

Step-by-Step Guide to Glacier Software for International Students

Preparation for your tax return:

It is important to create an account with Glacier as soon as you receive an email asking you to do so, even though this might be long before you have to report taxes for the first time. You might actually see that email shortly after you first come to Stetson. By following the steps to setting this up you will apply to be eligible for a tax treaty (if your home country entered into one with the U.S.) and avoid having to pay for withholding. There are two scenarios going from here:

1. You are new to Stetson and **do not have a tax number** (ITIN or SSN)
2. You have a tax number

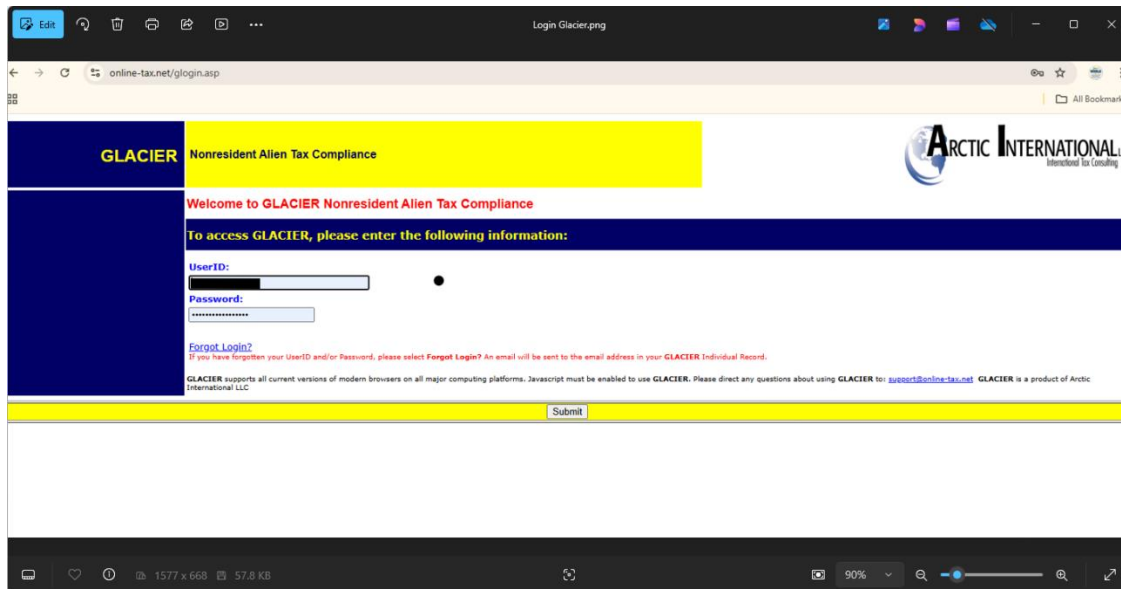
If you **do not have a tax number** Albert Aguiire's team will reach out to you, probably in February, and help you apply for a tax number and submit your taxes with glacier in a workshop. You will not need the step-by-step guide below.

If **you do have an ITIN or SSN** you will need to submit your taxes yourself using the step-by-step guide below. You are welcome to see me if you have any questions about it.

Before you do your tax return download your **most recent I-94** (how to download your most recent I-94) and have your **bank information** ready: Account type (checking or savings), account number and routing number, name of bank.

Prepare your tax return with Glacier

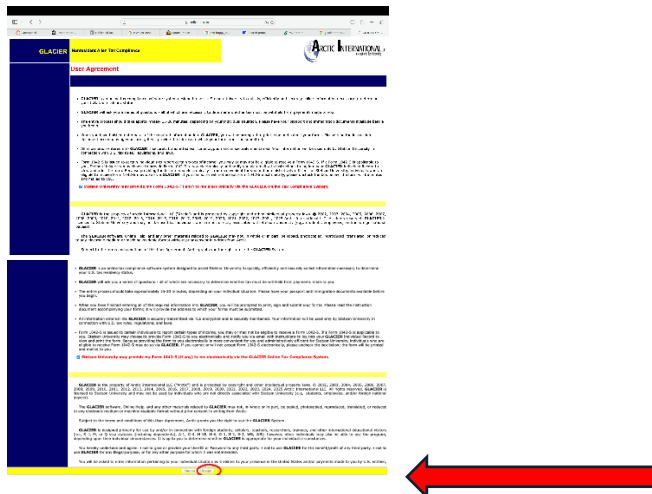
Starting in February and before the deadline April (usually around April 15) you go to your glacier account. This is what you will see:



The screenshot shows a web browser window with the URL `online-tax.net/glogin.asp`. The page title is "Login Glacier.png". The main heading is "GLACIER Nonresident Alien Tax Compliance". Below this, it says "Welcome to GLACIER Nonresident Alien Tax Compliance". A blue box contains the text "To access GLACIER, please enter the following information:". There are two input fields: "UserID:" and "Password:". Below the password field is a "Forgot Login?" link. A red text line says "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." At the bottom of the form is a "Submit" button. The footer of the page mentions "GLACIER supports all current versions of modern browsers on all major computing platforms. Javascript must be enabled to use GLACIER. Please direct any questions about using GLACIER to: support@online-tax.net GLACIER is a product of Arctic International LLC".

