

Section 1: HR / Division / Unit Instructions

Complete this form, provide a copy to the foreign national visitor, and instruct the foreign national visitor to use this form when completing their tax status record in GLACIER.

Section 2: Instructions for Foreign Nationals

You will receive an email from support@online-tax.net with your Logon ID and Password to GLACIER. Within 7 days of your start date, log into GLACIER and provide the University of California, Santa Cruz with your tax information. This will ensure that the proper amount of tax is withheld from payments made to you. After completing your GLACIER tax status record, print, review, sign and date the required tax documents that GLACIER creates. Provide those documents, along with any required attachments noted on the Tax Summary, to the campus unit Administrator. Keep copies for your records.

Section 3: General Information * Required Field

First Name:*	Dept. Contact Name:*
Last Name:*	Dept. Contact Email:*
Middle Name: <i>(Optional)</i>	Title Code: <i>(If Applicable)</i>
Email:*	UCSC Employee ID#:

Section 4: Relationship with UCSC (Select all applicable categories, but check only one Relationship Type per Category)

Category	Relationship Type <small>(Check only one per category)</small>	Income Type <small>(If applicable, select one choice per category)</small>
Employee	Faculty / Staff / Student Employee Postdoctoral Scholar TA / GSR Other Employee	Wages / Salary
Scholarship/Fellowship	Student Visiting Scholar	Scholarship/Fellowship: Taxable Benefits (Non-Qualified)
Independent Contractor	Guest Speaker Consultant Artist / Performer Fee All other Contractors	Guest Speaker Fee / Honorarium Consulting Fee Artist / Performer Fee Misc. Services
Royalty Recipient	Copyright Industrial	Copyright Royalty Industrial Royalty
Non-Employee / Others	Prize or Award Recipient Others	Prize / Award Others

Section 5: Submit Information

This form can be:

- Uploaded and submitted through DocuSign to the email: fadsfar@ucsc.edu
- scanned and attached to an email sent to FinPolicy@ucsc.edu
- faxed to 9-5037
- sent to Mail Stop: FAR