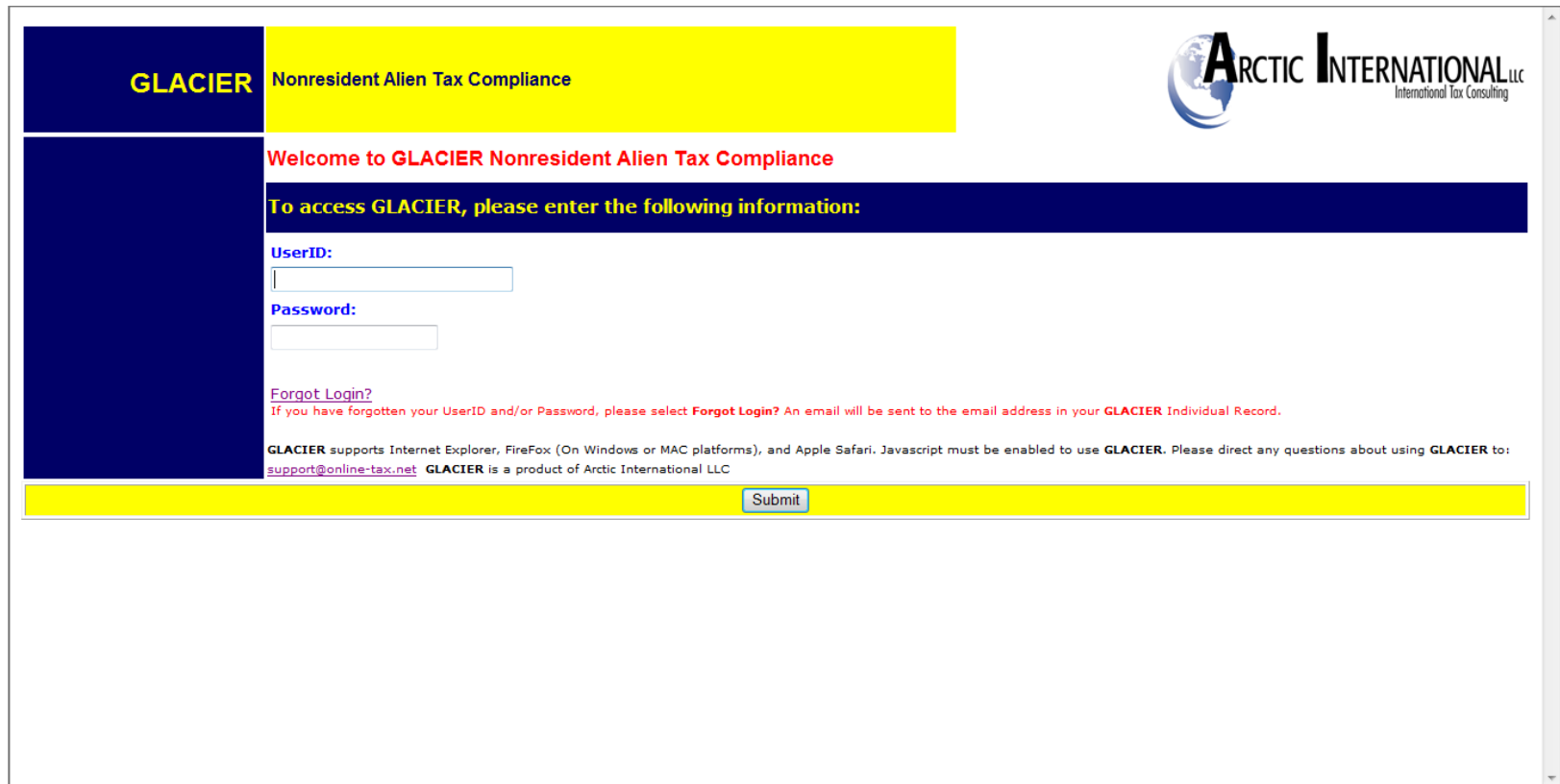


# Completing GLACIER Tax Prep (GTP)

- This demonstration will walk you through the basic program. Depending on your personal information entered into the system you will be directed to provide more or different information. Read the screens carefully to determine what is required to be entered.
- Enter your GLACIER account through the link provided in the email titled “Welcome to GLACIER Tax Prep,” if you forgot your login information click on Forgot Login
- If you have questions while entering your information into GTP you can click on the “Help” option at the top of the screen in the blue area. This will provide general information regarding the questions on the screen, it will also provide an email link to ask for assistance from GLACIER. Answers are typically provided rather quickly depending on the time of day.

# Enter login information and click on submit button




The screenshot shows a web browser window with the following elements:

- Header:** A dark blue bar on the left contains the text "GLACIER" in yellow. A yellow bar to its right contains the text "Nonresident Alien Tax Compliance". In the top right corner is the logo for "ARCTIC INTERNATIONAL LLC" with the tagline "International Tax Consulting".
- Welcome Message:** Below the header, the text "Welcome to GLACIER Nonresident Alien Tax Compliance" is displayed in red.
- Login Instructions:** A dark blue bar contains the text "To access GLACIER, please enter the following information:" in yellow.
- Form Fields:** Below the instructions, there are two input fields. The first is labeled "UserID:" in blue, and the second is labeled "Password:" in blue. Both labels are to the left of their respective input boxes.
- Forgot Login Link:** Below the password field, there is a link "Forgot Login?" in purple. Below this link is a line of red text: "If you have forgotten your UserID and/or Password, please select **Forgot Login?** An email will be sent to the email address in your **GLACIER** Individual Record."
- Footer:** At the bottom of the page, there is a line of small text: "GLACIER supports Internet Explorer, FireFox (On Windows or MAC platforms), and Apple Safari. Javascript must be enabled to use **GLACIER**. Please direct any questions about using **GLACIER** to: [support@online-tax.net](mailto:support@online-tax.net) GLACIER is a product of Arctic International LLC".
- Submit Button:** A yellow bar at the bottom of the form area contains a button labeled "Submit" in a small blue box.

Check the box regarding 1042-S forms and click on the “I Accept” button to continue

**GLACIER**

Nonresident Alien Tax Compliance



### User Agreement

- **GLACIER** is an online tax compliance software system designed to assist Ohio State University to quickly, efficiently and securely collect information necessary to determine your U.S. tax residency status.
- **GLACIER** will ask you a series of questions - all of which are necessary to determine whether tax must be withheld from payments made to you.
- The entire process should take approximately 15-20 minutes, depending on your individual situation. Please have your passport and immigration documents available before you begin.
- When you have finished entering all of the required information into **GLACIER**, you will be prompted to print, sign and submit your forms. Please read the instruction document accompanying your forms; it will provide the address to which your forms must be submitted.
- All information entered into **GLACIER** is securely transmitted via ssl and is securely maintained. Your information will be used only by Ohio State University in connection with U.S. tax rules, regulations, and laws.
- Form 1042-S is issued to certain individuals to report certain types of income; you may or may not be eligible to receive a Form 1042-S. If a Form 1042-S is applicable to you, Ohio State University may choose to provide Form 1042-S to you electronically and notify you via email with instructions to log into your **GLACIER** Individual Record to view and print the form. Because providing the form to you electronically is more convenient for you and administratively efficient for Ohio State University, individuals who are eligible to receive Form 1042-S may do so via **GLACIER**. If you cannot or will not accept Form 1042-S may do so via **GLACIER**, please uncheck the box below; the form will be printed and mailed to you.

☒ **Ohio State University may provide my Form 1042-S (if any) to me electronically via the GLACIER Online Tax Compliance System.**

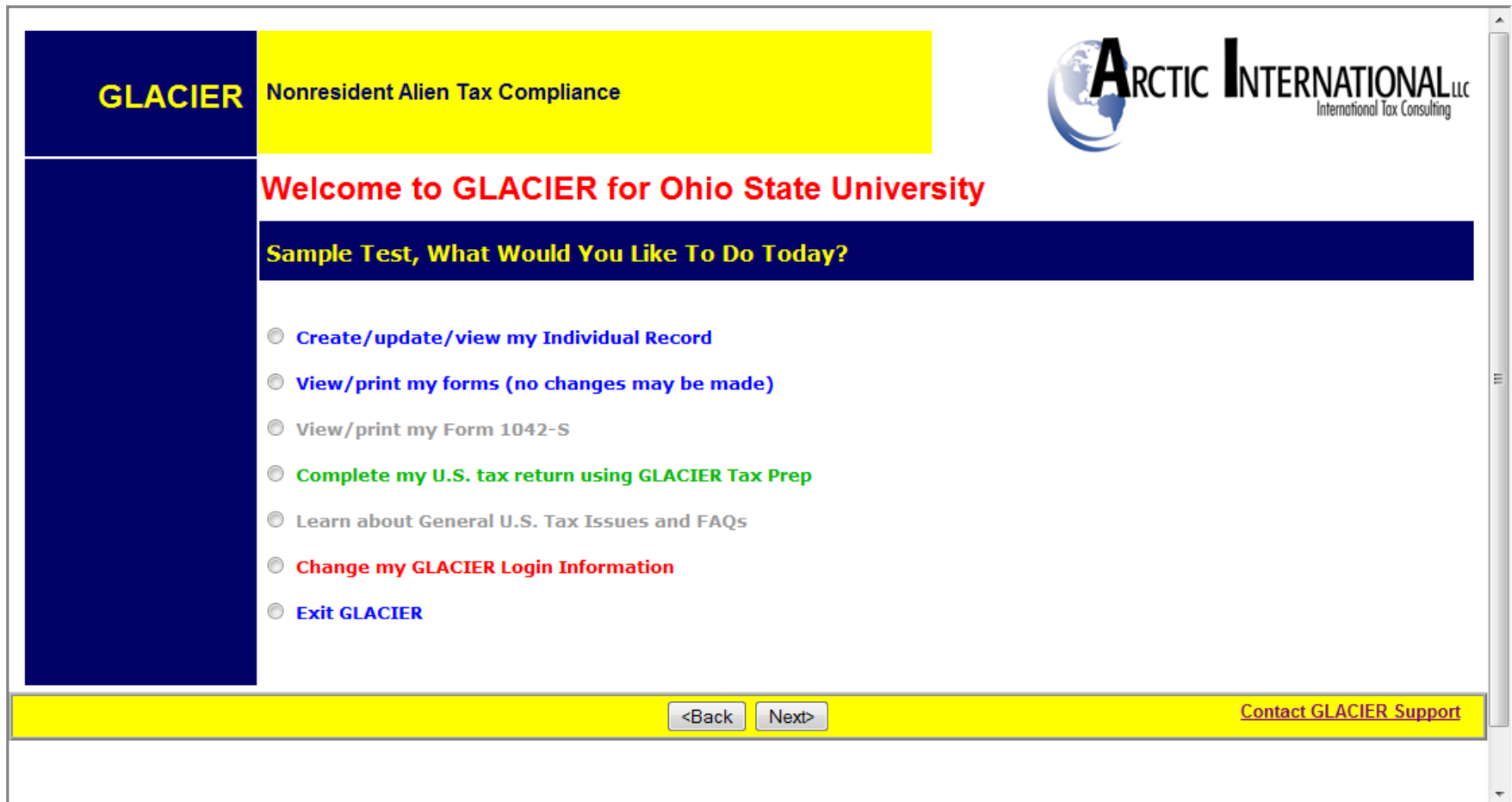
GLACIER is the property of Arctic International LLC ("Arctic") and is protected by copyright and other intellectual property laws. © 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012 Arctic International LLC. All rights reserved. GLACIER is licensed to Ohio State University and may not be used by individuals who are not directly associated with Ohio State University (e.g., students, employees, and/or foreign national payees).