Fill in username and password and click next. After that you will be prompted to add the access code you should have received via email.

On the next page, click “accept the user agreement” (bottom of the screen)



The screenshot shows the "User Agreement" page of the Glacier Nonresident Alien Tax Compliance system. The page contains a large block of text detailing the terms and conditions of use. At the bottom of the page, there is a red button labeled "I Agree" which is highlighted by a red arrow pointing to it from the right.

You will have multiple choices on the next page.

online-tax.net/screens/01-ind-user-agreement.asp

GLACIER Nonresident Alien Tax Compliance

Arctic International LLC
International Tax Consulting

Welcome to GLACIER for Stetson University

What Would You Like To Do Today?

- ☐ Create/update/view my Individual Record
- ☐ View/print my forms (no changes may be made)
- ☒ 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

Choose “Complete my US tax return using Glacier Tax Prep” (green). Click on next.

The information verification page opens. Make sure the information entered is correct and confirm by clicking “yes” on the bottom of the page or click “no” if anything needs to be edited.

GLACIER Nonresident Alien Tax Compliance

Arctic International LLC
International Tax Consulting

GLACIER Information Verification

Please Verify The Following Information

Name (Last or Family): Sa [redacted]
(First or Personal): Fr [redacted]
Middle: [redacted]
Social Security Number or Individual Taxpayer Identification Number: [redacted]
Country of Citizenship: [redacted]
Country of Tax Residence: [redacted]
Country of Permanent Residence: [redacted]
Current Immigration Status as of December 31, 2024: F1-Student
Expiration Of Current Immigration Status: [redacted]
Is ALL of the above information complete and correct? Yes No

<Back Next> Contact GLACIER Support

Click “next”

On the next page you will be prompted to add your US address (you will have to do that multiple times during the process) and your home address

online-tax.net

Dashboard Transformati... Col-lecció Re... x Wales Bonn... Samba Ponyx... 578 baggy je... Search profe... myStetson glacier stetso... GLACIER Onli...

GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

GLACIER Information Update or Verification

Please Enter and/or Verify The Following Information

* Indicates Required Field

Email Address: [Redacted] *

U.S. Address

(Street 1): [Redacted]

(Street 2): [Redacted]

(City): [Redacted]

(State): [Redacted] [Canada Only]

(Zip Code): [Redacted]

☐ Individual does NOT live in the U.S.

Home Country Address

(Street 1): [Redacted] *

(Street 2): [Redacted]

(City): [Redacted] *

State/Provinces: [Redacted] [Canada Only]

(Country): [Redacted] 08022

Passport Number: [Redacted] *

<Back Next>

0 x 1912 428.7 KB

34%

Next this window will open:

You are about to leave GLACIER and access GLACIER Tax Prep ("GTP")

Please read the following information before continuing!

A Few Things BEFORE Accessing GTP:

- GTP is an Internet-based software system and has its own internal navigation buttons. **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.** Using the <Back and Forward> buttons on your Internet browser navigation bar WILL NOT allow GTP to function properly and may result in an incorrect calculation.
- Although GTP is an online system, you **MUST** print, sign, and mail the tax return generated by GTP. **GTP WILL NOT file your tax return electronically.**
- 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.

What Information Will You Need BEFORE You Begin?

Before accessing GTP, please be sure you have all of the following items ready and available:

- Academic Institution or Host Sponsor Information; and
- Forms W-2, 1042-S and/or 1099 (if you received any).

☐ I understand that GTP will NOT electronically file my tax return. 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.

How Do I Get Assistance?

- Select **FAQ** at the top of any screen.
- Click on **More Info** at the side of data entry screens to get **specific information relating to the topic on that screen.**
- Watch the **GTP Tutorial Video** available from the main menu.
- Click on the **Help** link at the top of any screen to send a question, along with encoded information about your situation, directly to the **GTP Support Center**, who will respond via email to the address in your GTP Record.
- Participate in a Q&A session with a live tax professional; access information is available from the main menu.

Thank you and best wishes in filing your U.S. income tax return!

