


How to Use GLACIER Tax Prep (GTP)

- 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.

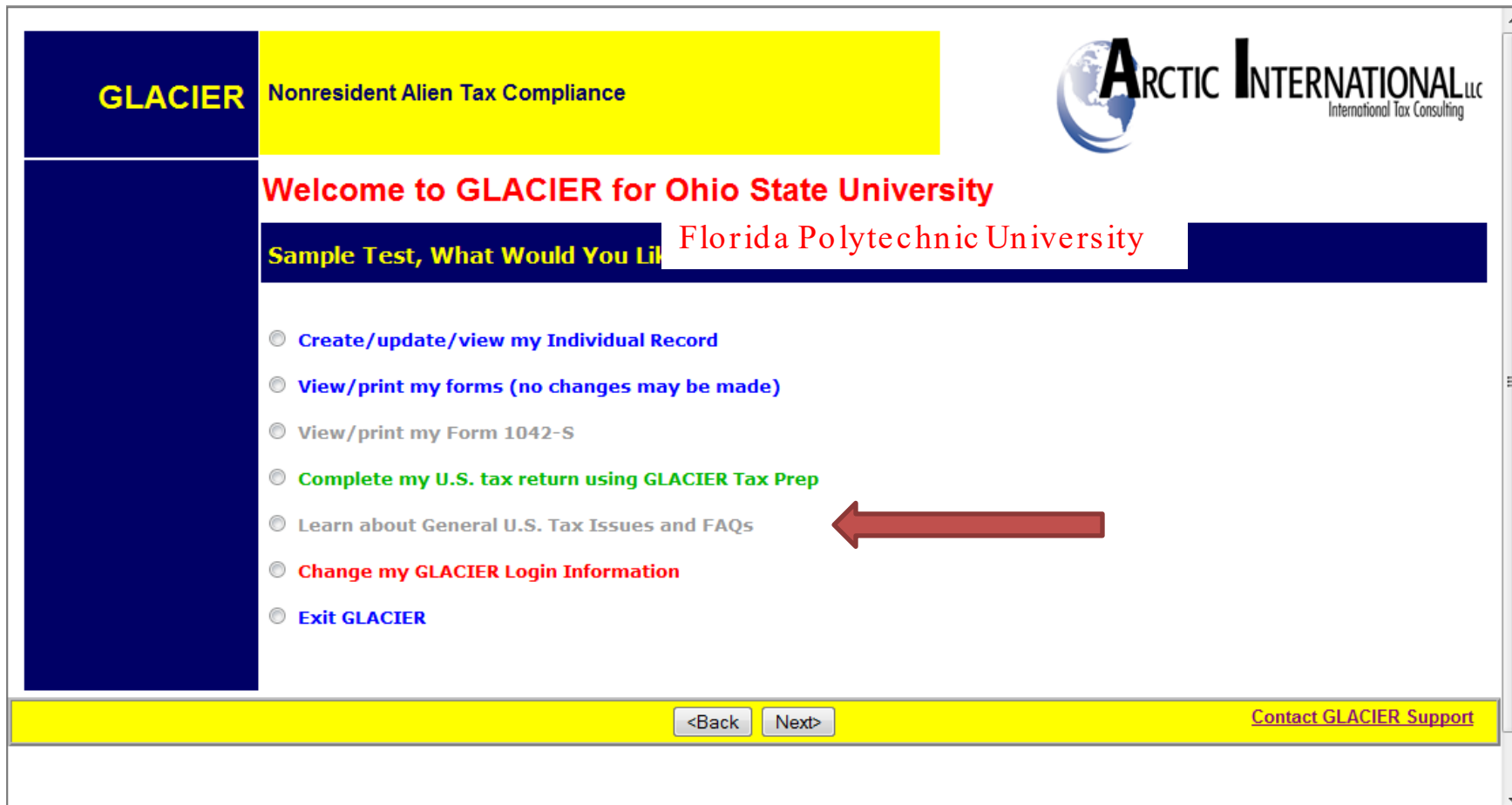
Enter login information and click on **Submit** button

GLACIER	Nonresident Alien Tax Compliance	 ARCTIC INTERNATIONAL LLC International Tax Consulting
	<p>Welcome to GLACIER Nonresident Alien Tax Compliance</p> <p>To access GLACIER, please enter the following information:</p> <p>UserID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Forgot Login? 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.</p> <p>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 GLACIER is a product of Arctic International LLC</p>	
<p style="text-align: center;"><input type="button" value="Submit"/></p>		

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

GLACIER	Nonresident Alien Tax Compliance	 ARCTIC INTERNATIONAL LLC International Tax Consulting
User Agreement		
<ul style="list-style-type: none">• 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. <p><input checked="" type="checkbox"/> Ohio State University may provide my Form 1042-S (if any) to me electronically via the GLACIER Online Tax Compliance System.</p>		
<p>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).</p> <p>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</p>		
<p><input type="button" value="I Decline"/> <input type="button" value="I Accept"/></p>		

Select to **'Complete my U.S. Tax return using GLACIER Tax Prep'**



GLACIER Nonresident Alien Tax Compliance

ARCTIC INTERNATIONAL LLC
International Tax Consulting

Welcome to **GLACIER** for Ohio State University
Sample Test, What Would You Like? Florida Polytechnic University

- 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 all information is correct by selecting **Yes** and clicking on the **Next** button

GLACIER	Nonresident Alien Tax Compliance	 ARCTIC INTERNATIONAL LLC <small>International Tax Consulting</small>
	<p>GLACIER Information Verification</p> <p>Please Verify The Following Information</p> <p>Name (Last or Family): Test</p> <p>(First or Personal): Sample</p> <p>Middle:</p> <p>Social Security Number or Individual Taxpayer Identification Number: 121111221</p> <p>Country of Citizenship: Mexico</p> <p>Country of Tax Residence: Mexico</p> <p>Country of Permanent Residence: Mexico</p> <p>Current Immigration Status as of December 31, : F1-Student</p> <p>Expiration Of Current Immigration Status: ²⁰¹⁹ January 01, 2016</p> <p>Is ALL of the above information complete and correct?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	
<p align="center"> <input data-bbox="871 1196 954 1219" type="button" value=" <Back "/> <input data-bbox="973 1196 1045 1219" type="button" value=" Next > "/> </p>		<p align="right">Contact GLACIER Support</p>

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: * Indicates Required Field
jodirkessler@gmail.com *

U.S. Address

(Street 1): 123 Any other st

(Street 2):

(City): Columbus

(State): Ohio

(Zip Code): 43210

Individual does NOT live in the U.S.

