



Glacier Information:

The Internal Revenue Service (IRS), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-United States citizens. As a result, Purdue University may be required to withhold U.S. income tax and file reports with the IRS in connection with any payments made to you. Before Purdue University can make any payments to you, certain information and forms must be provided in order to make correct tax withholding and reporting decisions.

For your convenience, Purdue University allows you to provide this information and complete the necessary forms via the Internet from any web-accessed computer using the GLACIER Online Tax Compliance System.

We will enter your information into the Glacier system and the system will send you an e-mail which will provide you with your username, password, and directions regarding how to complete your tax forms and where to turn them in.

If you should have specific tax questions, please direct these questions to our payroll office in Lawshe Room 205.

GLACIER DIRECTIONS:

1. You will receive an email from GLACIER within a day or so advising you to access their website. Within 10 days from the receipt of this email you must fill out the tax forms on GLACIER. I would suggest you do so immediately so you don't forget. After you fill out the forms, print two copies. **DO NOT SEND THEM TO PURDUE WEST LAFAYETTE** as stated on the last screen.
2. Once the forms are printed out, either call Nerry Valle at 219.989.2875 or Jenni Reel at 219.989.2246, or go to their office, Budget and Payroll, Lawshe Room 205 and give them one set of the printed tax forms. They will give you additional form to fill out and then they will take all the forms and send them to Purdue West Lafayette for you.
3. If you do not have a Social Security Number, meet with Marsha Gordon, CLO 152B. She will give you the necessary paperwork to file for the card and number. When you receive your number, notify your department. **YOU MUST FILE FOR A SOCIAL SECURITY NUMBER IMMEDIATELY.** You may begin working even without the number, but you must file for one as soon as you secure a job.