You will be prompted to agree to the user agreement of GTP

Welcome to GTP

To get started, select "I Agree" to the User Agreement

User Agreement:

GTP is the property of Arctic International LLC ("Arctic"). It is protected by copyright and other intellectual property laws. © 2023 Arctic International LLC. All rights reserved. **GLACIER** is a registered trademark of Arctic International LLC.

The GTP system, Online Help, and any other materials related to GTP may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without prior consent in writing from Arctic. Subject to the terms and conditions of this User Agreement, Arctic grants you the right to use the GTP System. GTP is designed primarily for use by and/or in connection with foreign students, scholars, teachers, researchers, trainees, and other international educational visitors (i.e., F, J, M, or Q immigration statuses, including dependents); however, other individuals may also be able to use the program, depending upon their individual circumstances (i.e., H-1B, O-1, TN, A, G, and other immigration statuses).

You hereby agree: not to give or provide your UserID or Password to any third party; not to use GTP for the benefit of any third party; not to use GTP for any illegal purpose, or for any other purpose for which it was not intended. You will be asked to enter information pertaining to your individual situation; as such, you are responsible for understanding the information presented and entering the correct and appropriate information as requested. Any access to, copying,

Cancel I Agree

Next glacier will determine your US Tax Residency Status. The US tax system considers every F-1 student to be a non-resident alien, unless you have lived in the US for five years or more. Click on Step One:

Prepare a 2024 Federal Tax Return

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!
LIVE General Nonresident Alien Tax Information and GTP Q&A Sessions
GTP Tutorial Videos
Purchase a GTP Access Code to Prepare a Prior Year Federal Tax Return
Activate New GTP Access Code
Log Out

More Info

Steps:

Please complete all four steps. After you complete all four steps, GTP will determine which forms you should file.

First you will have to put all your personal information in again, and click next.

Tell Us About Yourself . . .

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

Personal Information

First / Personal Name *

Middle Name (if any):

Last / Sur / Family Name *

Primary Email *

Alternate Email:

Passport Number *

Country That Issued Your Passport *

Country of Citizenship *

Country of Tax Residence *

Back Next

More Info

First/Personal Name:

Enter your First or Personal Name exactly as it appears in your Passport.

If you do not have a First or Personal Name, enter "None", which stands for "First Name Unknown".

Last/Sur/Family Name:

Enter your Last/Sur/Family name exactly as it appears in your Passport.

Primary Email Address:

Be sure to use a valid email address. If you forget your UserID and/or Password and use the "Forgot Login" link, you must have access to the Primary Email Address.

Alternate Email Address:

You may enter an alternate email address that may be used in the event you no longer have access to the Primary Email Address.

Passport Number:

Enter the Passport Number from the passport you used to enter the U.S. under your current immigration status. The Passport Number is usually found on the front page of your passport.

Country That Issued Your Passport:

Select the country that issued the passport you used to enter the U.S.

Country of Citizenship:

If you are a citizen of two countries, select the country under whose documents you entered the U.S.

For the next window you will need your printed or downloaded I-94. That is the electronic record of all your arrivals and departures the government keeps.

See separate step-by-step instructions on how to get your I-94.

You will have to copy all the information from the I-94 to the next page.

Immigration and Visit Information

For EVERY time that you have been present in the U.S. between 2024 all the way back to 1986, including your current visit, you must enter the information below. You do not need to enter the information in chronological order – simply enter your time spent in the U.S. in whatever order you remember it. If you cannot remember the specific dates of arrival/departure and/or the immigration status, please estimate to the best of your ability.

If you were NOT present in the U.S. during 2024, but you received income, select the box at the bottom of the chart. In such case, you must file a U.S. tax return for 2024.

Date of Arrival in U.S. OR Date Immigration Status Started	Estimated or Actual Date of Exit From U.S. OR Date Immigration Status Changed/Ended	Still In U.S.?	Immigration Status of Visit	
██████████	██████████	<input checked="" type="checkbox"/>	F-1 Student or OPT or CPT	Delete
██████████	██████████	<input type="checkbox"/>	F-1 Student or OPT or CPT	Delete
		<input type="checkbox"/>	Select an Immigration Status	
		<input type="checkbox"/>	Select an Immigration Status	
		<input type="checkbox"/>	Select an Immigration Status	
		<input type="checkbox"/>	Select an Immigration Status	
		<input type="checkbox"/>	Select an Immigration Status	
		<input type="checkbox"/>	Select an Immigration Status	
		<input type="checkbox"/>	Select an Immigration Status	
		<input type="checkbox"/>	Select an Immigration Status	
		<input type="checkbox"/>	Select an Immigration Status	

Add Rows

Column one: Date of Arrival: put in the very first time you entered the States with the F-1 visa. (That might have been before you attended Stetson.)