The GLACIER software, Online Help, and any other materials related to GLACIER may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable

I Decline

I Accept

Select the option to 'Complete my U.S. Tax return using GLACIER Tax Prep' to complete a tax return



The screenshot shows a web application interface for "GLACIER Nonresident Alien Tax Compliance". The header features the "GLACIER" logo in yellow on a dark blue background, followed by the text "Nonresident Alien Tax Compliance" on a yellow background. In the top right corner is the "ARCTIC INTERNATIONAL LLC" logo with the tagline "International Tax Consulting". Below the header, a red banner reads "Welcome to GLACIER for Ohio State University". A dark blue bar contains the text "Sample Test, What Would You Like To Do Today?". A list of options with radio buttons is displayed: "Create/update/view my Individual Record", "View/print my forms (no changes may be made)", "View/print my Form 1042-S", "Complete my U.S. tax return using GLACIER Tax Prep" (highlighted in green), "Learn about General U.S. Tax Issues and FAQs", "Change my GLACIER Login Information", and "Exit GLACIER". The footer is yellow and contains "<Back" and "Next>" buttons, along with a link to "Contact GLACIER Support".

**GLACIER** Nonresident Alien Tax Compliance

**ARCTIC INTERNATIONAL LLC**  
International Tax Consulting

**Welcome to GLACIER for Ohio State University**


**Sample Test, What Would You Like To Do Today?**

- ☐ Create/update/view my Individual Record
- ☐ View/print my forms (no changes may be made)
- ☐ View/print my Form 1042-S
- ☒ Complete my U.S. tax return using GLACIER Tax Prep
- ☐ Learn about General U.S. Tax Issues and FAQs
- ☐ Change my GLACIER Login Information
- ☐ Exit GLACIER

<Back   Next>

[Contact GLACIER Support](#)

Verify that all the information is correct by selecting the Yes option and click on the next button

GLACIER	Nonresident Alien Tax Compliance	
	<b>GLACIER Information Verification</b> <b>Please Verify The Following Information</b>	
	Name (Last or Family):  (First or Personal):  Middle:	Test  Sample
	Social Security Number or Individual Taxpayer Identification Number:	121111221
	Country of Citizenship:	Mexico
	Country of Tax Residence:	Mexico
Country of Permanent Residence:	Mexico	
Current Immigration Status as of December 31, 2011:	F1-Student	
Expiration Of Current Immigration Status:	January 01, 2016	
Is ALL of the above information complete and correct?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<div data-bbox="869 1296 1058 1336">&lt;Back   Next&gt;</div> <div data-bbox="1553 1296 1835 1322"><a href="#">Contact GLACIER Support</a></div>		

Update any information as needed and click on the next button

**GLACIER** Nonresident Alien Tax Compliance

**ARCTIC INTERNATIONAL LLC**  
International Tax Consulting

**GLACIER Information Update or Verification**

Please Enter and/or Verify The Following Information

**Email Address:**  \*

**U.S. Address**

(Street 1):

(Street 2) :

(City):

(State):

(Zip Code):

☐ **Individual does NOT live in the U.S.**

**Home Country Address**

(Street 1):  \*

(Street 2):

(City):  \*

State/Province:  (Canada Only)

(Country):

(Postal Code):

**Passport Number:**  \*

<Back Next>

Check the box beside the warning that GTP will not electronically file the return, as the IRS does not allow it at this time, and click on Continue to GTP

<b>GLACIER</b>	Nonresident Alien Tax Compliance	
<p style="text-align: center;"><b>You are about to leave GLACIER and access GLACIER Tax Prep ("GTP")</b></p> <p style="text-align: center;">Please read the following information before continuing!</p> <p><b>A Few Things BEFORE Accessing GLACIER Tax Prep:</b></p> <ul style="list-style-type: none"><li>• GTP is an internet-based software system and has its own internal navigation buttons. <b>Please DO NOT use your internet browser's navigation buttons (at the top left hand corner of your screen) to move forward and backward in GTP.</b> Using the &lt;Back and Forward&gt; buttons on your internet browser navigation bar WILL NOT allow GTP to function properly and may result in an incorrect calculation.</li><li>• Although GTP is an online system, <b>you MUST print, sign, and mail the tax return generated by GTP. The IRS does not allow Forms 1040NR or 1040NR-EZ to be electronically submitted; therefore, GTP CANNOT and WILL NOT file your tax return electronically.</b></li><li>• GTP only generates a U.S. Federal tax return and all accompanying statements. You may also be required to file a state tax return for the state(s) in which you lived or worked; however, to do so, please review the tax return filing rules for the applicable state(s). GTP allows you to link directly to the state's tax website, as applicable.</li></ul> <p><b>What Information Will You Need BEFORE You Begin?</b></p> <p>Before accessing GTP, please be sure you have all of the following items ready and available:</p> <ul style="list-style-type: none"><li>• Academic Institution or Host Sponsor Information; and</li><li>• Forms W-2, 1042-S and/or 1099 (if you received any).</li></ul> <p><input checked="" type="checkbox"/> <b>I understand that GTP will NOT electronically file my tax return because the IRS does not allow electronic filing by nonresident aliens. I further understand and agree that I MUST PRINT, SIGN, and MAIL the tax forms generated by GTP to the address on the instruction page that will print with my tax documents.</b></p> <p><b>How Do I Get Assistance?</b></p> <p>If you experience any issues using GTP, please contact the GTP Support Center at <a href="mailto:support@glaciertax.com">support@glaciertax.com</a>. In your email message, please tell us the screen you were on when running GTP and the exact nature of the issue.</p> <p style="text-align: center;"><b>Thank you and best wishes in filing your U.S. income tax return!</b></p>		
<div style="text-align: center;"><span>Return to GLACIER</span> <span>Continue to GTP</span></div>		

You will need to complete each step in GTP to generate your tax forms, start by clicking on Step One

Test, SampleLOG OUT | HELP | FAQ

## Welcome to GLACIER Tax Prep Sample Test

To prepare your 2019 federal tax return, simply start on Step One and enter your information until you have completed Step Four. You may save and exit **GLACIER Tax Prep** at any time by selecting "Log Out" at the top right of any screen. You may then return to **GLACIER Tax Prep** at any time and continue to enter your information until you have completed your federal tax return – **GLACIER Tax Prep** will keep track of where you are in the process!

✓ [Step ONE: Determine U.S. Tax Residency Status](#)

✓ [Step TWO: Select and Complete Income Forms](#)

✓ [Step THREE: Complete Additional Information](#)

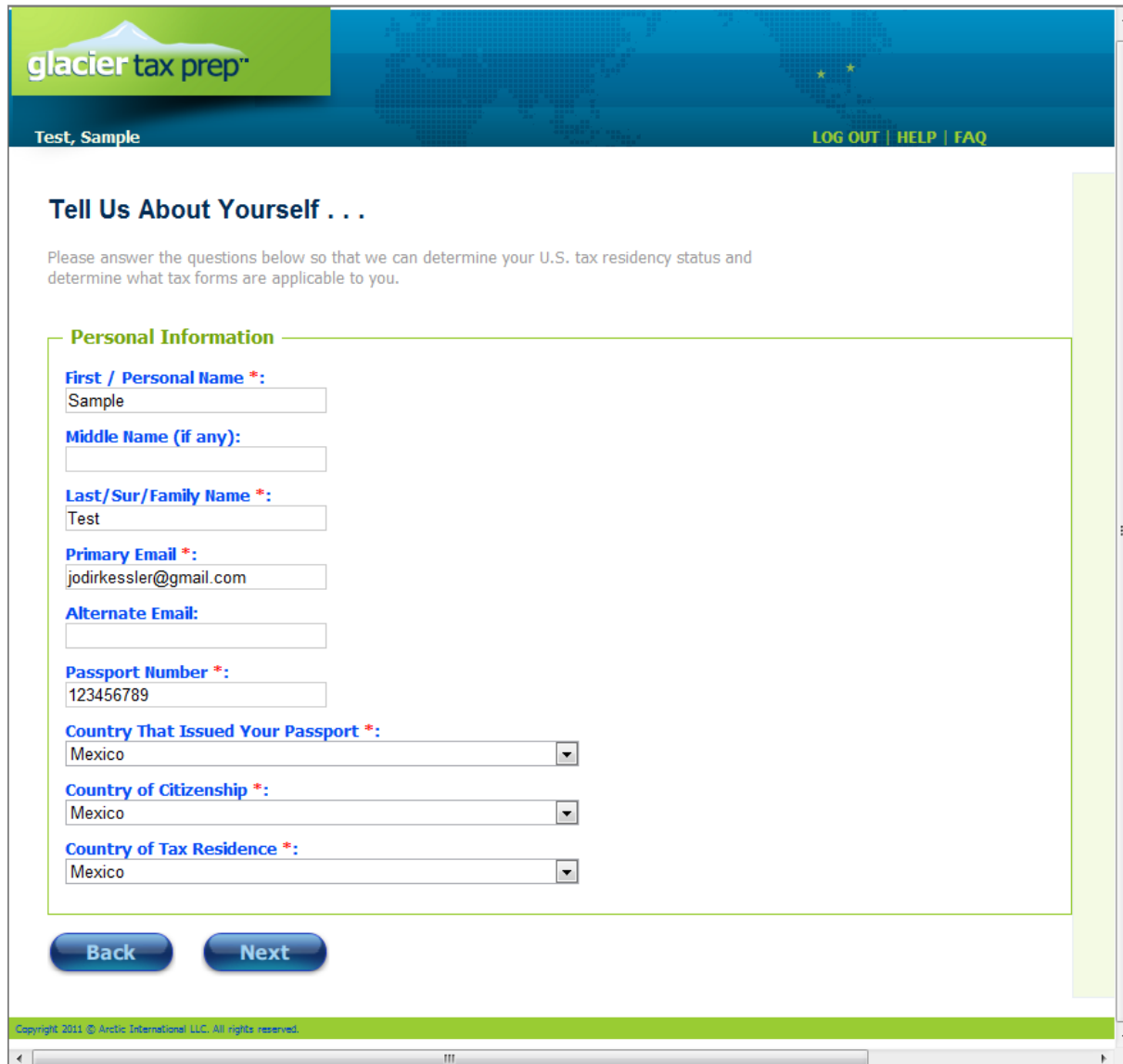
➔ [Step FOUR: Generate and Print Forms](#)