Home Country Address

(Street 1): 333 Other st *

(Street 2):

(City): Mexico City *

State/Province: (Canada Only)

(Country): Mexico *

(Postal Code):

Passport Number: 123456789 *

<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

GLACIER	Nonresident Alien Tax Compliance	
You are about to leave GLACIER and access GLACIER Tax Prep ("GTP")		
Please read the following information before continuing!		
A Few Things BEFORE Accessing GLACIER Tax Prep:		
<ul style="list-style-type: none">• 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. 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.• 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:		
<ul style="list-style-type: none">• Academic Institution or Host Sponsor Information; and• Forms W-2, 1042-S and/or 1099 (if you received any).		
<input checked="" type="checkbox"/> 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.		
How Do I Get Assistance?		
If you experience any issues using GTP, please contact the GTP Support Center at support@glaciertax.com . In your email message, please tell us the screen you were on when running GTP and the exact nature of the issue.		
Thank you and best wishes in filing your U.S. income tax return!		
<input type="button" value="Return to GLACIER"/> <input type="button" value="Continue to GTP"/>		

Complete each step in GTP to generate your tax forms, start by clicking on **Step One**

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Test, Sample LOG OUT | HELP | FAQ

Welcome to GLACIER Tax Prep Sample Test

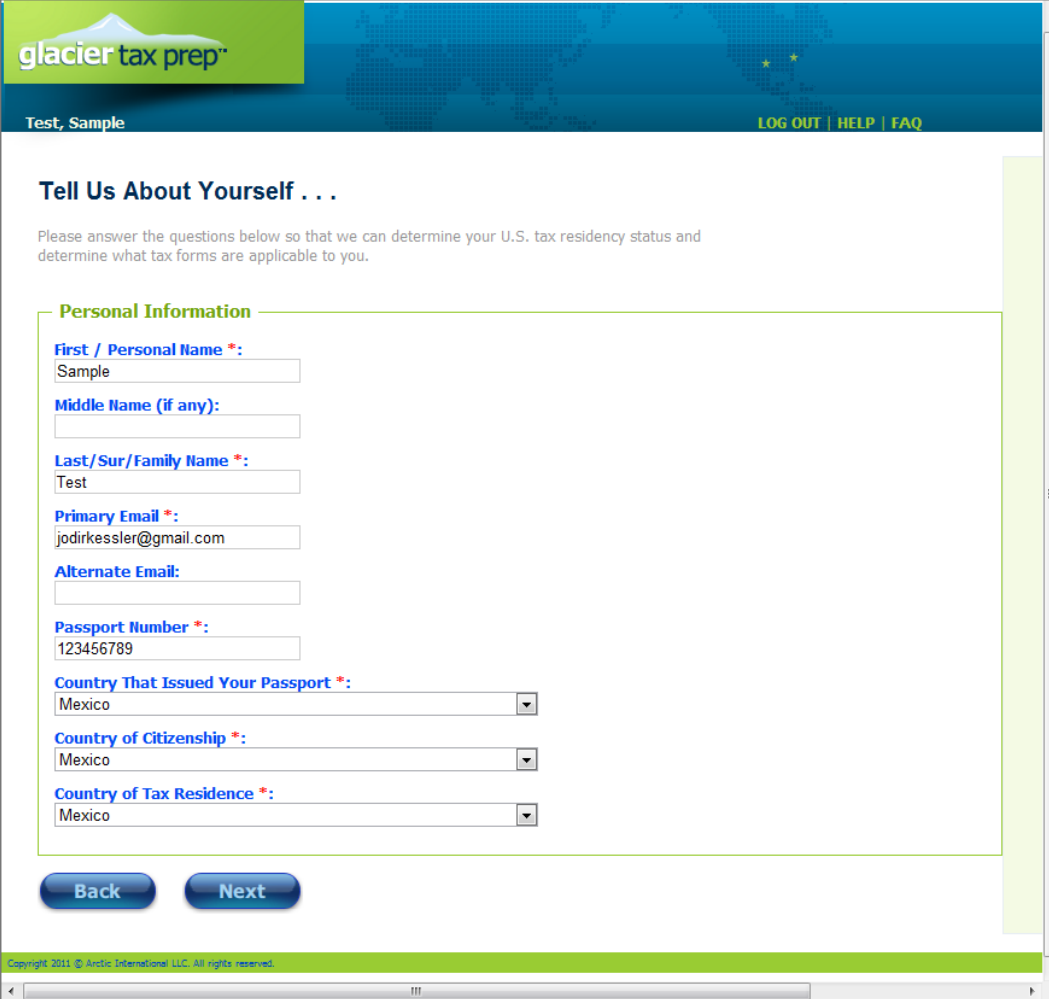
To prepare your 2019 federal tax return, simply start on Step One and enter your information until you have completed Step Four. You may save and exit **GLACIER Tax Prep** at any time by selecting "Log Out" at the top right of any screen. You may then return to **GLACIER Tax Prep** at any time and continue 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](#)

