Foreign National Checklist for the International Tax Office (ITO)

If you are a Non-Resident or Resident Alien receiving any payment from Vanderbilt, please complete the following:

______ Contact the department that hired you to submit the “PHN & Windstar Access Request” Form that can be found on the Vanderbilt International Tax Website: https://forms.vanderbilt.edu/view.php?id=52474
Clicking ‘submit’ will send the request to the ITO group email box.

______ Email will be sent from ITO@vanderbilt.edu directly to you with the link, username, password and instructions for the GLACIER Tax Database. Please complete the questionnaire.

______ Before exiting the system, print the “Tax Summary Report” that is generated. You must send a signed copy of this document along with the immigration documents listed on the report. Please read the instructions carefully and submit all documents requested after you complete the questionnaire. You may scan/email to ITO@vanderbilt.edu if that is more convenient.

Special Notes:

**IF ABOVE REQUEST IS NOT COMPLETED, ANY PAYMENT MAY BE SUBJECT TO ALL TAXES. ANY ELIGIBLE REFUND(S) MAY TAKE 4 TO 6 WEEKS TO PROCESS. **

**IF THERE ARE ANY CHANGES TO YOUR PERSONAL INFORMATION (ADDRESS CHANGE, SOCIAL SECURITY NUMBER UPDATE, ETC.) OR IMMIGRATION INFORMATION (EXTENSION, STATUS CHANGE, ETC.), PLEASE UPDATE YOUR GLACIER ACCOUNT AND SEND A NEW SIGNED COPY OF THE TAX SUMMARY REPORT TO OUR OFFICE IN ADDITION TO ANY NEW IMMIGRATION DOCUMENTS. YOU MAY ALSO SCAN/EMAIL ALL DOCUMENTS TO ITO@VANDERBILT.EDU **

**IF YOU HAVE ANY Questions REGARDING THIS PROCESS, PLEASE CONTACT**

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Website: http://www.vanderbilt.edu/gss/international-tax/

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