[FAQ and BLANK Tax Forms for Prior Years](#)  
[HELP!](#)  
[Log Out](#)

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Enter in the request information and click on the Next button



The screenshot shows a web browser window displaying the Glacier Tax Prep website. The header features the 'glacier tax prep' logo on a green background and a blue navigation bar with 'Test, Sample' and 'LOG OUT | HELP | FAQ' links. The main content area is titled 'Tell Us About Yourself . . .' and includes a brief instruction: 'Please answer the questions below so that we can determine your U.S. tax residency status and determine what tax forms are applicable to you.' Below this is a green-bordered box containing the 'Personal Information' section. This section includes several labeled input fields: 'First / Personal Name \*' (containing 'Sample'), 'Middle Name (if any):' (empty), 'Last/Sur/Family Name \*' (containing 'Test'), 'Primary Email \*' (containing 'jodirkessler@gmail.com'), 'Alternate Email:' (empty), 'Passport Number \*' (containing '123456789'), and three dropdown menus for 'Country That Issued Your Passport \*', 'Country of Citizenship \*', and 'Country of Tax Residence \*', all of which are set to 'Mexico'. At the bottom of the form are two blue buttons labeled 'Back' and 'Next'. The footer of the browser window shows a copyright notice: 'Copyright 2011 © Arctic International LLC. All rights reserved.'

glacier tax prep

Test, Sample LOG OUT | HELP | FAQ

### Tell Us About Yourself . . .

Please answer the questions below so that we can determine your U.S. tax residency status and determine what tax forms are applicable to you.

#### Personal Information

**First / Personal Name \*:**  
Sample

**Middle Name (if any):**

**Last/Sur/Family Name \*:**  
Test

**Primary Email \*:**  
jodirkessler@gmail.com

**Alternate Email:**

**Passport Number \*:**  
123456789

**Country That Issued Your Passport \*:**  
Mexico

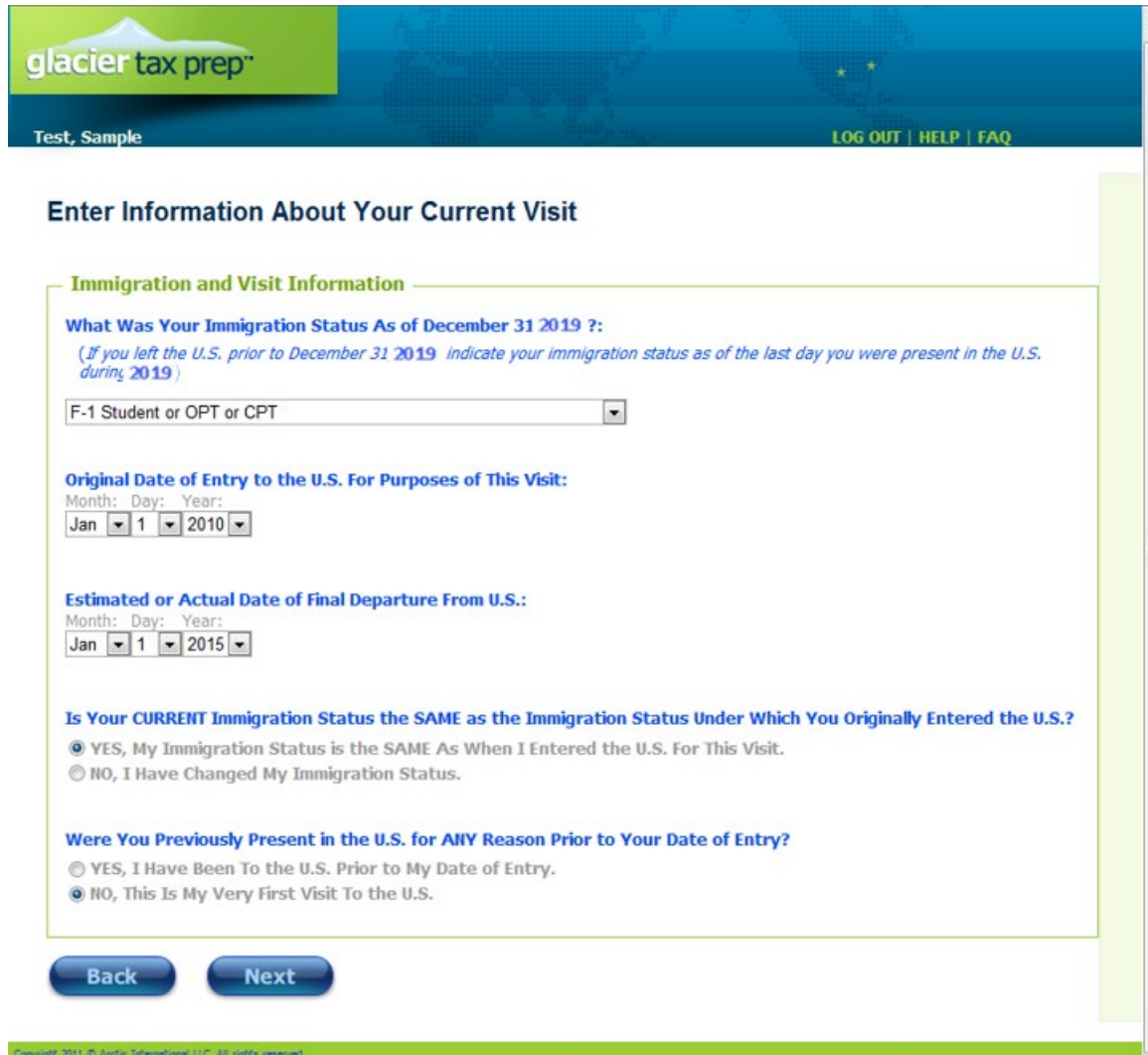
**Country of Citizenship \*:**  
Mexico

**Country of Tax Residence \*:**  
Mexico

Back Next

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Enter the information regarding your immigration status and visits and click on the next button



The screenshot shows the Glacier Tax Prep website interface. At the top, there is a green header with the 'glacier tax prep' logo and a blue navigation bar with links for 'Test, Sample', 'LOG OUT', 'HELP', and 'FAQ'. The main content area is titled 'Enter Information About Your Current Visit'. Below this title is a section labeled 'Immigration and Visit Information'. The first question is 'What Was Your Immigration Status As of December 31 2019 ?:', with a subtext: '( If you left the U.S. prior to December 31 2019 indicate your immigration status as of the last day you were present in the U.S. during 2019 )'. A dropdown menu shows 'F-1 Student or OPT or CPT'. The second question is 'Original Date of Entry to the U.S. For Purposes of This Visit:', with a subtext: 'Month: Day: Year:'. The date is set to 'Jan 1 2010'. The third question is 'Estimated or Actual Date of Final Departure From U.S.:', with a subtext: 'Month: Day: Year:'. The date is set to 'Jan 1 2015'. The fourth question is 'Is Your CURRENT Immigration Status the SAME as the Immigration Status Under Which You Originally Entered the U.S.?', with two radio button options: 'YES, My Immigration Status is the SAME As When I Entered the U.S. For This Visit.' (selected) and 'NO, I Have Changed My Immigration Status.'. The fifth question is 'Were You Previously Present in the U.S. for ANY Reason Prior to Your Date of Entry?', with two radio button options: 'YES, I Have Been To the U.S. Prior to My Date of Entry.' and 'NO, This Is My Very First Visit To the U.S.' (selected). At the bottom of the form are 'Back' and 'Next' buttons. The footer contains the copyright notice: 'Copyright 2011 © Arctic International LLC. All rights reserved.'

glacier tax prep™

Test, Sample LOG OUT | HELP | FAQ

### Enter Information About Your Current Visit

**Immigration and Visit Information**

**What Was Your Immigration Status As of December 31 2019 ?:**  
( If you left the U.S. prior to December 31 2019 indicate your immigration status as of the last day you were present in the U.S. during 2019 )

F-1 Student or OPT or CPT

**Original Date of Entry to the U.S. For Purposes of This Visit:**  
Month: Day: Year:  
Jan 1 2010

**Estimated or Actual Date of Final Departure From U.S.:**  
Month: Day: Year:  
Jan 1 2015

**Is Your CURRENT Immigration Status the SAME as the Immigration Status Under Which You Originally Entered the U.S.?**

☒ YES, My Immigration Status is the SAME As When I Entered the U.S. For This Visit.  
☐ NO, I Have Changed My Immigration Status.


**Were You Previously Present in the U.S. for ANY Reason Prior to Your Date of Entry?**

☐ YES, I Have Been To the U.S. Prior to My Date of Entry.  
☒ NO, This Is My Very First Visit To the U.S.

Back Next

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Enter any days that you were not in the U.S. during the years shown and click on the next button

Test, SampleLOG OUT | HELP | FAQ

### Days Absent

#### U.S Visits Summary


Please indicate the TOTAL Number of Days You Were ABSENT from the U.S. during the following time periods. You ONLY need to indicate days of absence IF there is a box to do so; if no box exists, the information is not relevant. If you did NOT leave the U.S. during these time periods, you may leave the box blank or enter "0".