Column two: estimated or actual date of Exit from US: find the first time you left the U.S. on your I-94. Continue this for all arrivals and departures.

Use the correct option for your

immigration status. With the last entry date click the field that indicates you are still in the U.S. Scroll down and click next.

Example: You have travelled to the US three times, first arrival was in summer 2023 (August 1, 2023) then you went home for Christmas (Dec 15, 2023) and returned for the spring semester in January 2024 (Jan 5, 2024) you left in May again (May 05 2024) and returned for your sophomore year in August 2024 (August 10, 2024) You have stayed here since then. You would enter

EXAMPLE:

Date of Arrival	estimated or actual date of Exit from US	still in the US	
August 1, 2023	Dec 15, 2023		F-1 student or OPT/CPT
Jan 5, 2024	May 05 2024		F-1
August 10, 2024		X	

In the row with the last arrival, you **check** the box in column 3 (still in the US). Column 4 has a drop-down menu from which you choose “F-1 or OPT” in every row you fill out.

Make sure you do not copy the example but your own arrival and departure dates into the form.

The next page summarizes the information you have submitted so far.

Step One Summary

Based on the information entered, the following results have been calculated with respect to your U.S. tax residency status. For more information about the results below, select [FAQ](#) or [More Info](#) at the top right of this screen.

Personal Information Summary

First/Personal Name: [REDACTED]
Middle Name (if any): [REDACTED]
Last/Last/Family Name: [REDACTED]
Primary Email Address: [REDACTED]
Alternate Email Address: [REDACTED]
Passport Number: [REDACTED]
Country Issuing Passport: [REDACTED]
Country of Citizenship: [REDACTED]
Country of Tax Residence: [REDACTED]

Current Visit For Tax Purposes Summary

Current Immigration Status or Immigration Status at Departure from U.S.	Date of Arrival for Tax Purpose	Date of Departure
Current Visit: F-1 Student or OPT or CPT	August 16, 2022	Still Present in the U.S.

U.S. Visits Summary

Year	Immigration Status	Total Number of Days Present in the U.S.
2024	F-1 Student or OPT or CPT	230
2023	F-1 Student or OPT or CPT	209
2022	F-1 Student or OPT or CPT	121

Change of Immigration Status during Current Visit? No

Entry and Exit Dates During 2024:

Left:	Entered:
Left: April 30, 2024	Entered: January 07, 2024
Left: December 07, 2024	Entered: August 15, 2024

[Menu](#) [Next](#)

If everything is correct, click next.

The next screen will display the result of your residency status, most likely “nonresident”

U.S. Tax Residency Determination Results

You Are A NONRESIDENT ALIEN for U.S. Tax Purposes

Based on the information entered into GTP, you are a **Nonresident Alien** for U.S. federal tax purposes for 2024!

A Nonresident Alien for Tax Purposes is required to file **different** tax forms than a U.S. Citizen or Resident Alien and is not eligible to claim the same deductions and allowances as a U.S. Citizen or Resident Alien.

Please select "Go to Step Two" to complete your federal tax return.

[Back to Menu](#) [Go To STEP TWO](#)

If the result is not nonresident but a **resident alien** for US tax purposes, (for example if you have lived in the US for five years or more) **you cannot continue**. **The glacier software is only set up for non-resident aliens. You still have to submit your taxes!**

What Income Statements Did You Receive in 2024?

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.

If you did not receive any income from U.S. sources during 2024, select "I Did Not Receive ANY Income From U.S. Sources During 2024".

Form	Payor	
Form W-2		Add Form
Form 1042-S		Add Form
Form 1099-B		Add Form
Form 1099-DIV		Add Form
Form 1099-G		Add Form
Form 1099-INT		Add Form
Form 1099-MISC		Add Form
Form 1099-NEC		Add Form
Form 1099-R		Add Form
I Received Additional Income From U.S. Sources Not Reported On Any of the Forms Above		
<input type="checkbox"/> I Did Not Receive ANY Income From U.S. Sources During 2024		

More Info

Income Statements:
Only enter income statements that pertain to you. For example, if you did not and should not have received Form 1099-G, do not try to enter Form 1099-G.

On the other hand, if you should have received an income statement but did not receive one, please contact your institution.

If you were not present in the U.S. during the tax year, you should not have received a Form W-2 or a Form 1042-S with income codes 18, 19, or 20.

Only Enter U.S. Income
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.
Gifts you received from friends or relatives.

Back Next

Copyright 2023 © Acadia International LLC. All rights reserved.

