
From: support@online-tax.net
Sent: Tuesday, September 22, 2015 3:17 PM
To: NAME
Subject: Payments from Harvard University

Dear NAME,

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

You have received this email because you may receive payments from Harvard University. For your convenience, Harvard University allows you to provide the required information and complete the necessary forms via the Internet from any web-accessed computer using the GLACIER Online Tax Compliance System. The information and forms must be provided prior to any payment so that the correct tax withholding and reporting decisions are made; failure to do so may result in the maximum rate of tax withholding and/or delayed payment. Information provided to GLACIER is transmitted and stored securely and will only be used by Harvard University for purposes of tax withholding and reporting.

You must access GLACIER and provide the requested information as soon as possible in order to process payments to you correctly.

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

To login to GLACIER, follow the steps below:

Click on the following web link: <http://www.online-tax.net> ; if the link does not automatically open, simply open your Internet Browser (preferably Internet Explorer) and enter the website address <http://www.online-tax.net>.

Click on the GLACIER logo to enter the website.

At the login screen, enter your temporary access information from below; you will be required to select a new UserID and Password at the time of first access to GLACIER.

UserID: XXXXXX

Password: XXXXXX

The required documents (listed on the Tax Summary Report) should be mailed, hand delivered or faxed to 617-496-3196 or 617-495-3600.

Please, DO NOT SEND THE NEEDED DOCUMENTS via Email.

NEED ADDITIONAL HELP?

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 Tax Compliance Team at 617-495-8500 option 5 or nrtax_ufs@harvard.edu.

I-94 documents (if required) can be obtained from the Customs and Border Protection website <http://www.cbp.gov/travel/international-visitors/i-94-instructions>.

Thank you and have a great day.

Jodi Kessler
Harvard University
jodi_kessler@harvard.edu or 1-617-496-7131.

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If you believe you have received this message in error, please contact your Institution Administrator.