Year	Immigration Status	Total Number of Days Present in the U.S.	Number of Days ABSENT from the U.S. During this Period
2019	F-1 Student or OPT or CPT	365	<input type="text" value="0"/>
2018	F-1 Student or OPT or CPT	365	<input type="text" value="0"/>

BackNext

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Make sure that all of the information on the summary page is correct before clicking on the next button



Test, Sample

LOG OUT | HELP | FAQ

### Step One Summary

#### Personal Information Summary

First/Personal Name: Sample

Middle Name (if any):

Last/Sur/Family Name: Test

Primary Email Address: jodirkessler@gmail.com

Alternate Email Address:

Passport Number: 123456789 [Edit](#)

Country That Issued Your Passport: Mexico

Country of Citizenship: Mexico

Country of Tax Residence: Mexico

#### Current Visit Summary

Immigration Status	Date Arrived / Status Started	Date Changed / Status Ended
Current Status F-1 Student or OPT or CPT	January 01, 2010	January 01, 2015

[Edit](#)

#### Prior Visits Summary

NO PRIOR VISITS ADDED

[Edit](#)

#### U.S Visits Summary

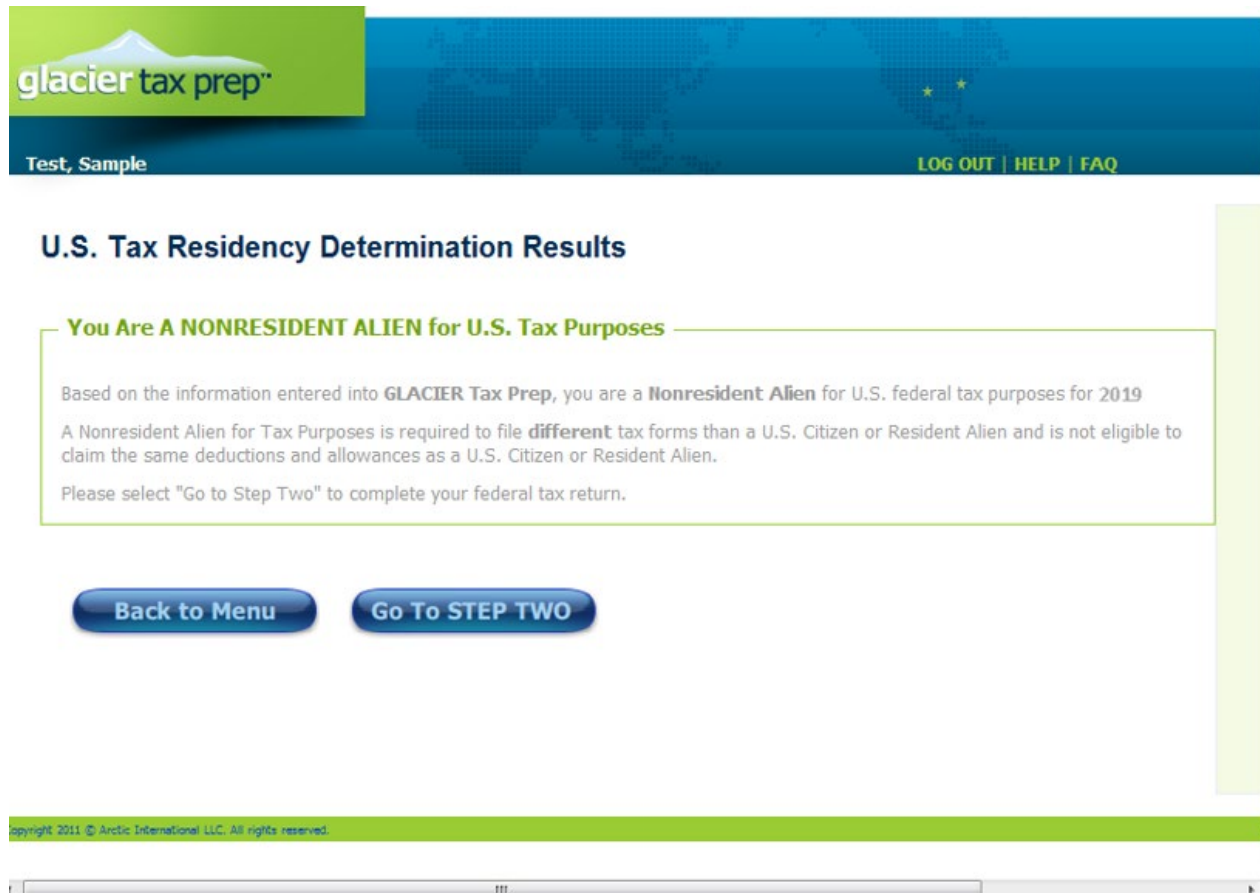
Please indicate the TOTAL Number of Days You Were ABSENT from the U.S. during the following time periods. You ONLY need to indicate days of absence IF there is a box to do so; if no box exists, the information is not relevant. If you did NOT leave the U.S. during these time periods, you may leave the box blank or enter "0".

Year	Immigration Status	Total Number of Days Present in the U.S.	Number of Days ABSENT from the U.S. During this Period
2019	F-1 Student or OPT or CPT	365	<input type="text" value="0"/>
2018	F-1 Student or OPT or CPT	365	<input type="text" value="0"/>

Back


Next

Based on the information you previously entered GTP will determine whether you are a nonresident or resident alien. Only nonresident aliens may continue to use GTP by clicking on the Go To Step Two button



For each of the forms that you have received, you will need to enter in the information from those forms into GTP by clicking on 'Add Form' beside the type of form you received. You may add as many forms as needed if you received more than one of a particular type of form

Example of the W-2 Form. You only need to enter the information in the available fields, make sure the numbers are exactly the same as those on your W-2 Form. Select the type of Institution you received the Form from and click on the Save button, which will take you back to the previous screen listing all available forms.



Test, Sample

LOG OUT | HELP | FAQ

### Form W-2

Enter the information below exactly as it appears on your form. Enter information for **EACH UNIQUE** form separately; DO NOT combine information from multiple forms even if the forms have the same amounts.

**You ONLY need to enter information into the boxes that are provided below.** While the other information on your form may be important for other reasons, if a box is not provided on the screen below, the data in that box is not relevant to your federal tax return. If your form does not have a value in a box that is provided below, enter 0.

22222		a Employee's social security number		OMB No. 1545-0008		
b Employer identification number (EIN)		316025986		1 Wages, tips, other compensation	2 Federal income tax withheld	
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld		
		5 Medicare wages and tips		6 Medicare tax withheld		
		7 Social security tips		8 Allocated tips		
		9 Advance EIC payment		10 Dependent care benefits		
d Control number		f Employee's address and ZIP code				
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
OH		10000	450	10000	350	

**W-2** Wage and Tax Statement  
Form  
Copy 1—For State, City, or Local Tax Department

Department of the Treasury—Internal Revenue Service

#### Institution Type

Please select the type of Institution that provided this income reporting form to you:

- ☒ College or University
- ☐ Research Institute, Foundation, Hospital, Health Science Center Directly Affiliated with College or University
- ☐ Research Institute or Foundation, NOT Directly Affiliated with College or University
- ☐ Hospital or Health Science Center NOT Directly Affiliated with College or University
- ☐ Government Agency
- ☐ Corporate Entity

Cancel Save

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Example of a 1042-S Form. Fill in the fields required to exactly match the 1042-S you received. Select the type of institution you received the form from and click on the Save button, which will take you back to the screen listing all of the available forms.

Test, Sample
LOG OUT | HELP | FAQ

### Form 1042-S

Enter the information below exactly as it appears on your form. Enter information for **EACH UNIQUE** form separately; DO NOT combine information from multiple forms even if the forms have the same amounts.

**You ONLY need to enter information into the boxes that are provided below.** While the other information on your form may be important for other reasons, if a box is not provided on the screen below, the data in that box is not relevant to your federal tax return. If your form does not have a value in a box that is provided below, enter 0.

<b>Form 1042-S</b> Department of the Treasury Internal Revenue Service		<b>Foreign Person's U.S. Source Income Subject to Withholding</b> <input type="checkbox"/> AMENDED <input type="checkbox"/> PRO-RATA BASIS REPORTING		OMB No. 1545-0096 <b>Copy C for Recipient</b> Attach to any Federal tax return you file				
1 Income code Se	2 Gross income 0	3 Withholding allowances	4 Net income	5 Tax rate	6 Exemption code Select	7 Federal tax withheld 0	8 Withholding by other agents	9 Total withholding credit
10 Amount repaid to recipient				14 Recipient's U.S. TIN, if any <input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				
11 Withholding agent's EIN <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				15 Recipient's foreign tax identifying number, if any				16 Country code Select a Country
12a WITHHOLDING AGENT'S name				17 NQI's/FLOW-THROUGH ENTITY'S name				18 Country code
12b Address (number and street)				19a NQI's/Entity's address (number and street)				
12c Additional address line (room or suite no.)				19b Additional address line (room or suite no.)				
12d City or town, province or state, country, ZIP or foreign postal code				19c City or town, province or state, country, ZIP or foreign postal code				
13a RECIPIENT'S name			13b Recipient code	20 NQI's/Entity's U.S. TIN, if any				
13c Address (number and street)				21 PAYER'S name and TIN (if different from withholding agent's)				
13d Additional address line (room or suite no.)				22 Recipient account number (optional)				
13e City or town, province or state, country, ZIP or foreign postal code				23 State income tax withheld 0	24 Payer's state tax no.	25 Name of state Select a State		

For Privacy Act and Paperwork Reduction Act Notice, see page 16 of the separate instructions. Cat. No. 11386R Form 1042-S (2008)

#### Institution Type

Please select the type of Institution that provided this income reporting form to you:

- ☐ College or University
- ☐ Research Institute, Foundation, Hospital, Health Science Center Directly Affiliated with College or University
- ☐ Research Institute or Foundation, NOT Directly Affiliated with College or University
- ☐ Hospital or Health Science Center NOT Directly Affiliated with College or University
- ☐ Government Agency
- ☐ Corporate Entity

Cancel Save

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Once you have entered in the information from all of your forms select the next button to continue. If you did not receive income or only need to file Form 8843, click on the box “I did not receive any income...” and click on the next button