Once your non-resident status is determined you will go to step two.

You should have received at least one of the forms listed on the page:

- **W-2 form** if you worked and got paid anywhere (for on campus employment you can find it on my Stetson -> employee dashboard -> taxes, if you have an employer different from Stetson they should have provided you with the form by the end of January, otherwise you need to contact them), and
- **1042-S form** that is scholarship related
- any **I-1099 NEC form or other forms listed** you might have received.

The window that opens looks like this:

glaciertax.com

Dashboard Transform... Colloc... x Wales Re... Samba Pe... 578 baggy... Search pre... myStation glacier ste... GTP - Wh... I-94 Offi...

glacier tax prep

Sarda Martí, Francesc Xavier

LOG OUT | MENU | HELP | FAQ

What Income Statements Did You Receive in 2024?

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.

If you did not receive any income from U.S. sources during 2024, select "I Did Not Receive ANY Income From U.S. Sources During 2024".

Form	Payor	
Form W-2		Add Form
Form 1042-S		Add Form
Form 1099-B		Add Form
Form 1099-DIV		Add Form
Form 1099-G		Add Form
Form 1099-INT		Add Form
Form 1099-MISC		Add Form
Form 1099-NEC		Add Form
Form 1099-R		Add Form
I Received Additional Income From U.S. Sources Not Reported On Any of the Forms Above		
<input type="checkbox"/> I Did Not Receive ANY Income From U.S. Sources During 2024		

Back Next

More Info

Income Statements:

Only enter income statements that pertain to you. For example, if you did not and should not have received Form 1099-G, do not try to enter Form 1099-G.

On the other hand, if you should have received an income statement but did not receive one, please contact your institution.

If you were not present in the U.S. during the tax year, you should not have received a Form W-2 or a Form 1042-S with income codes 18, 19, or 20.

Only Enter U.S. Income

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 to 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.
- Gifts you received from friends or relatives.

According to your type of form you click **Add Form** in the same row. The forms that open vary. You will need to fill out the yellow fields by copying the information from the form that your employer issued. If you have multiple forms you need to add and fill out all forms.

Here is an example of how the W-2 form will look like:

glacier tax prep

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.

a Employer's social security number		OMB No. 1545-0008	
b Employer identification number (EIN)		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
d Control number		9	10 Dependent care benefits
e Employer's first name and initial	Last name	11 Nonqualified plans	12a See instructions for box 12
		13 Section 501(c)(29) plan	12b
		14 Other	12c
			12d
f Employer's address and ZIP code		15 State income tax	16 Local income tax
15 State income tax	16 Local income tax	17 State income tax	18 Local income tax
19 Local income tax	20 Local income tax		

Form **W-2** Wage and Tax Statement **2024**

Copy C—For EMPLOYER'S RECORDS (See Notice to Employee on the back of Copy B.)

Department of the Treasury—Internal Revenue Service

Safe, accurate, FAST! Use **e-file**

The two rows on the bottom relate to State taxes (as opposed to federal taxes). If you were in Florida the previous year, you should pick Florida from the dropdown menu. The prefilled number 0 in the other boxes is correct, since Florida does not have an income tax.

Below this there is another text box : choose “University or College” and then

Don't forget to save the information below !

Form **W-2** Wage and Tax Statement **2024** Department of the Treasury—Internal Revenue Service
Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.) Safe, accurate, FAST! Use **e-file**

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

If your country has a tax treaty with the U.S. the system will recognize that and ask questions about how you want to take advantage of the treaty.

Most likely you will want to take advantage of the maximum amount of exemption.

State **if** you have been/will be taxed in your home country for the money you earned/received in the US. (Arrow #2, this is for you to know, if in doubt do not check it!)

glacier tax prep

LOG OUT | MENU | HELP | FAQ

Income Tax Treaty Verification

GTP has made the following income tax treaty exemption determination.

Review of Income Tax Treaty Exemption for Compensation / Salary / Wages

Based on the information entered, the U.S. Income Tax Treaty allows an exemption from tax for your Compensation / Salary / Wages.

22(1) of the U.S. Income Tax Treaty allows an exemption for 5 calendar years for the Compensation / Salary / Wages. Therefore, the possible tax treaty exemption period is Aug 16, 2022 - Dec 31, 2026.

The possible tax treaty exemption applies to \$5,000.00 of your Compensation / Salary / Wages.

Would you like to claim the maximum amount of exemption from tax allowed under the income tax treaty?

☒ Yes, I would like to claim the maximum amount of exemption from tax for the Compensation / Salary / Wages; I understand that I must meet any qualifications listed above.

☐ No, I DO NOT want to claim an exemption from tax for my Compensation / Salary / Wages.

