The City University of New York
New Employee Tax Compliance Notification Sheet

The Internal Revenue Service (“IRS”), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-U.S. citizens. As a result, the City University of New York (“CUNY”) may be required to withhold U.S. income tax and file reports with the IRS in connection with payments made by the CUNY to employees (e.g., faculty, staff, and student employees) who are not U.S. citizens or permanent resident aliens (i.e., green card holders) and who receive payment for services. In addition, CUNY is required to report payments to the IRS.

All individuals who are not citizens or permanent resident aliens of the United States are required to complete an Individual Record using the GLACIER online Tax Compliance System. **If you are a new employee, you must go in person to receive a password and instructions of how to access GLACIER from the Nonresident Alien Tax Specialist.** If you have already completed your Individual Record in GLACIER, additional or updated information may be required.

GLACIER is accessible via the Internet from any web-accessible computer from anywhere in the world. When you receive your password and instructions, please complete the information on GLACIER immediately. GLACIER is simple and convenient to use; however, if you assistance, you should contact the Nonresident Alien Tax Specialist. Once you have completed the information in GLACIER, you must schedule an appointment with the Nonresident Alien Tax Specialist; please bring all completed forms and original documents to the appointment.

**Please note:** You must complete the entire process within 7 business days from the date you sign this notification sheet. If you do not complete the entire process within 7 business days, the maximum rate of U.S. federal income tax and all other applicable taxes, including FICA, will be withheld from all payments until you access GLACIER to input information and submit your forms for processing. Any tax withheld because the required tax information was not provided will not be refunded by CUNY.

The Nonresident Alien Tax Specialist is located at:

**Lehman College - Human Resources**
Shuster Hall Room 230
718-960-8447 – Iasia Bailey
E-mail: mailto:iasia.bailey@lehman.cuny.edu

I have been notified of my requirement to complete certain information in GLACIER. I understand that I must go to the Nonresident Alien Tax Specialist office to obtain access and instructions for GLACIER.

Employee Name (Print) ____________________________

__________________________
Date

Employee Signature

__________________________
Date

E-mail Address

__________________________
Date

Original to Nonresident Alien Tax Specialist
Copy to Employee
Copy to Form I-9 Certifier
Copy to Human Resources

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