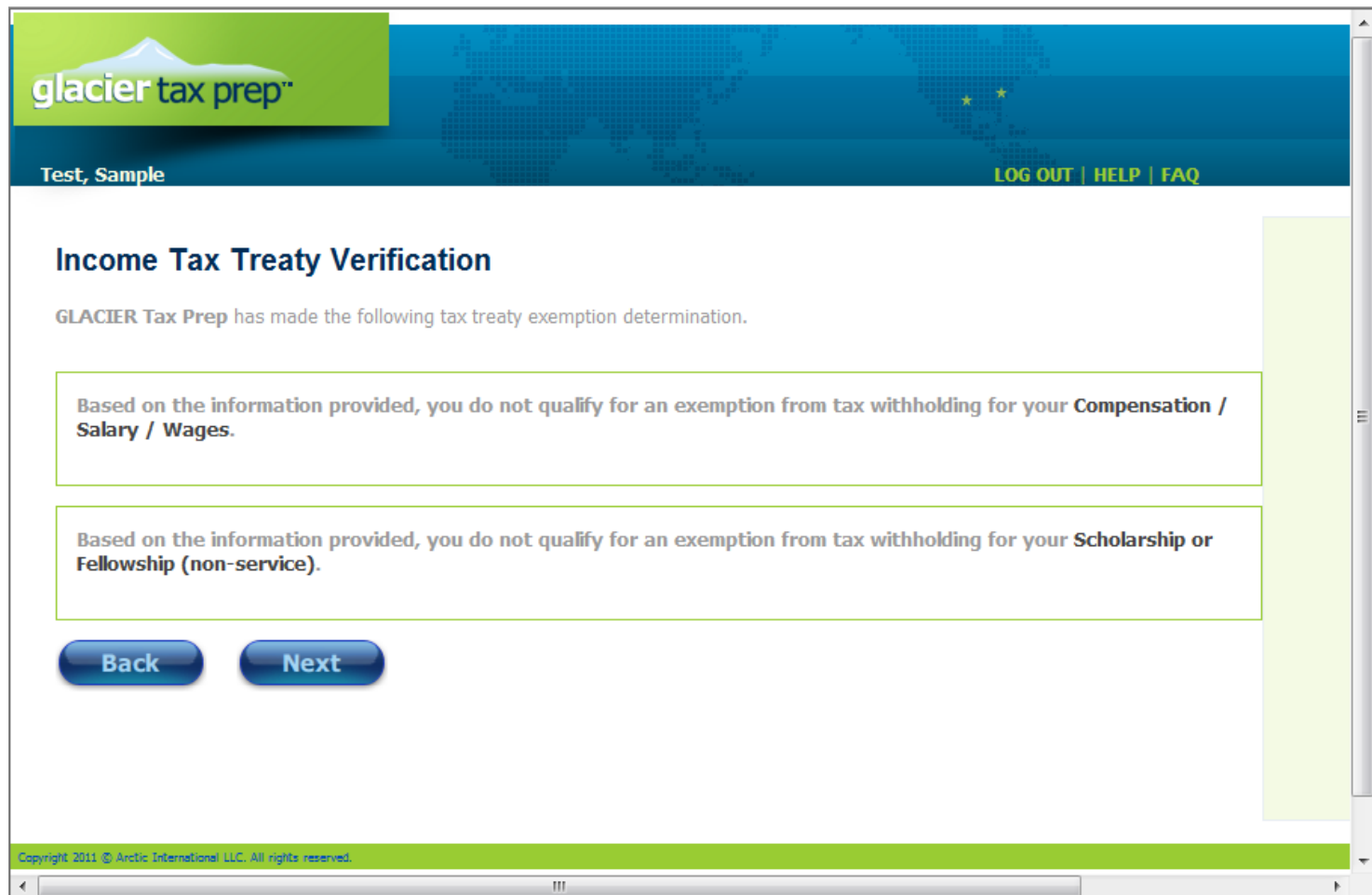
The screenshot shows the Glacier Tax Prep software interface. At the top, there is a green header with the "glacier tax prep" logo and a blue navigation bar with links for "Test, Sample", "LOG OUT", "HELP", and "FAQ". The main heading is "What Income Statements Did You Receive in 2019?". Below this, instructions state: "For EACH UNIQUE Form that you received, select 'Add Form' to enter the information for that form. DO NOT combine information from different forms, even if the forms have the same amounts; enter EACH form separately. You may enter as many of each form as necessary until you have entered all of your U.S. income." A note follows: "If you did not receive any income from U.S. sources during 2011, select 'I Did Not Receive ANY Income From U.S. Sources During 2019'."

The "Income Statements" section contains a table with the following data:

Form	Payor	
Form W-2		<a href="#">Add Another Form</a>
	Form W-2 316025986	<a href="#">Edit Form</a>   <a href="#">Delete Form</a>
Form 1042-S		<a href="#">Add Another Form</a>
	Form 1042-S 316025986	<a href="#">Edit Form</a>   <a href="#">Delete Form</a>
Form 1099-B		<a href="#">Add Form</a>
Form 1099-DIV		<a href="#">Add Form</a>
Form 1099-G		<a href="#">Add Form</a>
Form 1099-INT		<a href="#">Add Form</a>
Form 1099-MISC		<a href="#">Add Form</a>
Form 1099-R		<a href="#">Add Form</a>
I Received Additional Income From U.S. Sources Not Reported On Any of the Forms Above		<a href="#">Add Income</a>
<input type="checkbox"/> I Did Not Receive ANY Income From U.S. Sources During 2019		

At the bottom of the form are two buttons: "Back" and "Next". The footer of the page reads "Copyright 2011 © Arctic International LLC. All rights reserved."

The summary page will tell you whether or not an Income Tax Treaty will apply to any of your income, click on the next button to continue



The screenshot shows a web application interface for Glacier Tax Prep. The header features the logo on the left and navigation links on the right. The main content area is titled 'Income Tax Treaty Verification' and contains two paragraphs of text, each enclosed in a light green box. At the bottom of the content area are two blue buttons labeled 'Back' and 'Next'. The footer includes a copyright notice.

**glacier tax prep™**

Test, Sample [LOG OUT](#) | [HELP](#) | [FAQ](#)

### Income Tax Treaty Verification

GLACIER Tax Prep has made the following tax treaty exemption determination.

Based on the information provided, you do not qualify for an exemption from tax withholding for your **Compensation / Salary / Wages**.

Based on the information provided, you do not qualify for an exemption from tax withholding for your **Scholarship or Fellowship (non-service)**.

[Back](#) [Next](#)

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Summary page of Step Two, click on Go To Step Three to continue



Test, Sample

LOG OUT | HELP | FAQ

### Summary of Total Income From U.S. Sources

Based on the information entered from the IRS Statements and other documents you received, along with your eligibility and preference to claim an income tax treaty exemption, following is a summary of your Total Income From U.S. Sources.

Type of U.S. Income	Taxable Amount	Tax Treaty Exempt Amount
Compensation / Salary / Wages	\$10,000.00	\$0.00
Scholarship or Fellowship (non-service)	\$5,000.00	\$0.00

Please note that the following amounts are NOT considered U.S. Income and should NOT be included above.

- Amounts credited directly to your student account for Tuition, Required Fees and Books, if applicable.
- Interest paid by a U.S. bank for money held in a checking or savings account or a certificate of deposit.
- Any income that you received from sources outside the U.S. or for work performed outside the U.S.

**If the amounts above do not represent your TOTAL INCOME FROM U.S. Sources, click on Back to update your information, otherwise, continue to Step Three.**

Back

Go To STEP THREE

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Update your U.S. address or click on the box if you do not have a U.S. address and click on the next button




The screenshot shows a web browser window displaying the Glacier Tax Prep website. The header features the 'glacier tax prep' logo on a green background and a blue world map on the right. Navigation links include 'Test, Sample' and 'LOG OUT | HELP | FAQ'. The main content area is titled 'Enter Your U.S. Address' and contains a form with the following fields:

- U.S. Address** (Section Header)
- U.S. Street Address One\*:** Text input field containing '123 Any Street'.
- U.S. Street Address Two:** Text input field.
- U.S. City\*:** Text input field containing 'Columbus'.
- U.S. State\*:** Dropdown menu showing 'Ohio'.
- U.S. Zip Code\*:** Text input field containing '43210'.
- ☐ **I Do Not Currently Live in the U.S.**

At the bottom of the form are two blue buttons: 'Back' and 'Next'. The footer contains the copyright notice: 'Copyright 2011 © Arctic International LLC. All rights reserved.'

Enter your permanent address from your home country and click on the next button



The screenshot shows a web browser window with the Glacier Tax Prep logo in the top left. The header bar is blue with a world map background and contains the text "Test, Sample" and "LOG OUT | HELP | FAQ". The main content area is titled "Enter Your Address In Your Home Country". Below this title is a green-bordered box containing the "Permanent Foreign Address" section. This section includes several input fields: "Foreign Street Address One\*" with the value "123 Other St.", "Foreign Street Address Two\*", "Foreign City\*" with the value "Mexico City", "Foreign Province\*" (a dropdown menu with the text "---Select A Canadian Province---"), "Foreign Postal Code:", and "Foreign Country\*" (a dropdown menu with the value "Mexico"). At the bottom of the form are two blue buttons labeled "Back" and "Next". The footer of the browser window shows a copyright notice: "Copyright 2011 © Arctic International LLC. All rights reserved."