If you claim an income tax treaty exemption in the U.S., the IRS requires you to declare whether this income is subject to taxation in another foreign country.

Are you subject to taxation in another foreign country for any of the amounts for which you claimed a tax treaty exemption above?

☒ Yes, I was subject to tax in another foreign country on the amounts for which I claimed a tax treaty exemption above.

☐ No, I was NOT subject to tax in another foreign country on the amounts for which I claimed a tax treaty exemption above.

You must continue and enter all remaining information because you are required to file a U.S. federal income tax return. GTP will calculate the amount of tax that you owe and compare to the amount of tax you may have already

More Info

Treaty Verification:

If you are eligible for a tax treaty, you must determine whether you can claim the treaty based on the information presented on this screen. GTP will show you the conditions for the treaty; however, you must choose to claim or deny the treaty by selecting "Yes" or "No".

This is the last step in part 2 of the tax return. You will get a summary of your total income in the U.S. If you paid for books, e.g. out of your own funds, you can claim that as a tax reduction, but make sure you have invoices to prove the expense. For

Now is the time to check for typos, especially zeros added or missing.

If you have nothing to edit, click **Go To Step Three**.

glacier tax prep

LOG OUT | MENU | 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	\$0.00	

TOTAL U.S. Income (Taxable and Tax Treaty Exempt)

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**

Copyright 2013 U.S. and Canadian Taxpayers

In STEP THREE you will have to enter your US and home address again, most likely on two separate screens. If your address at home has a floor or apartment number enter it “under foreign street address two”.

glacier tax prep

Sarda Martí, Francesc Xavier

LOG OUT | MENU | HELP | FAQ

Enter Your Address In Your Home Country

Permanent Foreign Address

Foreign Street Address One*:

Foreign Street Address Two*:

Foreign City*:

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

Foreign Postal Code:

Foreign Country*:
---Select a Country---

Back Next

Copyright 2013 U.S. and Canadian Taxpayers

More Info

Permanent Foreign Address:

All individuals present in the U.S. under a nonimmigrant immigration status (e.g., F, J, H, L, H-1B, TN, B, A, G) MUST include an address which they consider to be their Permanent Foreign Address (this address MUST be outside the U.S.). If you no longer have an address outside of the U.S. at which you can receive mail, you may use the address of a parent or close relative.

Next you will be asked for your tax id number (same as social security number). If you don't have one yet you will need to click “I do not have ...” **BUT you will not be able to complete the tax return!** See “Preparation” page 1 of this step-by-step guide.

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:

OR

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

Back **Next**

More Info

Social Security or Individual Taxpayer Identification Number:

If you have been assigned a U.S.-issued Social Security Number ("SSN") or Individual Taxpayer Identification Number ("ITIN"), you MUST enter it. If you do NOT have a U.S.-issued SSN or ITIN, you must indicate that you need to apply for an ITIN.

If you cannot remember your SSN or ITIN, do not check to apply for a new ITIN. You must instead contact the Social Security Administration to obtain your SSN or the IRS to obtain your ITIN.

If you are from Canada, DO NOT enter a social insurance or taxpayer identification number issued by the Canadian government - ONLY enter taxpayer identification numbers issued by the U.S. government. Canadian social insurance numbers are NOT valid for U.S. tax purposes.

Do not enter dashes when you enter your SSN or ITIN.

Copyright 2015 © Arctic International LLC. All rights reserved.

Click next.

On the next page you will have to enter your marital status

General Information

Marital Status

What was your Marital Status as of the last day of 2024?

☐ Married

☐ Single

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

Back **Next**

More Info

Spouse/Child Information:

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

Copyright 2015 © Arctic International LLC. All rights reserved.

Clicking on “next” again will bring you to the page “*Information About The Institution that Sponsored Your Immigration Status*”. It should self-populate, otherwise copy the following information if you visited Stetson the previous year. (Otherwise, you need to call your former school.)

Name of Designated School Official: Susanne Koerbel
Telephone Number of Designated School Official: 386-822-8165
Name of Academic Institution: Stetson University
Street Address one: 421 N Woodland Blvd
Street Address Two: Leave the field open
City: Deland
State, choose Florida from the dropdown menu
Zip Code: 32723

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 2024, enter the information about the LAST college or university you attended or at which you worked. If you are not at a college or university, instead enter the information about the institution that sponsored your immigration status.

If this screen was already completed, your institution has pre-populated the data as it generally applies to everyone at your institution. If you disagree, you may simply update it; however, we suggest that you leave it as pre-populated by your institution.

