

TOWSON UNIVERSITY

Employee Notification Sheet

All individuals who are not citizens or permanent resident aliens of the United States are required to complete an Individual Record using the GLACIER Online Tax Compliance System before receiving any payment from Towson University. If you are a new employee, you will receive a password and instructions about how to access the GLACIER Online Tax Compliance System via e-mail from **support@online-tax.net**.

The GLACIER System is accessible via the Internet from any web-accessible computer from any where in the world. Once you receive your password and instructions, you should complete the information in the GLACIER System **without delay** – 5 days is best.

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. If you do not have an e-mail address, you must schedule an appointment to meet with the Nonresident Alien Tax Specialist.

If you have already completed your Individual Record in the GLACIER System, you will only receive an e-mail notification if additional or updated information is required.

Please note: The maximum rate of U.S. federal income and FICA tax will be withheld from all payments until you access GLACIER to input information and submit your forms for processing. Any tax withheld because the required tax information was not provided cannot be refunded by Towson University.

The Nonresident Alien Tax Office is located at:

Towson University, Financial Services
7720 York Road, 4th floor
Towson, MD 21252
(410) 704-3537 or 5269 Telephone
(410) 704-4910 Facsimile

I hereby declare that I have been notified of my requirement to complete certain 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 several days. I have included my Towson University e-mail address (if any) and phone number below.

Employee Name (Print)

Employee Signature & Date

E-mail Address (Towson University email preferred)

Employee Phone Number

Form I-9 Administrator Signature & Date