glacier tax prep™

Test, Sample

LOG OUT | HELP | FAQ

### Enter Your Address In Your Home Country

**Permanent Foreign Address**

**Foreign Street Address One\*:**  
123 Other St.

**Foreign Street Address Two:**

**Foreign City\*:**  
Mexico City

**Foreign Province\*:** (Enter ONLY IF From Canada)  
---Select A Canadian Province---

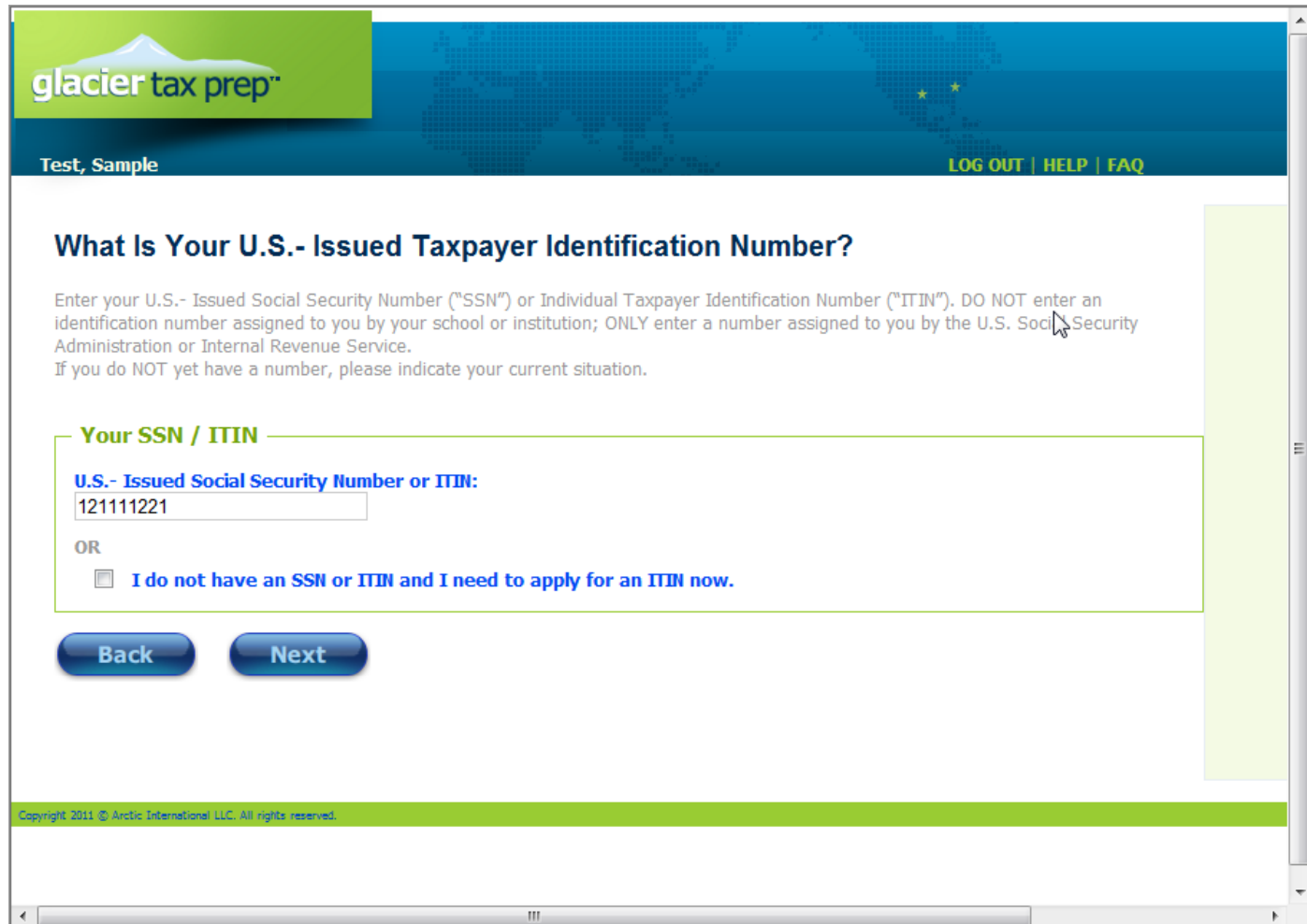
**Foreign Postal Code:**

**Foreign Country\*:**  
Mexico

**Back** **Next**

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Enter your SSN or ITIN number, if you do not have one click on the box and you will be able to complete information that will create a W-7, application for an ITIN number that you can mail in along with your tax return



The screenshot shows the Glacier Tax Prep website interface. At the top, there is a green header with the "glacier tax prep" logo and a blue navigation bar with links for "Test, Sample", "LOG OUT", "HELP", and "FAQ". The main content area is titled "What Is Your U.S.- Issued Taxpayer Identification Number?". Below the title, there is a paragraph of instructions: "Enter your U.S.- Issued Social Security Number ("SSN") or Individual Taxpayer Identification Number ("ITIN"). DO NOT enter an identification number assigned to you by your school or institution; ONLY enter a number assigned to you by the U.S. Social Security Administration or Internal Revenue Service. If you do NOT yet have a number, please indicate your current situation." Below this, there is a section titled "Your SSN / ITIN" with a green border. Inside this section, there is a label "U.S.- Issued Social Security Number or ITIN:" followed by a text input field containing the number "121111221". Below the input field, there is a label "OR" and a checkbox with the text "I do not have an SSN or ITIN and I need to apply for an ITIN now." At the bottom of the section, there are two blue buttons labeled "Back" and "Next". At the very bottom of the page, there is a green footer with the text "Copyright 2011 © Arctic International LLC. All rights reserved."

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Test, Sample LOG OUT | HELP | FAQ

### What Is Your U.S.- Issued Taxpayer Identification Number?

Enter your U.S.- Issued Social Security Number ("SSN") or Individual Taxpayer Identification Number ("ITIN"). DO NOT enter an identification number assigned to you by your school or institution; ONLY enter a number assigned to you by the U.S. Social Security Administration or Internal Revenue Service.  
If you do NOT yet have a number, please indicate your current situation.

**Your SSN / ITIN**

**U.S.- Issued Social Security Number or ITIN:**

121111221

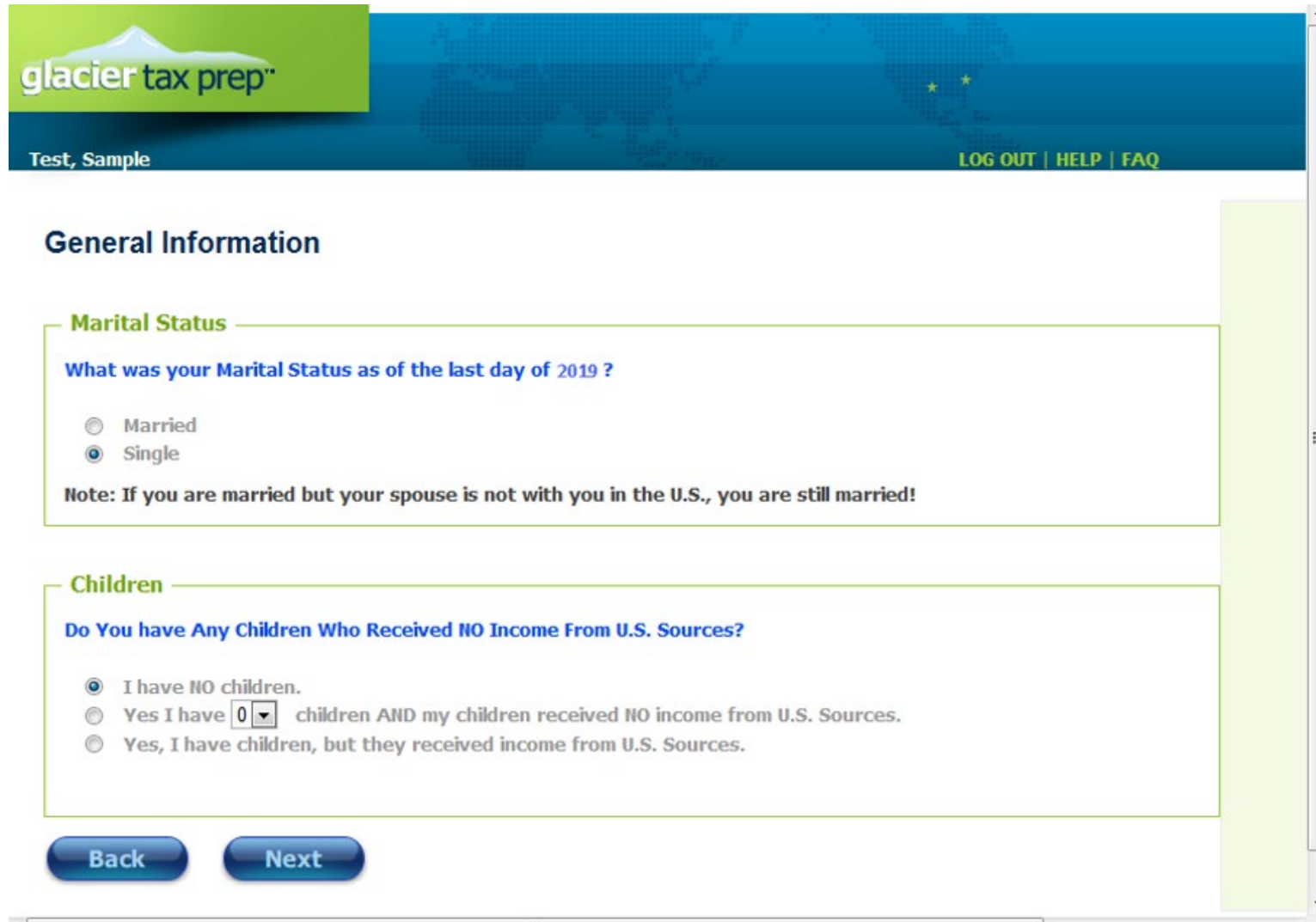
OR

☐ I do not have an SSN or ITIN and I need to apply for an ITIN now.

Back Next

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Enter the requested information and click on the next button



The screenshot shows the Glacier Tax Prep software interface. At the top, there is a green header with the "glacier tax prep" logo and a blue header with a world map background. The blue header contains the text "Test, Sample" on the left and "LOG OUT | HELP | FAQ" on the right. Below the headers, the main content area is titled "General Information". Under this title, there are two sections: "Marital Status" and "Children". The "Marital Status" section asks "What was your Marital Status as of the last day of 2019 ?" and has two radio button options: "Married" and "Single", with "Single" being selected. Below these options is a note: "Note: If you are married but your spouse is not with you in the U.S., you are still married!". The "Children" section asks "Do You have Any Children Who Received NO Income From U.S. Sources?" and has three radio button options: "I have NO children.", "Yes I have 0 children AND my children received NO income from U.S. Sources.", and "Yes, I have children, but they received income from U.S. Sources.". The "0" in the second option is inside a dropdown menu. At the bottom of the form, there are two blue buttons: "Back" and "Next".

glacier tax prep

Test, Sample

LOG OUT | HELP | FAQ

### General Information

#### Marital Status

What was your Marital Status as of the last day of 2019 ?

☐ Married

☒ Single

Note: If you are married but your spouse is not with you in the U.S., you are still married!

#### Children

Do You have Any Children Who Received NO Income From U.S. Sources?

☒ I have NO children.

☐ Yes I have 0 children AND my children received NO income from U.S. Sources.

☐ Yes, I have children, but they received income from U.S. Sources.

Back Next

Enter the requested information. This information was in the 'Welcome to GLACIER Tax Prep' email, and is entered into the screen shown here.

The screenshot shows the Glacier Tax Prep website interface. At the top, there is a green header with the 'glacier tax prep' logo and a blue navigation bar with links for 'Test, Sample', 'LOG OUT', 'HELP', and 'FAQ'. The main content area is titled 'Information About The Institution That Sponsored Your Immigration Status'. Below the title, a paragraph explains the IRS requirements for providing information about the academic institution that sponsored the user's immigration status. The form is titled 'Academic Institution Details' and contains several input fields for user information. The fields are: 'Name of Designated School Official \*' (filled with 'Gifty Ako Adouvio'), 'Telephone Number of Designated School Official \*' (filled with '6142926101'), 'Name of Academic Institution\*' (filled with 'The Ohio State University'), 'Street Address One\*' (filled with '1712 Neil Ave.'), 'Street Address Two:' (empty), 'City\*' (filled with 'Columbus'), 'State\*' (a dropdown menu showing 'Ohio'), and 'Zip Code\*' (filled with '43210'). At the bottom of the form, there are two blue buttons labeled 'Back' and 'Next'.

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Test, Sample

LOG OUT | HELP | FAQ

### Information About The Institution That Sponsored Your Immigration Status

The IRS requires certain information about the academic institution that sponsored your immigration status. If you were associated with more than one college or university during 2011, enter the information about the LAST college or university you attended or worked. If you are not at a college or university, instead enter the information about the institution that sponsored your immigration status.