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*:
 Susanne Koerbel

Telephone Number of Designated School Official*:
 386-822-8165

Name of Academic Institution*:
 Stetson University

Street Address One*:
 421 N Woodland Blvd

Street Address Two:

City*:
 Deland

State*:
 Florida

Zip Code*:
 32723

More Info

Academic Institutions:
 Please enter the information about the institution (including the Responsible Officer or Designated School Official, DSO) that sponsored your immigration status for this visit to the U.S.

If you are unsure of who sponsored your immigration status, refer to your immigration documentation (e.g., Forms I-20, DS-2019, I-797) for this information.

If this screen was already completed, your institution has pre-populated the data as it generally applies to everyone at your institution. If you disagree, you may simply update it; however, we suggest that you leave it as pre-populated by your institution.

“Additional Information” is required on the next page. The questions on this sheet only apply to the (previous) year you are submitting your taxes for. Here is some help with the questions:

Did you make **any contributions to US charity** means did you donate any money? If you cannot remember, just click no, that only means it will not be deducted from your taxable income.

Estimated Federal Tax Payments are voluntary payments you make in expectation of future taxes you might have to pay. The withholding charge some students have seen on their student accounts does not qualify as it is mandated. Unless you have made **voluntary** payments to the IRS (as opposed to mandated) to cover future taxes the answer is no.

Digital assets/Virtual Currency only relevant if you have received anything of value as a reward, award or payment for property or services, that is digital only or any cryptocurrency like bitcoin, otherwise the answer is no

Relationship to U.S. answer the three questions by clicking yes or no

Have you ever filed a tax return for a year (prior to the year you are filing for now) If you have ever filed a tax return in the US before click yes, otherwise no. If you don’t know try to

remember doing this process (Glacier) at Stetson, the year before or see if you have any documents indicating that you did or did you receive a refund from or had to make a payment to the IRS before. Those would be indicators that you did. If the answer is yes, select a year and a form number. In case you did this at Stetson before the form number is most likely 1040NR

Income tax Treaty Issues

This is asking if you have taken advantage of the tax treaty by choosing to be exempt in any previous year.

Additional Information

Contributions to U.S. Charities

During 2024 did you make any contributions to U.S. charities?

- ☐ Yes, during 2024, I contributed a TOTAL of \$ to U.S. charities.
☐ No, I made no contributions to U.S. charities.

Estimated and Other Tax Payments

During 2024 did you make any estimated FEDERAL tax payments?

- ☐ No, I made no estimated tax payments using Form 1040-ES.
☐ YES, during 2024, I submitted a TOTAL of \$ 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 1040-ES and mailing the form and a check to the IRS. If you did make any estimated federal tax payments using Form 1040-ES, you MUST have a copy of the form sent to the IRS.

Because it is unlikely that you made any estimated federal tax payments, we suggest that you select "NO".

Digital Assets/Virtual Currency

At any time during 2024, did you:
(a) receive a digital asset or virtual currency as a reward, award, or payment for property or services; or
(b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset) or virtual currency?

- ☐ No
☐ Yes

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
☐ 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 2024?

- ☐ 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 2024, but did not or have not yet done so, select "NO".

Income Tax Treaty Issues

Did you claim the tax treaty exemption during this visit but PRIOR to 2024?

- ☒ Yes
☐ No

Back

Next

glacier tax prep

Margloire, Zende

[LOG OUT](#) | [MENU](#) | [HELP](#) | [FAQ](#)

Do You Have Any Dependents Who Need Form 8843?

Do You Have Any Dependents Who Were Present in the U.S. during 2024 under an F-2 immigration status?

☐ Yes
☒ No

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

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

More Info

You Must File Form 8843:
Each individual who is a Nonresident Alien and present in the U.S. under an F, J, M, or Q immigration status (both the "1" and the "2") is required to file a Form 8843 – regardless of the age of the individual or whether any income was received by the individual. Even if the Individual was present for one day and/or has already left the U.S., Nonresident Aliens under an F, J, M, or Q status must file Form 8843.

For example, if your spouse is present in the U.S. under an F-2 immigration status, he or she must file form 8843. If your spouse was born in the U.S., your spouse does not have to file form 8843.

However, if your son, who is 3 years old, is present in the U.S. under an F-2 immigration status, he must file form 8843 (or more likely, you must complete the form and sign it on his behalf). If you have a child who was born in the U.S., Form 8843 should not be filed for that U.S-born child.

Form 8843 for Dependents:
GTP may only prepare Form 8843 for your dependents. If your spouse and/or child has his or her own independent immigration status (e.g. F-1, J-1, etc.), s/he is no longer considered your dependent. Your spouse and/or child will need to

On the next page you will see if you get a refund or not.

