type="checkbox"/> No Payment	