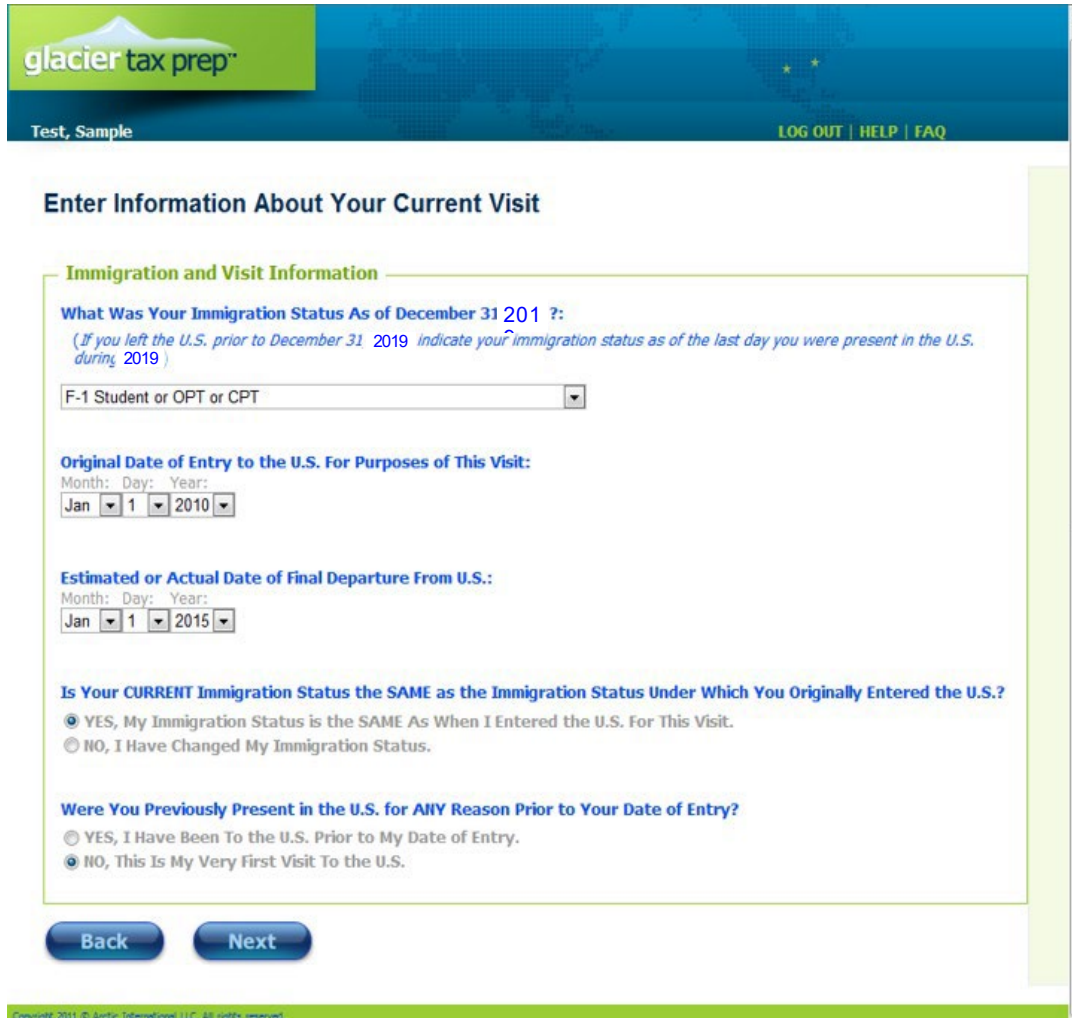
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Enter in the request information and click on the **Next** button



The screenshot shows a web browser window displaying the 'glacier tax prep' website. The page title is 'Test, Sample' and there are links for 'LOG OUT | HELP | FAQ'. The main heading is 'Tell Us About Yourself . . .'. Below this is a paragraph: '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.' The form is titled 'Personal Information' and contains several fields: 'First / Personal Name *:' with the value 'Sample'; 'Middle Name (if any):' which is empty; 'Last/Sur/Family Name *:' with the value 'Test'; 'Primary Email *:' with the value 'jodirkessler@gmail.com'; 'Alternate Email:' which is empty; 'Passport Number *:' with the value '123456789'; 'Country That Issued Your Passport *:' with a dropdown menu showing 'Mexico'; 'Country of Citizenship *:' with a dropdown menu showing 'Mexico'; and 'Country of Tax Residence *:' with a dropdown menu showing 'Mexico'. 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.'

Enter information about your immigration status and visits and click the **Next** button

