Nonresident Alien Tax Compliance

Making Payments to Foreign Students, Scholars, Employees, and Other International Visitors
Set up in PPS: Payroll

- New Hire/Rehire Bundle fields:
- Citizenship: N (F1 key)
- Country of Residence: hit F1 key for info
- Visa Type : F1, J1, H1-B, PR, etc
- Work Permit End Date: I-20, DS-2019, or Permanent Resident Card (Green Card)
PPEALNO-E1755  SB EDB Entry/Update  08/17/09  08:23:59
08/03/09  20:33:28  Alien Information  Userid:  SBACG04
ID:  [blank]  Name:  [blank]  Emp Stat:  A  Pri Pay:  MO

Citizenship:  [blank]  Country of Residence:  [blank]  U.S. Date of Entry:  [blank]
Visa Type:  [blank]  Work Permit End Date:  [blank]  UC W-8BEN Date:  [blank]
Article Number:  [blank]  Retirement System Code:  U
End Date:  [blank]  FICA Eligibility Code:  E
Income Limit:  [blank]  Ret FICA Derive:  Y

Federal Tax Marital Status:  M  Allowances:  003
Maximum Withholding:  999  Additional Fed Withholding:  [blank]
Calif. Tax Marital Status:  M  Allowances:  002  Itemized Deductions:  000
Maximum Withholding:  999  Additional CA Withholding:  [blank]
Non-UC Health Exp:  [blank]  Non-Resident Alien Tax Form Indicator:  [blank]

Next Func:  [blank]  ID:  [blank]  Name:  [blank]  SSN:  [blank]

F:  1-Help  3-PrevMenu  4-Print  5-Update  12-Exit
F:  9-Jump
MA  06/015
Citizenship Codes:

- C - US. Citizen
- R - Resident Alien for Tax Purposes
- N - Nonresident; subject to federal tax withholding
- E - Exempt from federal taxes (Payroll Office only)
- A - Nonresident from Canada, Mexico, or S. Korea
- X - Nonresident living and working outside the US
- P - Pending permanent resident (Payroll Office Only)
- S - Nonresident student employee from India
If you have citizenship codes: N, A, S

I. Visit http://accounting.ucsb.edu
II. Click “Forms and Information”
III. Click “Nonresident Alien and International Visitor Information-Glacier”
IV. Opt 2….log into Glacier
II. Click “Forms and Information”
III. Click “Nonresident and International Visitor Information-Glacier”
IV. Opt 2....log into Glacier
Non Resident Alien GLACIER Information Form

* denotes required fields

1. Foreign Individual Information

<table>
<thead>
<tr>
<th>Name:*</th>
<th>Last Name:*</th>
<th>First Name:*</th>
<th>MI</th>
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<table>
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<tr>
<th>E-Mail Address:*</th>
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<th>Form Number:</th>
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<th>Employee ID:</th>
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2. Relationship with UCSB - Select all that apply

- Employee:
- Scholarship/Fellowship Recipient
- Independent Contractor
- Royalty Recipient
- Non-Employee/Other

3. Department Contact

<table>
<thead>
<tr>
<th>Name:*</th>
<th>Last Name:*</th>
<th>First Name:*</th>
<th>MI</th>
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<tr>
<th>E-Mail Address:*</th>
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</table>

4. Comments / Special Instructions

Submit Form Clear Form
Glacier Nomination Tool: Espresso

- Complete the GLACIER Information Request Form and select SUBMIT.

- An account is established in GLACIER and an email will be sent to the foreign visitor. The email will include a link and a temporary UserID and Password that will allow access to the GLACIER system.

- GLACIER will prompt questions about immigration status & will identify whether payments will be subject to income tax withholding. Individual will print the forms and follow instructions on where to turn them in (Asger or Victoria).

- Once Accounting has received the signed documents and has determined that the registration process is complete, appropriate taxes can be applied to an individual's paycheck.

- Foreign visitors are asked to review and update the information on GLACIER on an annual basis and as changes occur in their foreign status.
Questions?