#### Academic Institution Details

To answer the questions below, enter information shown on your Form I-20 (if F status) about the Designated School Official.

**Name of Designated School Official \*:**  
Gifty Ako Adouvio

**Telephone Number of Designated School Official \*:**  
6142926101

**Name of Academic Institution\*:**  
The Ohio State University

**Street Address One\*:**  
1712 Neil Ave.

**Street Address Two:**

**City\*:**  
Columbus

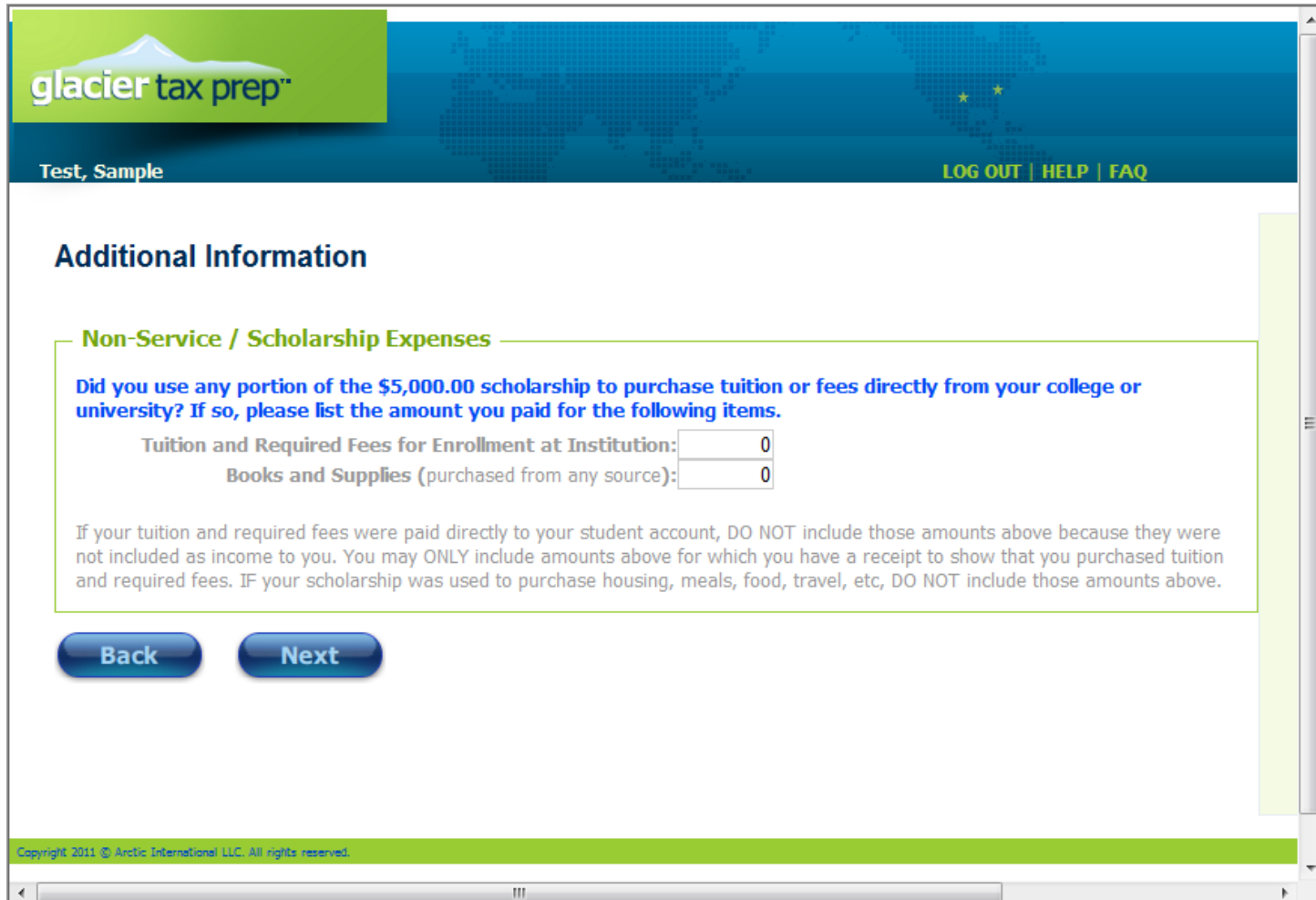
**State\*:**  
Ohio

**Zip Code\*:**  
43210

Back Next



Enter in any amounts if this applies to you and click on the next button



The screenshot shows the Glacier Tax Prep software interface. At the top, there is a green header with the "glacier tax prep" logo and a blue header with a world map background. The blue header contains the text "Test, Sample" on the left and "LOG OUT | HELP | FAQ" on the right. Below the headers, the main content area is titled "Additional Information". Under this title, there is a section for "Non-Service / Scholarship Expenses". This section contains a question: "Did you use any portion of the \$5,000.00 scholarship to purchase tuition or fees directly from your college or university? If so, please list the amount you paid for the following items." Below the question, there are two input fields: "Tuition and Required Fees for Enrollment at Institution:" and "Books and Supplies (purchased from any source):". Both fields have a value of "0" entered. Below the input fields, there is a paragraph of instructions: "If your tuition and required fees were paid directly to your student account, DO NOT include those amounts above because they were not included as income to you. You may ONLY include amounts above for which you have a receipt to show that you purchased tuition and required fees. IF your scholarship was used to purchase housing, meals, food, travel, etc, DO NOT include those amounts above." At the bottom of the section, there are two buttons: "Back" and "Next". The footer of the software shows "Copyright 2011 © Arctic International LLC. All rights reserved."

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Test, Sample

LOG OUT | HELP | FAQ

### Additional Information

#### Non-Service / Scholarship Expenses

Did you use any portion of the \$5,000.00 scholarship to purchase tuition or fees directly from your college or university? If so, please list the amount you paid for the following items.

Tuition and Required Fees for Enrollment at Institution:


Books and Supplies (purchased from any source):

If your tuition and required fees were paid directly to your student account, DO NOT include those amounts above because they were not included as income to you. You may ONLY include amounts above for which you have a receipt to show that you purchased tuition and required fees. IF your scholarship was used to purchase housing, meals, food, travel, etc, DO NOT include those amounts above.

Back Next

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Enter amounts only if they apply to you and click on the next button



Test, Sample

LOG OUT | HELP | FAQ

### Additional Information

#### Student Loan Interest

During 2019, did you pay any interest on a loan from a U.S. bank or financial institution to pay for tuition at a U.S. college or university?

☒ No

☐ YES, during 2011, I paid interest of \$  to a U.S. bank for a loan used to pay for tuition.

Back

Next

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Enter the amounts and information requested as they apply to you. If you do not know what the question is referring to, chances are it does not apply to you, click on the next button when ready to continue.

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Test, Sample

LOG OUT | HELP | FAQ

### Additional Information

#### Contributions to U.S. Charities

During 2019 did you make any contributions to U.S. charities?

☐ Yes, during 2019, I contributed a TOTAL of \$  0 to U.S. charities.

☒ No, I made no contributions to U.S. charities.

#### Estimated Tax Payments

During 2019 did you make any estimated FEDERAL tax payments?

☒ No, I made no estimated tax payments using Form 1040-ES.

☐ YES, during 2019, I submitted a TOTAL of \$  0 to the IRS using Form 1040-ES.

If you simply had tax deducted from payments made to you, those tax deductions are NOT considered to be estimated tax and should not be included in the box above. Estimated federal tax payments are ONLY made by completing a Form

#### Relationship to U.S.

Have You Ever APPLIED to be a Lawful Permanent Resident ("green card holder") of the U.S.?

☒ No

☐ Yes

Have You Ever BEEN APPROVED to be a Lawful Permanent Resident ("green card holder") of the U.S.?

☒ No

Have You Ever APPLIED to be a Lawful Permanent Resident ("green card holder") of the U.S.?

☒ No

☐ Yes

Have You Ever BEEN APPROVED to be a Lawful Permanent Resident ("green card holder") of the U.S.?

☒ No

☐ Yes

Have You Ever Been a U.S. Citizen?

☒ No

☐ Yes

#### Prior Year Tax Return Issues

Have you EVER filed a U.S. Tax Return for a Year Prior to 2019

☐ YES, the Last U.S. Tax Return That I Filed Was:

---Select a Year---

Year

---Select a Form---

Form

☒ NO, I Have NEVER filed a U.S. Tax Return.

If you SHOULD have filed a tax return for a year prior to 2019 but did not or have not yet done so, select "NO".

Back

Next

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Once all your information is entered you will be able to select Step Four to print your completed tax forms



If you owe additional taxes you will see something like the screen below which includes payment instructions along with the reminder that you must print and mail in your tax returns.



The screenshot shows the Glacier Tax Prep software interface. At the top left is the logo 'glacier tax prep' with a mountain icon. To its right is a blue header bar with a world map background. Below the logo, the text 'Test, Sample' is visible. In the top right corner of the header bar are links for 'LOG OUT | HELP | FAQ'. The main content area has a title 'Sample Test you have additional TAX DUE'. Below this, a green-bordered box contains the following text: 'Based on the information entered, you owe an additional \$154.00 of Federal tax.' This is followed by instructions: 'You must include with your tax return a check (from a U.S. bank) or Money Order. It must be:' followed by two bullet points: '• made payable to the "United States Treasury"' and '• in the amount of: \$154.00'. Below these are three paragraphs: 'Please ensure that you write your NAME and Social Security Number or ITIN on memo / for / description line of the check or money order.', 'The check does not have to be from your bank account, but it must be from a U.S. bank account.', and 'You must attach the check or money order to the FRONT of your tax return – just follow the instructions that will print with your tax documents.' Below this box is another green-bordered box containing the text: 'Nonresident Aliens for Tax Purposes are not allowed to electronically file their tax documents. Therefore, you must PRINT, REVIEW, SIGN and MAIL your tax documents.' followed by 'Please check the box to indicate that you understand that you must PRINT, REVIEW, SIGN and MAIL your tax documents.' and a checkbox with the text: 'I understand that IRS DOES NOT allow GLACIER Tax Prep to file my tax documents electronically so I MUST PRINT, REVIEW, SIGN, and MAIL my tax documents to the IRS following the instructions provided to me on the following page.' At the bottom of the interface are two blue buttons labeled 'Back' and 'Next'. The footer of the window shows 'Copyright 2011 © Arctic International LLC. All rights reserved.'

glacier tax prep

Test, Sample

LOG OUT | HELP | FAQ

**Sample Test you have additional TAX DUE**

Based on the information entered, you owe an additional \$154.00 of Federal tax.