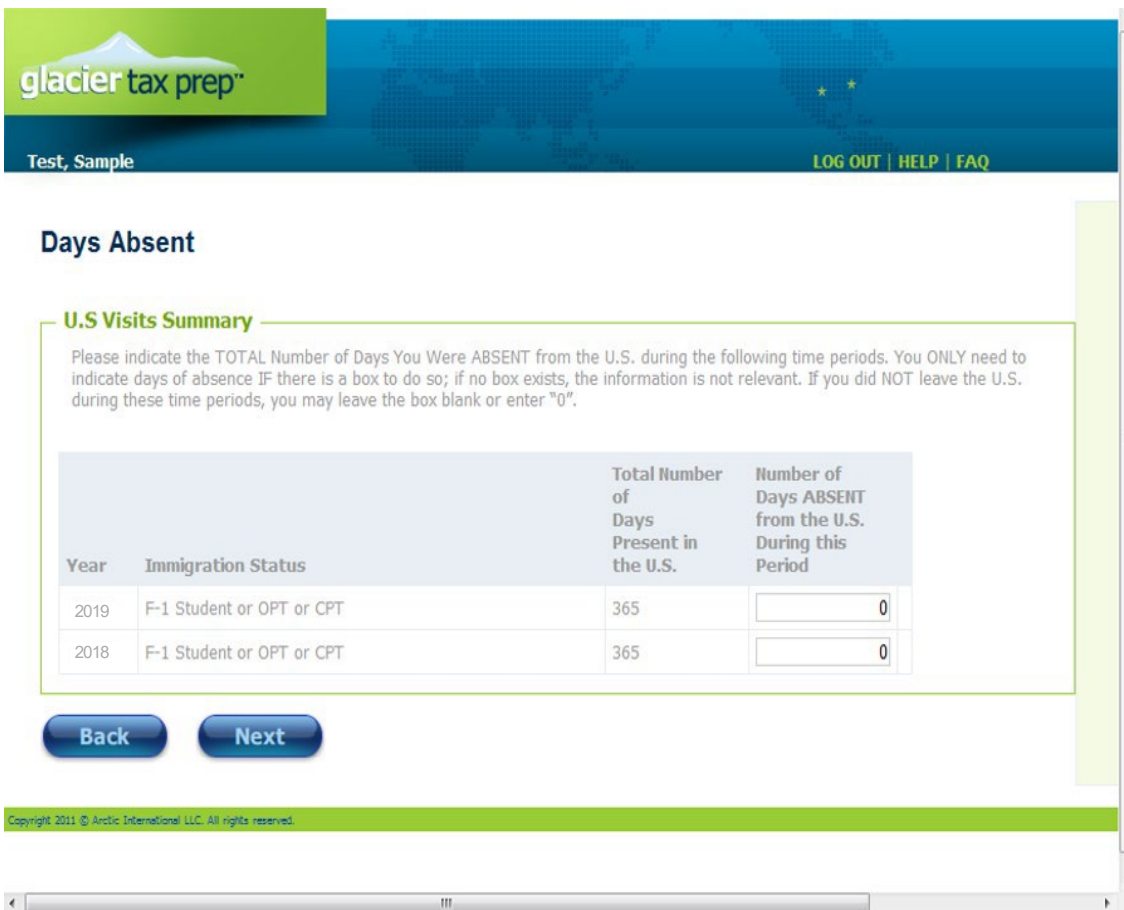


The screenshot shows a web form titled "Enter Information About Your Current Visit" on the "glacier tax prep" website. The form is set against a blue background with a map of Florida. The form content includes:

- Immigration and Visit Information**
- What Was Your Immigration Status As of December 31 201 ?:**
(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 is set to "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.

At the bottom of the form are two buttons: "Back" and "Next". A copyright notice at the very bottom reads: "Copyright 2011 © Arctic International LLC. All rights reserved."

Enter days that you were not in the U.S. during the years shown and click the **Next** button



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Test, Sample LOG 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"/>

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

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Make sure all information on the summary page is correct before clicking on the **Next** button



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
Country That Issued Your Passport: Mexico
Country of Citizenship: Mexico
Country of Tax Residence: Mexico

[Edit](#)

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



The screenshot shows the Glacier Tax Prep interface. At the top left is the logo for "glacier tax prep" with a mountain icon. Below the logo is a navigation bar with "Test, Sample" on the left and "LOG OUT | HELP | FAQ" on the right. The main content area is titled "U.S. Tax Residency Determination Results". A green-bordered box contains the following text: "You Are A NONRESIDENT ALIEN for U.S. Tax Purposes", "Based on the information entered into GLACIER Tax Prep, you are a Nonresident Alien for U.S. federal tax purposes for 2019", "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.", and "Please select 'Go to Step Two' to complete your federal tax return." Below this box are two blue buttons: "Back to Menu" and "Go To STEP TWO". At the bottom of the page, there is a green footer bar with the text "copyright 2011 © Arctic International LLC. All rights reserved."



For each form that you receive you will need to enter the information from them 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

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Test, Sample LOG OUT | HELP | FAQ

What Income Statements Did You Receive in 2019 ?

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 2019 , select "I Did Not Receive ANY Income From U.S. Sources During 2019 "

Income Statements

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-R		Add Form
I Received Additional Income From U.S. Sources Not Reported On Any of the Forms Above		Add Income
<input type="checkbox"/> I Did Not Receive ANY Income From U.S. Sources During 2019		

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

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Example of the W-2 Form.

You only need to enter the information in the available fields and 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.

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	10000	2 Federal income tax withheld	500	
c Employer's name, address, and ZIP code		3 Social security wages	0	4 Social security tax withheld	0	
		5 Medicare wages and tips	10000	6 Medicare tax withheld	450	
		7 Social security tips		8 Allocated tips		
d Control number		9 Advance EIC payment		10 Dependent care benefits		
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	

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

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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.

Form 1042-S		Foreign Person's U.S. Source Income Subject to Withholding			OMB No. 1545-0096	
Department of the Treasury Internal Revenue Service		<input type="checkbox"/> AMENDED		<input type="checkbox"/> PRO-RATA BASIS REPORTING		Copy C for Recipient Attach to any Federal tax return you file
1 Income code	2 Gross income	3 Withholding allowances	4 Net income	5 Tax rate	6 Exemption code	7 Federal tax withheld
Se	0				Select	0
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 Cou
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		24 Payer's state tax no.	25 Name of state Select a Stat
			0			

For Privacy Act and Paperwork Reduction Act Notice, see page 16 of the separate instructions. Cat. No. 11396R Form 1042-S (2008)

Institution Type

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

- 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

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Once you have entered 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..."** then click the **Next** button

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Test, Sample LOG OUT | HELP | FAQ

What Income Statements Did You Receive in 2019?

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 2019 select "I Did Not Receive ANY Income From U.S. Sources During 2019"

