

Non-resident payroll issues-Glacier Online Tax Compliance System

The Internal Revenue Service (IRS), the U.S. government tax authority, requires The University of Tennessee to collect information from all non-U.S. citizens and non-permanent residents to determine the appropriate rate of tax withholding and reporting for any payments that may be made to such individuals.

Once you have been entered in the IRIS payroll system, you will receive an e-mail from support@online-tax.net. **Communication with the Glacier System is ONLY through your UT email.** It will instruct you how to access the ***Glacier Online Tax Compliance System*** website to complete the form. Once you have completed the Tax Summary Report, print and sign all forms, then attach the required forms and documents listed in the lower portion of the report. Scanned forms in a pdf can be accepted. Photos are not acceptable. Please email the scan to Brenda Buys at bbuys@uthsc.edu. You may also bring the forms to the Payroll Office located at 62 S. Dunlap St., Room 311, Memphis, TN

Failure to complete this form may result in the maximum rate of withholding tax and/or delayed payment.

Please remember and keep your UT UserID and Password for Glacier because you will be required to update in Glacier anytime you get an extension on your work authorization or change in your visa status. If you are eligible for a tax treaty you will have to access the Glacier website to update it each calendar year you are eligible.