

### Overview

For payments made to a foreign national, Harvard University utilizes a third-party system, called GLACIER Online Tax Compliance System, to calculate the tax withholding. This document provides step-by-step instructions on entering, submitting, and mailing the completed forms to the Harvard NRA Tax Compliance office.

**Language support?** The GLACIER website can be translated to another language by using Google Translate: <https://translate.google.com/>

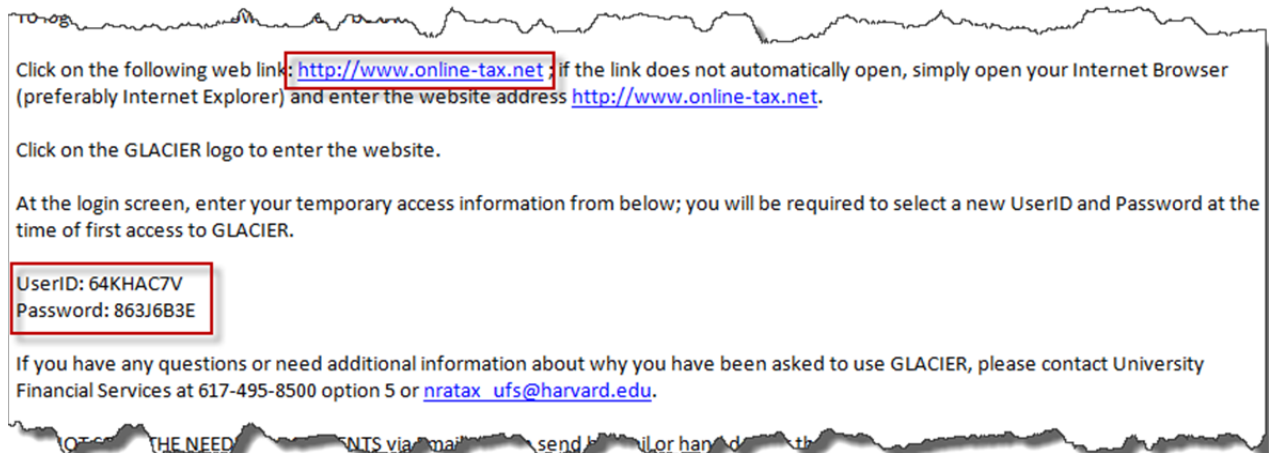
### Instructions

1. After your information has been established in Harvard's system, you will receive an e-mail from [support@online-tax.net](mailto:support@online-tax.net). The e-mail will be sent to your e-mail address that was entered into Harvard's human resources database (if being paid as employee or scholar) or financial database (if being paid as a vendor).



Please check for this e-mail in your inbox or **junk e-mail** folders (your e-mail client filter may label this e-mail as SPAM). *If you do not receive an email, please contact the NRA Tax Department at 617-495-8500 (option 5) or [nratax\\_ufs@harvard.edu](mailto:nratax_ufs@harvard.edu).*

2. When you receive the e-mail, please follow the instructions. The body of the e-mail contains a link to the GLACIER Online Tax Compliance System and your temporary User ID and Password.



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. **You cannot use this system until 30 days prior to your U.S. Entry date.**

3. After you clicked the link (<http://www.online-tax.net>), click the [Login Now](#) link or the system logo on the start page.



- On each screen, read the screen instruction (in red). If you need additional help, click the **Online Help** button that appears on the bottom right of the screen. To navigate back and forward, use the **<Back** and **Next>** buttons.

*Make sure you navigate to last screen to ensure your data is retained.*

- After you print your forms, please review, sign and date each of the required forms.
- Make a copy of the signed forms and retain the copies for your records.
- Fax or mail the signed Glacier documents AND copies of your required documents (e.g., I-94, Visa passport sticker, Visa document) to:

Nonresident Alien Tax Compliance, NRA Tax Administrators  
 President and Fellows of Harvard College  
 1033 Massachusetts Ave  
 2nd Floor  
 Cambridge, MA 02138  
 Telephone : 617-495-8500  
 Facsimile : 617-496-3196  
 nratax\_ufs@harvard.edu

**Please submit all required forms and required documents within 5 days of completing the online form in Glacier. If all required forms and required documents are not submitted, you may have more tax than required withheld from payments made to you.**