Grad Payroll Orientation
Frequently Asked Glacier Questions

What is Glacier?
Glacier is an independent piece of software that Purdue uses to determine the taxability of all foreign nationals who are receiving any kind of payment from the university. Because the U.S. tax code is complex and there are specific rules that Purdue has to follow in taxing foreign nationals, we use Glacier to ensure we are in compliance with the regulations that apply. Glacier also enables us to streamline tax reporting and deliver certain tax forms to you in a convenient manner. Though your Glacier record, you should also have access to a program called Glacier Tax Prep that assists those people who are “nonresident aliens for tax purposes” with the process of completing and submitting a federal tax return due in the spring of each year by April 15th. Glacier is not affiliated with any local or federal governmental body. Your Glacier record in the Purdue database is specific to you at Purdue. Other institutions also license Glacier, but you will need a record at each institution that requires it. Glacier and its parent company follow industry standard security procedures to ensure the safety of your data and information is not shared.

Your Glacier record is yours to keep updated and use during your tenure at Purdue. Keep a note of the web address and your login details for future reference. You should only ever have one Glacier record in the Purdue database. If at some point in the future, you are asked to provide information from Glacier, you will need to have that information generated from your current account rather than have a new account created for you.

Do your best to try to complete all the information provided prior to your Grad Payroll Orientation session.

I’m not expecting any kind of payment from Purdue at this time. Do I still need to complete this record?
If you do not anticipate receiving any kind of payment from Purdue at this time, you do not need to complete your record. However, it will remain available to you for a period of time in the case that you receive a scholarship, fellowship, assistantship, or on-campus job after you arrive.

What do I do if I don’t know my U.S. Address?
You can choose the option that “Individual does NOT live in the U.S.” When you arrive on campus and know your local address, you can log back into Glacier and update your record.

What do I do if I only have a temporary U.S. Address?
You can use the temporary address until you know your permanent address. You will always want to keep your Glacier record updated with your most recent mailing address and email address in order to send tax documents to you as needed.
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I do not have a Social Security Number (SSN) or Individual Taxpayer Identification
Number (ITIN), what do I do?

You need to choose the option that says “The individual will apply for an SSN” or “The individual will apply for an ITIN”. If you have an assistantship or will be an employee in any capacity, you will apply for an SSN. The Social Security Administration will have representatives available during the grad payroll orientation to help you apply for an SSN. If you are on a fellowship, you will apply for an ITIN. This process will happen when you submit a tax return in the spring of the following year. You will receive a message through Glacier with more information at that time. If you think you are a fellowship recipient, make sure that your fellowship will not be administered as an assistantship. In that case you are an employee and need to apply for an SSN. Your grad contact in your particular college or school at Purdue will be able to confirm which designation applies to you. If you are a fellowship recipient but will also have a part time assistantship, you need to choose the option for applying for an SSN. After you receive your SSN or ITIN, you will need to update your Glacier record with that information.

What is my “Country of Tax Residence”? 
In most cases this will be the same as your country of citizenship. However, if you are an established resident of another country and meet that country’s tax residency requirement, then you would choose that country over your country of citizenship.

What do I pick for my “Relationship” type?
If you have an assistantship, choose the option “Graduate Teaching or Research Assistant”.

If you are a fellowship recipient, choose “Student with Scholarship or Fellowship”. Again, make sure that your fellowship is indeed a “true fellowship”. Certain positions are called a fellowship, but are in fact administered as assistantships. The grad contact in your college or school can confirm which you are. If you have a fellowship administered as an assistantship, you need to choose “Graduate Teaching or Research Assistant”

If you have both an assistantship and a “true fellowship”, you need to pick both “Graduate Teaching or Research Assistant” and “Student with Scholarship or Fellowship”.

What do I choose for “Income Type”?
If you chose “Graduate Teaching or Research Assistant”, you need to choose “Compensation/Wages/Salary”.

If you chose “Student with Scholarship or Fellowship”, you need to choose “Scholarship or Fellowship (Non-Service)”.

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If you chose both “Graduate Teaching or Research Assistant” and “Student with Scholarship or Fellowship”, you need to choose both “Compensation/Wages/Salary” and “Scholarship or Fellowship (Non-Service)”.

How do I answer the question about receiving a 1042-S electronically?
A 1042-S is a form that some people receive who have a tax treaty or fellowship earnings. If you give permission to receive it electronically (recommended), you can access it via your Glacier record from any web based computer and print it off at your leisure as often as you like. If you do not elect to receive it electronically, you will be mailed a hard copy to the address of record in your Glacier account. If you lose it or need another copy for any reason, you will have to submit a request to the Purdue Tax Department.

Who is the sponsor of my immigration status?
Your immigration sponsor is listed on your DS-2019 or I-20. In most cases, this will be Purdue University. If Purdue is not your sponsor, choose “Other Institution”. You may have been given your immigration documents with the instructions that you should not open them until you arrive in the U.S. In that case, you can exit Glacier for now and complete your record after arrival so you have all of the information available to you that you need.

What is my Date of Entry to the U.S.?
If you are not currently present in the U.S., your date of entry is when you anticipate you will arrive. If you actually arrive on another date, you can change your Glacier record after the fact.

Take note of the red text in Glacier about what date you should use. You need to use the date when you first arrived, even if you have left and reentered on numerous occasions. In general, you need to be outside the U.S. continuously for a year or more in order to count as a new date of entry. For example, if you did undergraduate studies in the U.S. on a student visa, went back to your home country for the summer, and then reentered in the fall to start your graduate program, your date of entry is when you first arrived for your undergraduate studies.

