

HOWARD UNIVERSITY
GLACIER - Nonresident Alien Tax Compliance System
Employee Notification Information

All individuals who are not citizens or permanent resident aliens of the United States are required to complete an individual record using the Glacier Nonresident Alien Tax Compliance System before receiving any payment from Howard University.

If you are a new employee, you will receive via email to your Howard University email address a password and instructions on how to access the GLACIER Nonresident Alien Tax Compliance System. The GLACIER System is accessible via the internet from any web-accessed computer. Once you receive your password and instructions, you must complete the information in the GLACIER System within ten (10) days. The GLACIER System is simple and convenient to use, however, if you need additional information, you may schedule an appointment to meet with the Nonresident Alien Tax Specialist (NRATS).

If you have already completed your individual record in the GLACIER System, you will only receive an email notification if additional or updated information is required.

PLEASE NOTE: If you do not complete the information in GLACIER within ten (10) days, the maximum rate of U.S. federal tax and FICA tax will be withheld from all payments. **Any tax withheld because the required tax information was not provided cannot be refunded by the University.**

The Non Resident Alien Tax Specialist can be contacted by the following information:

Howard University
2244 10th Street, NW 3rd
Washington, DC 20059
Tel 202.806.1245
Fax 202.518.5364

I hereby declare that I have been notified of my requirement to complete required information in the GLACIER System. I understand that a password and instructions for access to GLACIER will be sent to me via e-mail within two weeks. I have included my Howard University email address and phone number below.

Employee Name (Printed)

Employee Signature

Date

Howard University Email Address

Phone Number

Office of Talent Management Representative

Date

cc: NRATS (via fax)
Employee
Personnel File