

From: Tax Reporting <tax_reporting@harvard.edu>
To: Payment Recipient's Email
Subject: Email from Harvard

Dear Harvard University Payment Recipient;

According to Harvard's records, you are a potential payment recipient who is a foreign individual (not a U.S. citizen or U.S. Permanent Resident). Government regulations (IRS and USCIS) require Harvard to collect immigration information from all foreign individuals in order to make payments. For Harvard University to properly process payments to you, please follow the instructions below and provide the required information as soon as possible after arriving in the U.S.

Completing your GLACIER Record:

- **Login to GLACIER**

Please expect to receive an email from support@online-tax.net containing a link to GLACIER, which is a secure online tax compliance system specific to foreign individual payment recipients. The email will contain a temporary username and password.

Please Note - If you already have an existing GLACIER account with Harvard University you will NOT receive the login email from support@online-tax.net. You will need to login and update your existing account by going to <https://www.online-tax.net>. If you have forgotten or lost your login information please click on "Forgot Login" on the login screen.

- **Complete and Return Required Information:**

Once you have logged-in and completed the necessary information in GLACIER, you must submit the required information via mail, hand delivery, or fax to (617) 496-3196 or (617) 495-3600. For your security, PLEASE DO NOT SEND THE DOCUMENTS VIA EMAIL. A submission is only considered completed if it includes:

1. Signed hard copies of all forms that GLACIER generates at the end of your completed record, and
2. Copies of all required immigration documents listed on your Tax Summary Report.
3. I-94 documents (if required) can be obtained from the Customs and Border Protection website at <http://www.cbp.gov/travel/international-visitors/i-94-instructions>.

Please note: The field VRF (V)/ Harvard ID No (P/S) has been prefilled - Please do not change this number.

Additional Resources:

- Information on how to complete your GLACIER record at <http://oc.finance.harvard.edu/how-to/GLACIER>.
- Get online support from GLACIER by clicking the "online help" button on the bottom of each GLACIER screen.
- If you still need assistance please contact the NRA (Nonresident Alien) Tax Compliance Team using the contact information below.

Regards,
NRA Tax Compliance Group
Harvard University Financial Services
1033 Massachusetts Ave, 2nd floor
Cambridge, MA 02138
Telephone: 617-495-8500 (option 5)
Fax: 617-496-3196
nrtax_ufs@harvard.edu

http://vpf-web.harvard.edu/ofs/resources/ufs_cust_rel.shtml