CONGRATULATIONS, you are due a REFUND!

Based on the information entered, you are due a REFUND of \$1,234.56.

How would you like to receive your tax refund?

☒ Direct Deposit to your U.S. Bank Account

☐ Check (in U.S. Dollars)

Please note that a tax refund for a nonresident alien may take longer than 10 months after you mail your tax return to be processed. You may wish to have your tax refund via Direct Deposit to your U.S. bank account; however, please ensure that the bank account will be open for longer than 10 months.

What type of bank account is it?

☐ Checking

☒ Savings

Routing Number: 062000080

Account Number: 920637799

Be sure to check – and double check – the information above. The IRS will make ONE attempt to deposit your tax refund so if the information above is incorrect, they will NOT contact you to get updated information. You must contact the IRS when you fail to receive your tax refund.

You can find your Routing Number and Account Number on your check (see example below) or by contacting the bank or financial institution. Remember, DO NOT enter information for a bank account held in a foreign bank because the IRS will not transfer the money to a foreign bank.

Sample Check—Lines 35b Through 35d

CHARLES KEEN
MARY ELLEN KEEN
123 Main Lane
Anytown, NY 10000
Pay to the order of \$ 1,234.56
1234

062000080
920637799

Do not include this check amount

If you have a checking account with a US bank you can ask for direct deposit and don't risk a check in the mail getting lost. Make sure you click the right account type (checking vs. savings) otherwise you will not receive the money. If you have a debit card it is an indication that it is a checking account. If you want to make sure, ask your bank.

Enter your routing number and account number. Be mindful about the routing number, some institutions have two, depending on the transaction. If in doubt, ask the institution which one to use for a direct deposit. You want to be sure you receive the money in your account, not someone else's.

You cannot submit your tax return through Glacier (online) but instead have to print and mail it to the IRS.

glacier tax prep

LOG OUT | MENU | 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 GTP 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 GTP Will NOT electronically submit your documents.

YOU MUST MAKE A COPY OF THE SIGNED TAX DOCUMENTS BEFORE YOU MAIL THEM TO THE IRS. Please note that GTP Will NOT electronically submit your documents.

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.

- Instruction Sheet
- Form 1040-NR
- Schedule OI – Other Information
- Form 8843

Print/View Forms

WARNING – you are NOT FINISHED. Click NEXT to find out if you may be required to file a STATE tax return. If you are using a tablet device, after viewing your tax return, please remember to return to GTP so that you can finish the entire GTP process.

Back **Next**

More Info


Revisions:

After you print/view your forms, you will still be able to make any necessary corrections. If you need to make a correction, please click on the Menu link above and go to the relevant section.

No Tax Return?

If GTP did not generate a tax return (Form 1040-NR), please go back to Step 2 and ensure that you entered and saved the appropriate income statements.

The printout will have instructions on page 1 on how to assemble your package and where to send it. You might be confused by the mention of 'Schedule OI' and the other forms mentioned but they are already in the printout. Consider mailing your tax return via certified mail, so you have proof, and keep a copy for your files.



LOG OUT | MENU | HELP | FAQ

Congratulations!! You Have Finished Your FEDERAL Tax Return!

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 GTP WILL NOT electronically submit your documents.
- MAKE A COPY OF THE SIGNED TAX DOCUMENTS BEFORE YOU MAIL THEM TO THE IRS.

If you need anything else, please click on HELP at the top right of the screen.

Back


Next

More Info

State Income Tax:

You may have a state income tax filing requirement. Please visit your state's tax revenue website for additional information. GTP may only be used to prepare your U.S. federal income tax return. GTP Support cannot assist you with questions regarding the filing of a state tax return.

Copyright 2009 G. North International LLC. All rights reserved.



LOG OUT | MENU | HELP | FAQ

Thank You For Using GTP

If you are finished and want to SAVE your information and Exit, select "Log Out".

If you want to review your information, reprint your tax forms, or change your Password, select "Back to Menu".

If you want to review the Frequently Asked Questions, select "FAQ" above.

We'd love to know what you think about using GTP!

Please send us an email at HELP@glaciertax.com to let us know if you found GTP helpful to you - or if you have any suggestions for how we can improve GTP and/or our support for next tax year!

Thanks and have a Great Day!

Back

Back to Menu

Log Out

More Info

Tax Filing:

As a reminder, once you have reviewed the documents, you must PRINT, SIGN and MAIL the forms to the IRS. GTP will not electronically submit your documents to the IRS.

You MUST make a copy of the signed tax documents before you mail them to the IRS.

Copyright 2009 G. North International LLC. All rights reserved.

Congratulations! You did your tax return!

17