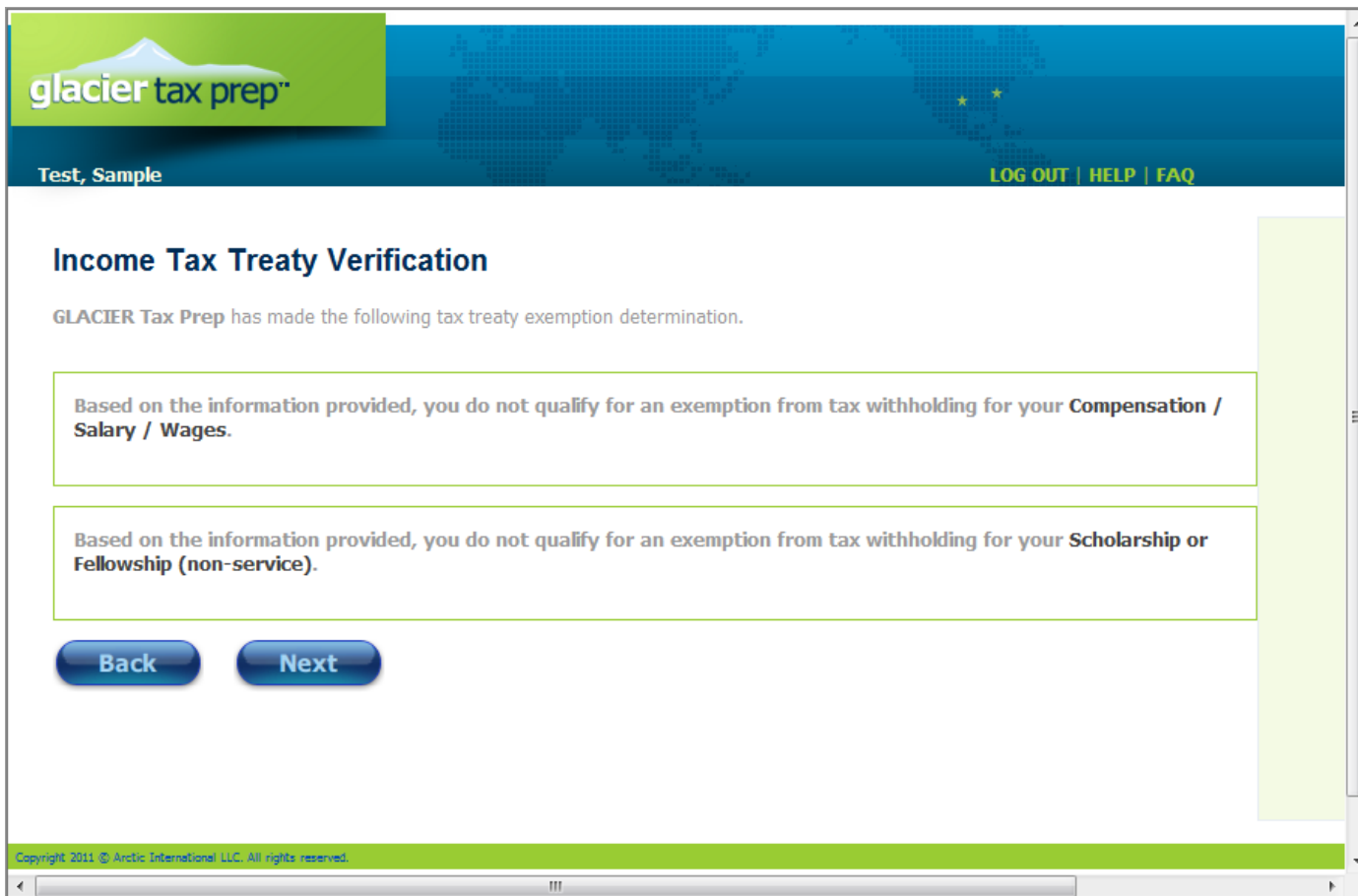
Income Statements

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

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

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



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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

The screenshot shows the Glacier Tax Prep software interface. At the top left is the logo for Glacier Tax Prep. Below it, the text "Test, Sample" is visible. On the right side of the top bar, there are links for "LOG OUT | HELP | FAQ". The main content area is titled "Summary of Total Income From U.S. Sources". Below the title, there is a paragraph explaining that the summary is based on IRS statements and other documents. A table follows, showing the taxable and tax treaty exempt amounts for different types of U.S. income. Below the table, there is a note that certain amounts are not considered U.S. income and should not be included. A list of these excluded amounts is provided. At the bottom of the main content area, there is a instruction to click "Back" if the amounts do not represent the total income, or to click "Go To STEP THREE" otherwise. The bottom of the screenshot shows a copyright notice for Arctic International LLC, 2011.

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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 the box if you do not have a U.S. address then click on the **Next** button



The screenshot shows a web browser window displaying the 'glacier tax prep' interface. The header includes the logo and navigation links for 'Test, Sample', 'LOG OUT', 'HELP', and '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 (empty)
- U.S. City*:** Text input field containing 'Columbus'
- U.S. State*:** Dropdown menu with 'Ohio' selected
- 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 buttons: 'Back' and 'Next'. The footer of the page 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 displaying the 'glacier tax prep' website. The page title is 'Enter Your Address In Your Home Country'. The form is titled 'Permanent Foreign Address' and contains the following fields:

- Foreign Street Address One*:** 123 Other St.
- Foreign Street Address Two:** (empty)
- Foreign City*:** Mexico City
- Foreign Province*:** (Enter ONLY IF From Canada) --Select A Canadian Province-- (dropdown menu)
- Foreign Postal Code:** (empty)
- Foreign Country*:** Mexico (dropdown menu)

At the bottom of the form are two buttons: 'Back' and 'Next'. The website header includes 'Test, Sample' and 'LOG OUT | HELP | FAQ'.

Enter your SSN or ITIN number, if you do not have one then click 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 along with your tax return



The screenshot shows a web browser window displaying the Glacier Tax Prep interface. At the top left is the "glacier tax prep" logo. Below it, the text "Test, Sample" is visible on the left, and "LOG OUT | HELP | FAQ" is on the right. The main heading is "What Is Your U.S.- Issued Taxpayer Identification Number?". Below the heading 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 is a section titled "Your SSN / ITIN" which contains a text input field with the value "121111221" and a radio button option: "I do not have an SSN or ITIN and I need to apply for an ITIN now." At the bottom of the form are two buttons: "Back" and "Next". A copyright notice "Copyright 2011 © Arctic International LLC. All rights reserved." is visible at the very bottom of the page.

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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 left is the 'glacier tax prep' logo. Below it, the text 'Test, Sample' is visible. On the right side of the top bar, there are links for 'LOG OUT | HELP | FAQ'. The main content area is titled 'General Information'. Under this heading, 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' selected. Below this is a note: 'Note: If you are married but your spouse is not with you in the U.S., you are still married!' with '2019' written below 'not'. 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.' (selected), 'Yes I have 0 children AND my children received NO income from U.S. Sources.' (with a dropdown menu showing '0'), and 'Yes, I have children, but they received income from U.S. Sources.'. At the bottom of the form are two buttons: 'Back' and '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 a web browser window with the Glacier Tax Prep logo in the top left. The page title is "Information About The Institution That Sponsored Your Immigration Status". Below the title is a paragraph explaining that the IRS requires certain information about the academic institution that sponsored the user's immigration status. The form is titled "Academic Institution Details" and contains several fields with labels and asterisks indicating they are required. The fields are: "Name of Designated School Official *:" with the value "Gifty Ako Adouvio"; "Telephone Number of Designated School Official *:" with the value "6142926101"; "Name of Academic Institution*:" with the value "The Ohio State University"; "Street Address One*:" with the value "1712 Neil Ave."; "Street Address Two:" which is empty; "City*:" with the value "Columbus"; "State*:" with a dropdown menu showing "Ohio"; and "Zip Code*:" with the value "43210". At the bottom of the form are two buttons: "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 *:

