U.S. tax and immigration laws require Harvard to collect information from foreign payment recipients. Harvard uses GLACIER, a secure, online tax compliance system, to facilitate this process. Harvard will give you GLACIER access to: 1) help determine your correct tax withholding and/or tax exemption (if applicable), 2) assist in the completion of your tax forms, and 3) help gather required documentation. Additionally, GLACIER allows you to consent to receive your 1042-S tax document electronically.

**Steps You Must Take:**

1. **For Harvard employees:** Complete the Form I-9 with your hiring department. Please contact your HR department if you are unsure of your payment relationship with Harvard.

   **For Harvard vendors (non-employees such as consultants, prize, scholarship/ fellowship, or honoraria recipients):** Complete paperwork required by the department from which you are requesting non-employee income or any reimbursements.

2. Once the department creates your payment and/or vendor record, an email will be sent from Harvard University – FAD do_not_reply01@harvard.edu or psoft@harvard.edu indicating that an email from support@online-tax.net is forthcoming and is not spam.

3. **Within 24-48 business hours, expect an email from support@online-tax.net**
   - This will give you temporary login information for GLACIER https://www.online-tax.net/. Please create your permanent login.
   - If you don’t see the email, check your spam or junk mail folder.
   - The email will also include a link to https://nratax.oc.finance.harvard.edu/GLACIER to assist with the GLACIER process.
   - If you already have a GLACIER account with Harvard, then you will not receive a GLACIER email with new login information. Instead, you will need to login and update your existing account. If you have forgotten or lost your login information, please click on “Forgot Login?” on the login screen.

4. **Log in and complete your GLACIER record**
   - The process should take about 20 minutes, depending on your individual situation and prior history in the U.S. You will only be able to access GLACIER up to 30 days before entering to the U.S.
   - To help you complete your GLACIER record, have your passport and immigration documents ready before you begin. You can also access your most recent I-94 Form (which you will need to submit with GLACIER), and your I-94 travel history going back 5 years, from the U.S. Customs and Border Protection website https://i94.cbp.dhs.gov/I94/consent.html.
   - Please review the Nonresident Alien Tax Compliance (NRA Tax) website to help answer each GLACIER question https://nratax.oc.finance.harvard.edu/GLACIER. Some information about you may already be prepopulated in GLACIER.

5. **Prepare the required documents**
   - Review the GLACIER Tax Summary Report for accuracy, then sign and date it.
   - Print and sign all the forms that GLACIER generates for you. Provide copies of all required immigration documents listed on your Tax Summary Report. If you have a newly issued Social Security Number(SSN) or U.S. Tax ID (ITIN), please also attach a copy of this documentation.
   - If you are an employee or a monthly scholarship/ fellowship recipient, Harvard must withhold at the highest tax rates until your completed GLACIER submission is received for processing. If you are a non-employee vendor, Harvard cannot legally pay you (even for a reimbursement) until you have submitted completed GLACIER paperwork.

6. **For security reason, do not email your confidential information.** Send your completed GLACIER submission via mail, fax, or hand delivery to: **Nonresident Alien Tax Compliance or Vendor Setup Team**
   
   President and Fellows of Harvard College
   1033 Massachusetts Ave 2nd Floor, Cambridge, MA 02138
   Fax: (617) 496-3196 or (617) 495-3600

7. **What Happens Next?**
   - Harvard’s Nonresident Alien Tax Compliance or Vendor Setup Team will email you if they need more information from you.
   - Completed GLACIER submission changes may take up to 2 weeks to process. Any necessary tax adjustments will appear on future payments.
   - Remember to update your paying department if you have: a change in your immigrations status, updated contact information, updated biographical information, or received a new SSN/ ITIN, etc. These changes may impact your tax situation. If you are a student, you must also update your SSN or ITIN with the Student Accounts Office at the 9th floor of the Smith Center.

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**Need additional help not found on the Nonresident Alien Tax Compliance website?**

**Walk-in Hours:** M-F 9 a.m. – 12 p.m. & 1 p.m. – 4 p.m.
1033 Massachusetts Ave, 2nd Floor, Cambridge, MA 02138
**Call:** 617-495-8500, Option 5 **Email:** nratax.ufs@harvard.edu

Harvard can only provide general guidance, and cannot advise on any individual or personal tax matters. You are encouraged to seek advice from a professional tax advisor if guidance is needed.