

# GLACIER SET UP

The first part of the short interview asks for your 'Relationship' and 'Income Type'. Some of you may have more than one.

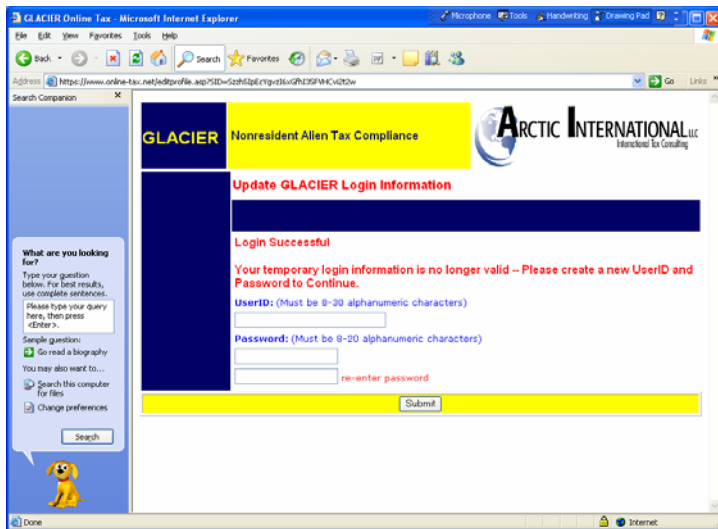
**Students** - Your usual 'Relationship' type or types will be Undergraduate or Graduate Student Worker and Student on Scholarship/Stipend. The stipend is 'nonservice' which means you do not work to get it. The income type will be 'compensation/wages' for work and 'stipend (non-service)' if you do not. Some students may receive both.

**Faculty/Staff** – Your normal 'Relationship' and 'Income Type' will be either 'Employee/staff' or 'Faculty' and 'Compensation/wages.'

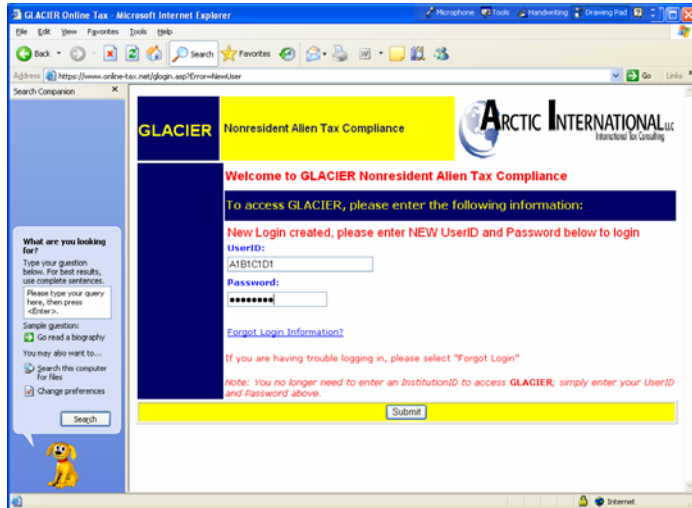
You will see a page near the end of the interview with 'buttons' to select to print forms. Print all the forms, sign, date and send to us. The address is on the second page of the Tax Summary Report. The Tax Summary Report lists the copies of immigration documents we need, too.

## To use Glacier:

Click on the link in the email from [support@online-tax.net](mailto:support@online-tax.net). You can copy and paste the password information from the email into the boxes in the login. These are temporary. You should get this screen after you enter the temporary numbers. Choose a new user ID and password.



The next screen is the screen you should see after you enter your new ID/Password. You will see the test record user ID and the . . . . . for the password entered in the example below. Put the ones you selected in those fields and 'Submit'. Follow the online instructions to work through the interview.



All persons who are not U.S. citizens or permanent residents (Green Card holders) who will receive any type payment from Vanderbilt University must complete Glacier. If you are a U.S. citizen or permanent resident, please notify us. It will not be necessary for you to complete Glacier.

**Employee**, please complete and return the required forms within 7 days.

- We must set your payroll record for maximum withholding for Federal Income Tax purposes until we have your forms.
- **If you are a student and will be working in a student position, print a second copy of the W-4 and give to the Student Employment Office**

**Student** receiving a stipend for which you do not work.

- We cannot process your stipend until we receive the forms.

If you have problems or questions, please email us at [nratax@vanderbilt.edu](mailto:nratax@vanderbilt.edu) .

Thank you,

International Tax Office  
615-343-7102