What is my “Date Permission to Stay in the U.S. Expires”?
This date is on your DS-2019 or I-20. This is NOT the date your VISA expires. Once you are in the U.S., your stay is governed by your I-94 card that you receive upon entry. For students, this generally defers to the expiration of your status as listed on your DS-2019 or I-20.

What date do I use for “Estimated or Actual Date of Final Departure from the U.S.”?
In general, use the date that you anticipate completing your studies. If you are not sure, use the date that you used for “Date Permission to Stay in the U.S. Expires”. You can always change these dates later as new information arises.
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Do I have to enter all of my prior visits to the U.S.?
Yes. Do the best that you can in estimating the year(s) you were present, the visa type you were under, and the number of days you were present. This information is used to determine your “tax residency” and is necessary to ensure that tax is being withheld correctly for you.

Glacier gave me the option to accept an exemption from tax withholding because of a tax treaty. Do I want to accept?
The U.S. maintains tax treaties with various countries. Each of these treaties is unique and provides different benefits to the students from those countries. In general, students from certain countries will be able to earn a specified dollar amount without having to pay tax on those dollars. Also, students from certain countries are eligible for a treaty benefit that prevents them from having tax withheld on scholarships and fellowships, regardless the total amount. If you want to claim these benefits, you will need to accept by choosing “Yes” when it is offered to you and then providing the additional information requested. If you choose “No”, but later decide you want to use those treaty benefits, you can do so on your tax return that is submitted each spring.

NOTE: If you are a transfer student from another U.S. university, you need to decline the treaty benefit for employees. You will be able to claim the benefit from Purdue the following year. Because student employment treaty benefits are limited in dollar amount, Purdue must assume that you exhausted the availability of your treaty at your previous institution for the current year. If that is not the case, you will be able to apply any remaining treaty benefit on your tax return. Transfer students with a “true fellowship” can accept the treaty benefit for the fellowship as the dollar amounts for the treaty are unlimited.

Glacier reviewed my record for treaty benefits and put my record on “Hold”. What do I do?
The most common reason your record was put on “Hold” is that you do not yet have a social security number. Glacier will not grant a treaty benefit to an employee until the social security number has been entered into Glacier.

Some other common reasons for this are that the “Country of Citizenship” and “Country of Tax Residence” do not match; an individual originally entered on a dependent visa, but changed to a primary visa holder after his or her entry; and when Purdue University is not the sponsoring institution. These cases can be reviewed individually to determine if Purdue can grant you a treaty benefit. We can look at these after your arrival and discuss them at the Grad Orientation or in the Tax Department.
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Glacier granted me a treaty benefit for my assistantship or other employment, but is asking for a description and estimated annual compensation. What do I put?

For a description, just put down in general what you will be doing, e.g. Teaching Assistant in the Mechanical Engineering department or Research Assistant in Botany. As for annual compensation, that is how much you anticipate being paid in the current calendar year, i.e. January 1 – December 31, 2008. You can update this for your treaty benefits for the following year when it is time to submit forms again.

I have completed my record, now what?

You don’t need to print the forms out, email them, mail them, etc right now. When you come to the Grad Payroll Orientation, we will print out a copy of your forms for you to sign and make sure that you have completed them correctly. You can certainly print out a copy and review them and the additional information provided. The instructions will tell you to submit them to the Nonresident Alien Tax Administrator, but we will take care of everything at the orientation.

I'm not going to be on campus in time for the Grad Payroll Orientation, what do I do?

That’s not a problem. You can print off and turn your Glacier paperwork into your departmental business office and they can forward it to the right place. You can also drop your paperwork off in Freehafer Hall. The tax department maintains walk-in office hours Monday – Friday from 1-4p to answer questions. Come to the front desk of Freehafer Hall during those times and ask to speak to someone in the tax department.

I logged into Glacier with my temporary ID and password, created my own ID and password, but now I have misplaced it or forgotten it. What do I do?

On the Glacier homepage, there is a Forgot Login function. You just need to enter the email address that is affiliated with your Glacier record and a message will be sent to you with instructions on regaining access. The Glacier website is http://www.online-tax.net/.

How much tax do I have to pay?

Employees:
The short answer is that it depends. Each person’s tax situation is unique because different people earn different amounts, certain treaties and exemptions may apply, etc. In general, there are three taxes that concern you as an employee – Federal, State, and County. Federal taxes are withheld on a graduated scale based on your earnings. If you know your expected earnings, you can estimate the amount of federal tax for nonresidents by using the withholding table available at http://www.purdue.edu/business/payroll/taxes/pdf/FederalTaxTablesIntl_2012.pdf and the amount of state and county tax using the withholding table at http://www.purdue.edu/business/payroll/taxes/xls/intaxstate.xls.
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There are also other taxes called Social Security and Medicare. In general, individuals on student visas are exempt from paying those taxes for five years. Beyond those five years, you can continue to be exempt from those taxes by maintaining your student enrollment in at least half-time status and by working at your institution.

Fellowships:
Fellowships that are taxed will have tax withheld at a rate of 14% if no treaty applies. However, you may be able to reduce or eliminate those taxes on your tax return.

If you still have questions that have not been answered, that’s okay. Just make sure you bring all your immigration documents, offer letter, admission letter, Glacier login and password to your orientation session and we will be able to answer all of your questions at that time. Your grad contact in your school or college should be able to provide you with the information for when your particular area is planning to attend the orientation. For those that do not have a scheduled time, there will be some open sessions that are available to attend. A few areas choose not to attend the orientation in which case you can submit your Glacier documents to the payroll person for your area.