You must include with your tax return a check (from a U.S. bank) or Money Order. It must be:

- made payable to the "United States Treasury"
- in the amount of: \$154.00

Please ensure that you write your NAME and Social Security Number or ITIN on memo / for / description line of the check or money order.

The check does not have to be from your bank account, but it must be from a U.S. bank account.

You must attach the check or money order to the FRONT of your tax return – just follow the instructions that will print with your tax documents.

Nonresident Aliens for Tax Purposes are not allowed to electronically file their tax documents. Therefore, you must PRINT, REVIEW, SIGN and MAIL your tax documents.

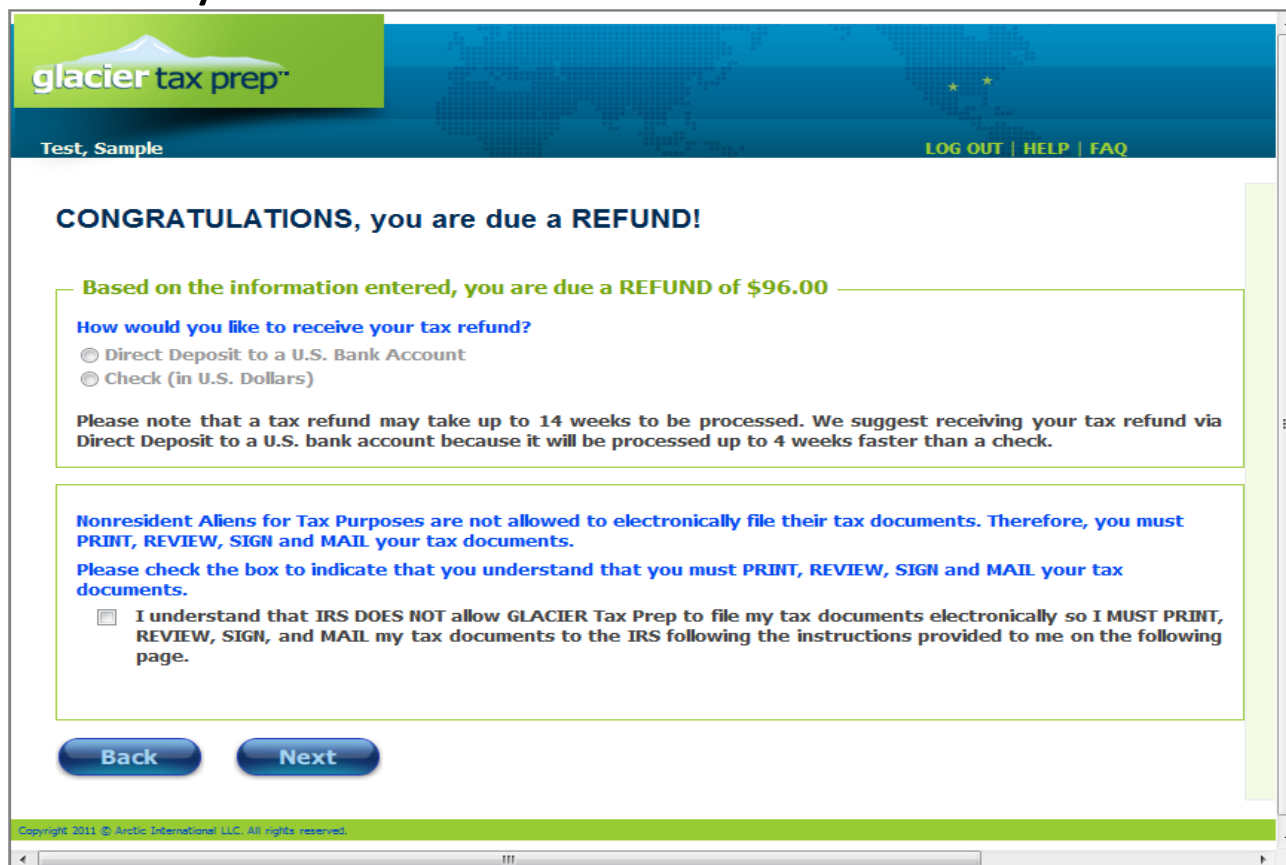
Please check the box to indicate that you understand that you must PRINT, REVIEW, SIGN and MAIL your tax documents.

☐ I understand that IRS DOES NOT allow GLACIER Tax Prep to file my tax documents electronically so I MUST PRINT, REVIEW, SIGN, and MAIL my tax documents to the IRS following the instructions provided to me on the following page.

Back Next

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If you are due a refund of taxes withheld you will have the option to receive the money through a paper check mailed to you or through direct deposit into a US bank account. If you select direct deposit you will be directed to enter your account information. If you select Check you will be asked which address you would like the check mailed to.



The screenshot shows the Glacier Tax Prep website interface. At the top, there is a green header with the "glacier tax prep" logo and a blue navigation bar with links for "Test, Sample", "LOG OUT", "HELP", and "FAQ". The main content area has a green border and contains the following text:

**CONGRATULATIONS, you are due a REFUND!**

Based on the information entered, you are due a REFUND of \$96.00

**How would you like to receive your tax refund?**

- ☐ Direct Deposit to a U.S. Bank Account
- ☐ Check (in U.S. Dollars)

Please note that a tax refund may take up to 14 weeks to be processed. We suggest receiving your tax refund via Direct Deposit to a U.S. bank account because it will be processed up to 4 weeks faster than a check.

**Nonresident Aliens for Tax Purposes are not allowed to electronically file their tax documents. Therefore, you must PRINT, REVIEW, SIGN and MAIL your tax documents.**

Please check the box to indicate that you understand that you must PRINT, REVIEW, SIGN and MAIL your tax documents.

☐ I understand that IRS DOES NOT allow GLACIER Tax Prep to file my tax documents electronically so I MUST PRINT, REVIEW, SIGN, and MAIL my tax documents to the IRS following the instructions provided to me on the following page.

At the bottom of the form are two blue buttons labeled "Back" and "Next". The footer of the page includes the copyright notice: "Copyright 2011 © Arctic International LLC. All rights reserved."

A separate form 8843 must be filed for each individual, so if you have any dependents with you in the U.S. you can select yes. You will then be directed to fill in information that will be used to generate the 8843 Forms for those individuals.

The screenshot displays the Glacier Tax Prep software interface. At the top, there is a green header with the "glacier tax prep" logo and a blue header with a world map background. Below the headers, there are links for "Test, Sample", "LOG OUT", "HELP", and "FAQ". The main content area is titled "Do You Have Any Dependents Who Need Form 8843?". Below this title, there is a question: "Do You Have Any Dependents Who Were Present in the U.S. during 2011 under a F-2 immigration status?". There are two radio button options: "Yes" and "No", with "No" being selected. Below the options, there is a note: "DO NOT include children who were born in the U.S.". At the bottom of the main content area, there are two buttons: "Back" and "Next". The footer of the interface contains the copyright information: "Copyright 2011 © Arctic International LLC. All rights reserved."

glacier tax prep

Test, Sample LOG OUT | HELP | FAQ

**Do You Have Any Dependents Who Need Form 8843?**

Do You Have Any Dependents Who Were Present in the U.S. during 2011 under a F-2 immigration status?

☐ Yes

☒ No

DO NOT include children who were born in the U.S.

Back Next

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Click on the Print/View Forms button to print out and save your tax return forms. When finished printing click on the next button to determine any if you have any additional State filing requirements.

The screenshot shows the Glacier Tax Prep website interface. At the top, there is a green header with the 'glacier tax prep' logo and a blue navigation bar with links for 'Test, Sample', 'LOG OUT', 'HELP', and 'FAQ'. The main content area is titled 'Save and PRINT Your Tax Documents'. It contains several paragraphs of instructions, a list of documents to be prepared, a 'Print/View Forms' button, and a 'Next' button. A red warning message is displayed below the button. The footer includes a copyright notice for Arctic International LLC.

**glacier tax prep™**

Test, Sample [LOG OUT](#) | [HELP](#) | [FAQ](#)

### Save and PRINT Your Tax Documents

Based on the information entered, the following tax documents were prepared for you.

You **MUST** review each document to ensure that the information is correct and complete. IF you need to make changes, please update your **GLACIER Tax Prep** record and review the updated documents.

Once you have reviewed the documents, you **MUST PRINT, SIGN and MAIL** the forms to the IRS. Please note that **GLACIER Tax Prep CANNOT** electronically submit your documents because the IRS does not allow any nonresident alien to file their tax documents electronically.


**YOU MUST MAKE A COPY OF THE SIGNED TAX DOCUMENTS BEFORE YOU MAIL THEM TO THE IRS.** Then, keep that copy of your signed tax documents for THREE CALENDAR YEARS. The copies are very important.

You may also wish to save your forms to your computer. For security reasons, Do NOT save the tax documents to a computer that is not your computer.

**BE SURE TO FOLLOW** the instructions for **How to File Your Tax Return** that will print as the first page of your forms. The document contains all of the instructions you will need so please read AND FOLLOW the instructions carefully.

- Instructions Sheet
- Form 1040NR-EZ
- Form 8843
- Grant Statement

[Print/View Forms](#)

 Get ADOBE® READER™

**WAIT – you are NOT FINISHED. Click NEXT to find out if you may be required to file a STATE tax return.**

[Back](#) [Next](#)

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Carefully read the instructions presented. The bottom portion will help you determine whether you need to file a State Income Tax Return. If you are required to file a State Return it will provide a web link to the State page for filing instructions. Click on the next button when complete.

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Test, Sample

LOG OUT | HELP | FAQ

### Congratulations!! You Are Finished

Remember to:

- Follow EACH STEP on the Instruction Sheet so that you submit your tax documents correctly and on time!
- PRINT and Review each document to ensure that the information is correct and complete.
- SIGN and MAIL the forms to the IRS. Please note that GLACIER Tax Prep CANNOT electronically submit your documents because the IRS does not allow any nonresident alien to file their tax documents electronically.
- MAKE A COPY OF THE SIGNED TAX DOCUMENTS BEFORE YOU MAIL THEM TO THE IRS.

Do You Need To File a STATE Tax Return Also?

Many states require that you file a state tax return in addition to any federal tax return for any income you received while you lived in that state. GLACIER Tax Prep does not handle state tax issues; however, based on the information you entered it does appear that you need to file a state tax return.

For more information or to verify your state tax return filing requirements, please go to your state's tax website by clicking on the name(s) of the states with which you lived and/or received income:

[Ohio](#)

If you need anything else, please contact [GLACIER Tax Prep Support](#).

[Back](#) [Next](#)

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