

# 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 & Glacier 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.

\_\_\_\_\_ An email will be sent from [support@online-tax.net](mailto:support@online-tax.net) directly to you with the link, username, password and instructions for the Glacier tax database. Please complete your profile.

\_\_\_\_\_ 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 outlined in the Tax Summary Report. Please read the instructions carefully and submit all documents requested after you complete your profile. You may scan/email to [ITO@vanderbilt.edu](mailto: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](mailto:ITO@VANDERBILT.EDU) \*\***

**\*\*IF YOU HAVE ANY QUESTIONS REGARDING INTERNATIONAL TAX MATTERS, PLEASE CONTACT\*\***

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