Telephone Number of Designated School Official *:

Name of Academic Institution*:

Street Address One*:

Street Address Two:


City*:

State*:

Zip Code*:



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



Test, Sample LOG OUT | HELP | FAQ

Additional Information

Non-Service / Scholarship Expenses

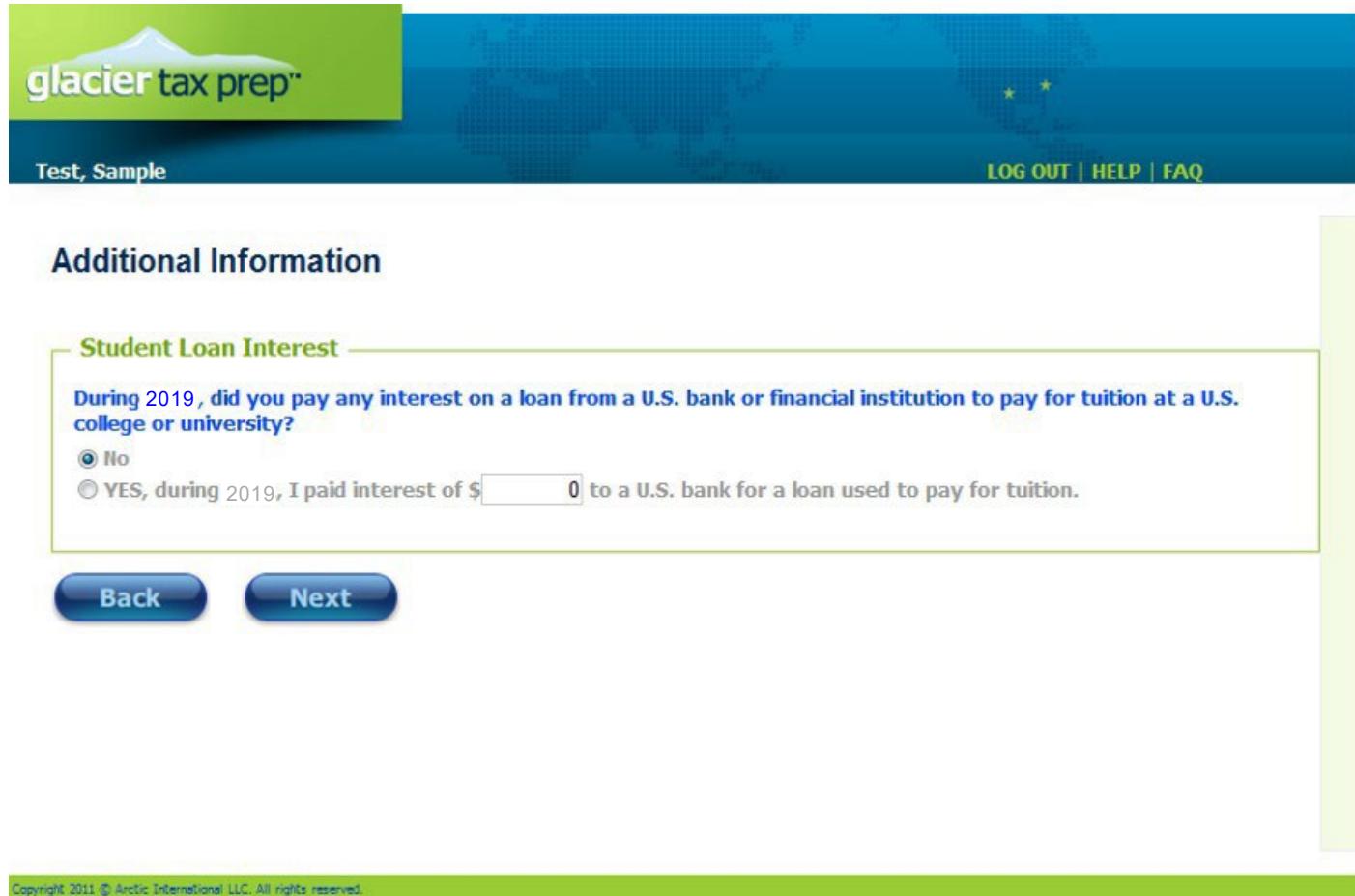
Did you use any portion of the \$5,000.00 scholarship to purchase tuition or fees directly from your college or university? If so, please list the amount you paid for the following items.

Tuition and Required Fees for Enrollment at Institution:	<input type="text" value="0"/>
Books and Supplies (purchased from any source):	<input type="text" value="0"/>

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.

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



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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 2019, 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 \$ 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 \$ 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:

