

Important action required for U.S. tax reporting

December 8, 2008

It is important that all international students and scholars update their mailing and e-mail addresses in Glacier and the UR payroll system (HRMS) *before December 30th* to ensure that your tax reporting notifications and documents are sent to the correct addresses.

- *All international students and scholars* should check and make any required updates to your Glacier mailing address and e-mail address.
- HRMS mailing address updates are required for UR employees and those receiving non-service scholarship payments.

Which tax documents and notifications you need to be sent by the University determines whether you must update Glacier only, or must also update HRMS with your current address information.

- **CINTAX password notification:** The login information for CINTAX, the tax reporting tool the University provides for use by our foreign nationals, is sent to the **email address you have entered in Glacier**. *All individuals in the U.S. on F-1 visas for 5 years or less, or J-1 visas for 2 years or less must file Form 8843* - "Statement for Exempt Individuals and Individuals with a Medical Condition". This form can be completed in CINTAX, so even if you have no income to report you may want to use CINTAX to prepare this form.
- **1042-S:** Form 1042-S is used to report non-employee payments made to non-resident aliens, and payments made to non-resident employees who claim exemption from federal income taxes due to a tax treaty. **1042-S forms are distributed through Glacier** either electronically via e-mail, or if you have indicated that it is your preference through the option in Glacier, via the U.S. mail.
- **W-2: Form W-2** is the "Wage and Tax Statement" used to report earnings from the University and any taxes withheld on those earnings. **W-2s are created using HRMS, so your address in HRMS must be correct to receive the W-2 you will be sent by the University.**

How Do I Update Glacier?

The Glacier website is: www.online-tax.net/glogin.asp. If you have forgotten your login ID you can use the *Forgot Login Information* link to have this information emailed to you.

How Do I Update into HRMS?

Current and former employees that know their NetID and password should log directly into the HRMS website and update their address: <https://psportal.its.rochester.edu/psp/PAPRD/?cmd=login>. Information regarding what to do if you have forgotten your NetID or password is provided on the HRMS login page.

Note that W-2s are mailed at the end of January, and **will not be forwarded to a forwarding address provided to the U.S. Post Office, or to any UR dormitory or office addresses**. (UR post office boxes are acceptable.) If the W-2 is sent to the wrong address, they will eventually be returned to Payroll, but this may take up to a month, and they will not be re-sent until a corrected address is provided by you to the Payroll Office. **To ensure timely filing of your tax return, please ensure that the correct mailing address is entered in HRMS.**

What's next?

More information regarding tax reporting workshops and the tax consultant who will be available by appointment through ISO will be provided as we get closer to the tax reporting period. For now, you must only ensure that your address information is correct and up to date before the end of the year.

Since neither Glacier or HRMS are systems maintained by ISO, we can be of limited help if you have questions related to these systems. If you have questions related to Glacier, please e-mail: glacier@hr.rochester.edu. If you have questions related to HRMS, please e-mail: payroll@hr.rochester.edu.

Regards,

The ISO Staff