

## Bringing an International Visitor to Campus

Every payment made by PLU to or on behalf of a foreign person or entity may have tax consequences. It is vital that federal regulations, both immigration and income tax, are followed so that the University can continue to bring international speakers, visiting scholars, and students to campus. To assist PLU in complying with federal regulations, we use GLACIER Online Tax Compliance System, a web-based software program. For more information about GLACIER, please refer to **Procedures for Paying Non-US Citizens (Foreign Nationals)**, a document available on the Business Office's web page.

Payments made to non-resident aliens are subject to federal withholding tax. Payments to guest speakers and lecturers are subject to a 30% rate of withholding. Non-exempt scholarship and fellowship payments are subject to a 14% rate of withholding. We are not required to withhold tax on reimbursement of expenses, such as travel related costs, assuming proper receipts are submitted and the business purpose is adequately noted.

If the international visitor is being sponsored by another institution, PLU must receive permission from that institution before it can make a payment to the foreign person.

If the international visitor is from a country that has a tax treaty with the US, and will not be classified as a PLU employee, the person may be able to request an exemption from withholding tax. GLACIER will determine whether the visitor is eligible to apply for an exemption based on data the person enters. Depending on the type of payment, a qualifying non-resident alien who has an individual tax identification number (ITIN) may apply for a withholding exemption either via an IRS Form 8233 or W-8BEN, depending on the circumstances.

GLACIER will list a number of required documents that must be submitted to the Business Office. Among the documents that GLACIER may require, as well as others that may be needed, are the following:

- Copy of passport
- Copy of visa
- Copy of I-94 or arrival stamp
- Copy of Form 8233 (if applicable)
- Copy of Form W-7 (ITIN application)
- Copy of Form W-4 (Employee's Withholding Allowance Certificate)
- Original receipts, noting nature of expense (if being reimbursed)
- Tax Summary Report from Glacier
- Letter of invitation from PLU department

### **Steps to follow in bringing a foreign national payee to campus:**

*Notify the Business Office*, as soon as you become aware that an international person will be coming to campus, and that the person will be receiving a payment of some kind from PLU. This includes payments made to or on or behalf of a foreign individual or entity via whatever method of payment (e.g., via payroll, accounts payable, student accounting, petty cash advances, or wire transfers.)

Please provide:

- foreign person's or entity's name
- email address
- dates of service/visit, and
- business purpose for which we will be paying the person or entity

The Business Office will set up an individual profile for the visitor in the Glacier system. This will generate an email message to the foreign national, which may be accessed from anywhere via the worldwide web. This email should arrive within one day of our receipt of the above information, and the sender on the email will be "support@online-tax.net."

The *automated message from Glacier* explains why the person has received the email, and it provides a temporary User ID, password, and a link to the Glacier online program. Please see the final page of this document to read the full text of the emailed message.

In order to complete the Glacier forms, *visitors will need to know:*

- If PLU is the *sponsoring institution*
- The department that is bringing them to campus, or name of their *PLU contact*
- *How many days* they have spent in the US each calendar year since 1986
- *What type of US visa* they have for their *current trip to the US*
- The *country that issued their passport and their country of tax residency*
- Their *ITIN* (there is an option for 'applied, but not yet received')

Once all of the questions have been completed, Glacier will determine if the person is to be treated as a resident alien or non-resident alien (NRA) for tax purposes (this may be different from the person's immigration status). It also lists the required forms, which the person will need to print out at the end of the session. The *Business Office will need a copy of each form*, preferably in advance of the foreign national's arrival in the US.

*Once on campus*, the visitor or the department contact will need to *let the Business Office know*, so that if any documents are missing, they can be obtained and the payment request can be processed.

Dear (Non-Resident Alien's First and Last Name),

The purpose of this message is to alert you to regulations regarding the taxation of any payments made to you by Pacific Lutheran University. The Internal Revenue Service (IRS), the U.S. government tax authority, potentially requires the taxation and reporting of payments made to non-United States citizens. Before Pacific Lutheran University can make any payments to you, certain information and forms must be provided in order to make correct tax withholding and reporting decisions.

For your convenience, Pacific Lutheran University allows you to provide this information and complete the necessary forms via the Internet from any web-accessed computer using the GLACIER Online Tax Compliance System.

You must access GLACIER and provide the requested information within 5 business days of receiving this message. If you do not provide the requested information within 5 business days, the maximum amount of U.S. tax will be withheld from any payments made to you.

To login to GLACIER, follow the steps below:

Click on the following web link: <http://www.online-tax.net> ; if the link does not automatically open, simply open your Internet Browser (preferably Internet Explorer) and enter the website address <http://www.online-tax.net>.

Click on the GLACIER logo to enter the website.

At the login screen, enter your temporary access information from below; you will be required to select a new User ID and Password at the time of first access to GLACIER.

UserID: XXXXXXXX  
Password: XXXXXXXX

If you have any questions or need additional information about why you have been asked to use GLACIER, please contact me.

Thank you and have a great day.

Patricia O'Donnell  
Pacific Lutheran University  
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