



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

GLACIER Request Form

(For Non US Citizens and Non US Residents)

INSTRUCTIONS: Please complete the information below to receive a GLACIER password. In addition to the **GLACIER Tax Summary Report** you will also need to submit your **I-20**, **I-94**, and a **State or School ID**.

About GLACIER

GLACIER is a non resident alien tax compliance system to allow institutions effectively collect information, make tax residency and treaty determination data, manage paperwork, maintain data, and file reporting statements with the Internal Revenue Service (IRS). Prairie View A&M University uses this web-based tool to ensure tax compliance on payments made to foreign nationals.

You must complete GLACIER if you are a *not* a citizen or a permanent resident of the United States so that the Payroll Office at Prairie View A&M University can ensure that payments made to you are appropriately taxed and that benefits such as tax treaties are correctly applied if you are eligible for them.

Name:

Last

First

Middle

Social Security #:

Student ID#:

E- Mail Address:

Instructions for Completing Glacier

- 1.) Payroll Office uses the information on this form to request a password for the student employee through the GLACIER system.
- 2.) Student employee receives email notification of password and the log-in instructions for GLACIER.
- 3.) Student employee enters personal data and answers questions similar to those included on the History of Presence form.
- 4.) GLACIER completes and prints the following:
 - ❖ Tax Summary Report (formerly History of Presence Form)
 - ❖ W-4 Form (if employee is a Nonresident Alien) *Note:* If the employee is a Resident Alien for tax purposes based on the personal data entered in step 3 above, GLACIER will instruct the individual to complete a W-4 as a U.S. citizen.
 - ❖ 8233 Form (if employee is eligible for tax treaty)
 - ❖ Attachments to 8233 Form
- 5.) GLACIER instructs the student employee to submit forms listed in step 4 to the SEO
- 6.) Attach GLACIER Tax Summary Report to New Hire packet and submit packet to the SEO. SEO will submit all Glacier Forms to the Payroll Office with other payroll documents.

Student Employment Office
Office of Human Resources

Mail Stop 1338, P.O. Box 519 Prairie View, TX 77446

Phone (936) 261-1793 Fax (936) 261-

www.pvam.edu
1734