

# Initial GLACIER Information Form

**Department Instructions:** Complete this form, provide a copy to the foreign individual, and instruct the foreign individual to use this form when completing their tax status record in GLACIER, an Online Tax Compliance System used by UCLA. Fax a copy of this form to Payroll Services @ (310) 794-8751 (**EXCEPTION: Scholarship/Fellowship Recipients – No Fax needed**)

**Foreign Individual Instructions:** You will be receiving an email from [support@online-tax.net](mailto:support@online-tax.net) with your Logon ID and Password to Glacier, an Online Tax Compliance System used by UCLA. Within 7 days of the receipt of the email, please log in to Glacier and provide UCLA with your tax information in order to have the proper amount of tax withheld from UCLA payments made to you. After completing your Glacier tax status record, print, review, sign, and date the required tax documents that Glacier creates. Then forward those documents along with any required attachments noted on Tax Summary, to the address indicated on the Tax Summary Report Instructions.

<b>NAME</b> (Print Legibly)	Last	First	Initial
<b>EMAIL ADDRESS</b>			
(If UCLA Employee) Pay Period Frequency (Check one)	<input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	<b>UID</b>	
<b>Relationship with UCLA</b> (Select as many Categories as applicable, but check only one Relationship Type per Category)		<b>Income Type</b> (If applicable, select one choice per category)	
Category	Relationship Type		
Employee	<input type="checkbox"/> <b>Faculty/Staff/Student</b> <input type="checkbox"/> <b>Postdoctoral Scholar</b> <input type="checkbox"/> <b>TA/GSR</b> <input type="checkbox"/> <b>Clinical Appointee</b>	<input type="checkbox"/> <b>Wages/Salary/Bonus</b> <input type="checkbox"/> <b>Other Income</b>	
Scholarship/Fellowship Recipient	<input type="checkbox"/> <b>UCLA Student</b> <input type="checkbox"/> <b>Post Doctoral Scholar/Visiting Scholar</b> <input type="checkbox"/> <b>All Others</b>	<input type="checkbox"/> <b>Scholarship/Fellowship: Award</b> <input type="checkbox"/> <b>Scholarship/Fellowship: Taxable Post doc Benefits</b> <input type="checkbox"/> <b>Scholarship/Fellowship: Other</b>	
Independent Contractor	<input type="checkbox"/> <b>Guest Speaker</b> <input type="checkbox"/> <b>Artist/Performer/Athlete</b> <input type="checkbox"/> <b>Consultant/All Others</b>	<input type="checkbox"/> <b>Guest Speaker Fee/Honorarium</b> <input type="checkbox"/> <b>Consulting Fee/Artistic Performance Fee</b> <input type="checkbox"/> <b>Other Non-Employee Service Payment</b>	
Royalty Recipient	<input type="checkbox"/> <b>Royalty</b>	<input type="checkbox"/> <b>Royalty</b>	
Non-Employee/Others	<input type="checkbox"/> <b>Prize or Award Recipient/All Others</b>	<input type="checkbox"/> <b>Prize/Award/Rent Payment</b> <input type="checkbox"/> <b>Other Payment</b>	
		<input type="checkbox"/> <b>No Payment</b>	