Year

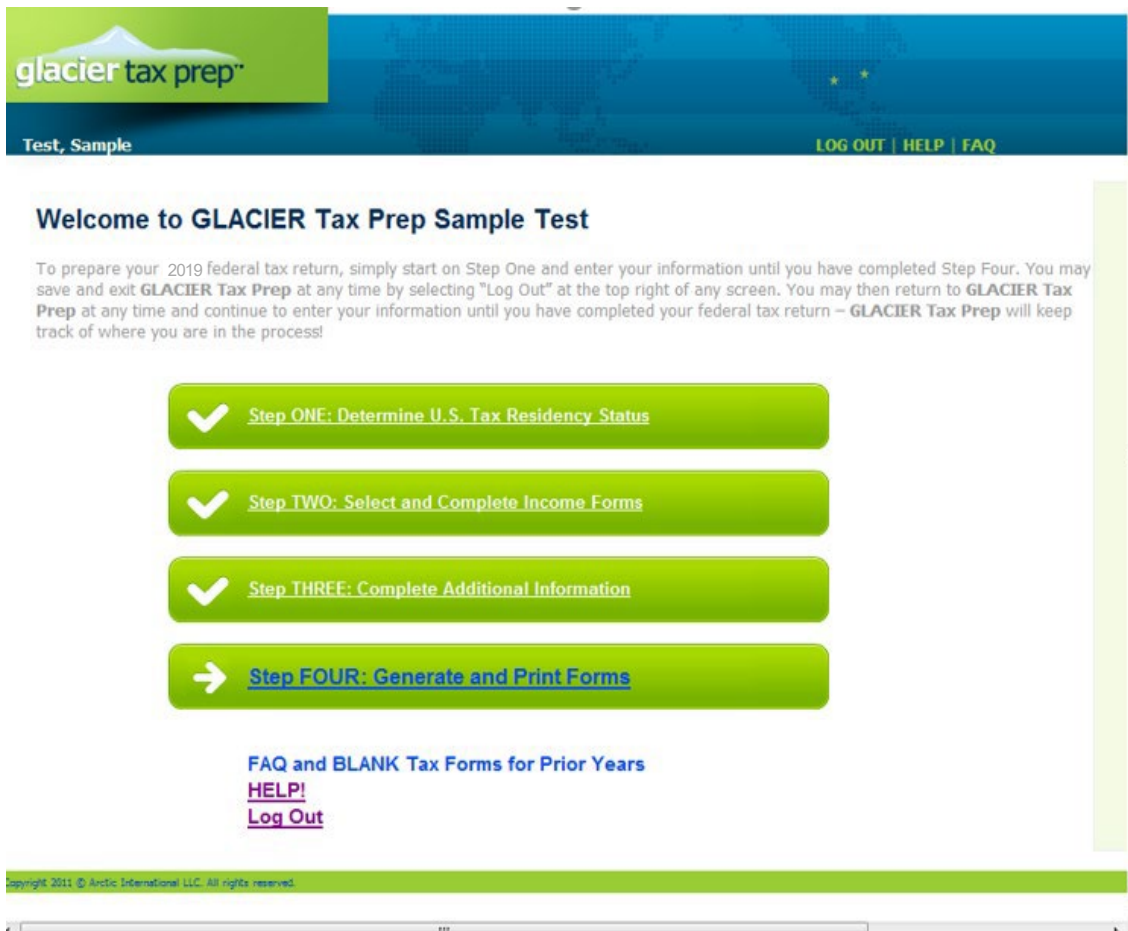
Form

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".

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Once all your information is entered you will be able to select **Step Four** to print your



The screenshot shows the 'glacier tax prep' interface. At the top, there is a navigation bar with 'Test, Sample' on the left and 'LOG OUT | HELP | FAQ' on the right. Below the navigation bar, the main heading reads 'Welcome to GLACIER Tax Prep Sample Test'. A paragraph of text explains the process: '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!'. Below this text are four green buttons representing the steps. The first three buttons have a white checkmark icon and are labeled 'Step ONE: Determine U.S. Tax Residency Status', 'Step TWO: Select and Complete Income Forms', and 'Step THREE: Complete Additional Information'. The fourth button has a white right-pointing arrow icon and is labeled 'Step FOUR: Generate and Print Forms'. Below the buttons, there are three links: 'FAQ and BLANK Tax Forms for Prior Years', 'HELP!', and 'Log Out'. At the bottom left of the interface, there is a small copyright notice: 'Copyright 2011 © Arctic International LLC. All rights reserved.'

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.



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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.

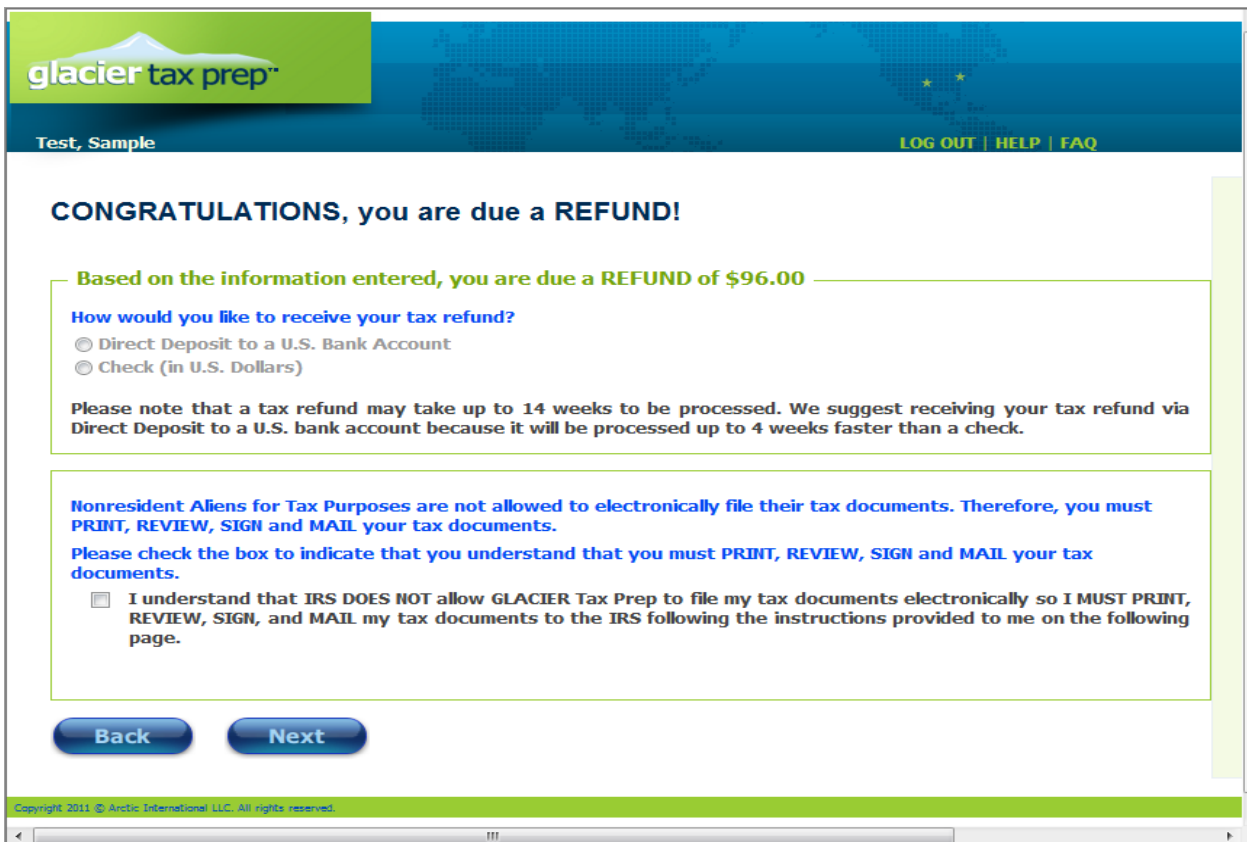
[Back](#) [Next](#)

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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.



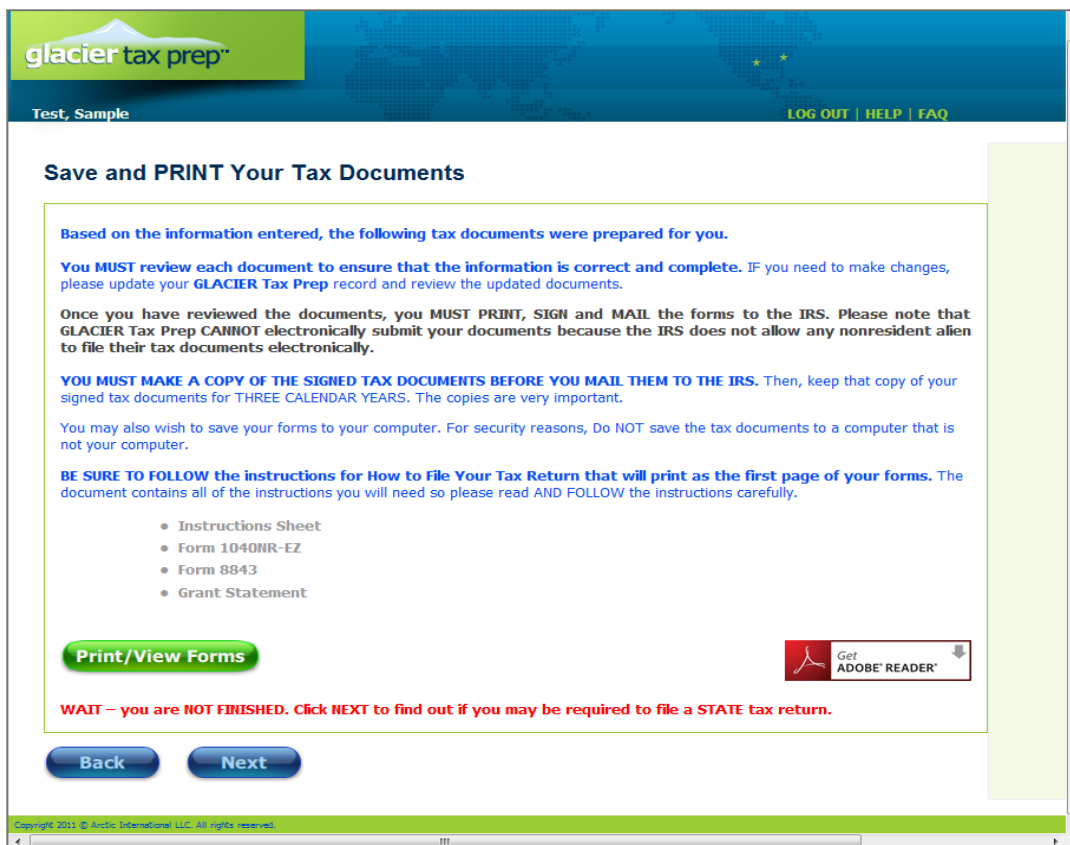
The screenshot shows the Glacier Tax Prep website interface. At the top left is the logo for Glacier Tax Prep. Below the logo, the text "Test, Sample" is visible. On the right side of the header, there are links for "LOG OUT | HELP | FAQ". The main content area features a large heading: "CONGRATULATIONS, you are due a REFUND!". Below this, a green-bordered box contains the text: "Based on the information entered, you are due a REFUND of \$96.00". Underneath, a question is posed: "How would you like to receive your tax refund?". Two radio button options are provided: "Direct Deposit to a U.S. Bank Account" and "Check (in U.S. Dollars)". A note follows: "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." Below this, another section addresses nonresident aliens: "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." It then asks the user to check a box indicating their understanding of this requirement. At the bottom of the form area are two buttons: "Back" and "Next". A footer at the very bottom of the page reads: "Copyright 2011 © Arctic International LLC. All rights reserved."

A separate Form 8843 must be filed for each individual, 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 for your dependents



The screenshot shows a web browser window displaying the 'glacier tax prep' interface. The header includes the logo and navigation links for 'Test, Sample', 'LOG OUT', 'HELP', and 'FAQ'. The main content area features a question: 'Do You Have Any Dependents Who Need Form 8843?'. Below this is a sub-question: 'Do You Have Any Dependents Who Were Present in the U.S. during 2011 under a F-2 immigration status?'. Two radio buttons are provided: 'Yes' (unselected) and 'No' (selected). A note states: 'DO NOT include children who were born in the U.S.'. 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.'

Click on the **Print/View Forms** button to print out and save your tax return forms. After printing click on the **Next** button to determine if you have State filing requirements.




The screenshot shows the Glacier Tax Prep interface. At the top left is the logo, and at the top right are links for 'LOG OUT | HELP | FAQ'. The main heading is 'Save and PRINT Your Tax Documents'. Below this, a green box contains instructions: 'Based on the information entered, the following tax documents were prepared for you.' It lists 'Instructions Sheet', 'Form 1040NR-EZ', 'Form 8843', and 'Grant Statement'. A prominent green button labeled 'Print/View Forms' is visible. Below the instructions, a red warning states: 'WAIT - you are NOT FINISHED. Click NEXT to find out if you may be required to file a STATE tax return.' At the bottom of the green box are 'Back' and 'Next' buttons. A footer at the very bottom reads 'Copyright 2011 © Arctic International LLC. All rights reserved.'

Carefully read the instructions presented. The bottom portion will help you determine whether you need to file a State Income Tax Return

(**Note:** Florida does not require State Tax Returns).

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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