

# Occidental College

## Tax Compliance Notification Sheet (Accounts Payable)

The Internal Revenue Service ("IRS"), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to both U.S. and non-U.S. citizens. As a result, Occidental College (the "College") may be required to withhold U.S. income tax and file reports with the IRS in connection with payments made to you by the College.

### U.S. Citizens and Permanent Resident Aliens:

Please complete the attached Form W-9 (Request for Taxpayer Identification Number). Return the completed Form W-9 to the College representative who provided this document to you. Do not complete any other information on this form.

### Non-U.S. Citizens and Non-U.S. Permanent Resident Aliens:

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. Please complete the information below to receive a password and instructions on how to access the **GLACIER** Online Tax Compliance System; and e-mail will be sent to you from support@online-tax.net. If you do not receive the password or if you do not have access to the Internet, please contact the Nonresident Alien Tax Specialist. **DO NOT complete a Form W-9.**

The **GLACIER** System is accessible via the Internet from any web-accessible computer from any where in the world. When you receive your password and instructions, please complete the information in the **GLACIER** System immediately. The **GLACIER** System is simple and convenient to use; however, if you need assistance, please contact the Nonresident Alien Tax Specialist. Payment will not be made until all required information is entered into **GLACIER** and all forms are submitted for processing.

**Please note that a consultant or guest speaker is responsible for entering the U.S. under a visa or visa waiver that allows payment for services, including honoraria or guest speaker fees, (if applicable) and/or reimbursement for travel (if applicable). If already present in the U.S., appropriate permission must be received from host institution prior to coming to the College.**

The Nonresident Alien Tax Specialist, Accounts Payable located at:

1600 Campus Road M-20  
Los Angeles, CA 90041  
Telephone: 1.323.259.2953  
Fax: 1.323.259.2503  
Email: swang@oxy.edu

I hereby declare that I have been notified of my requirement to complete certain information in the **GLACIER** System. I understand that a Password and instructions for access to **GLACIER** will be sent to me via e-mail within several days.

Non-U.S. Citizen/Permanent Resident Alien Name (Print)

Signature

Date

E-mail Address

Phone Number

Original to Nonresident Alien Tax Specialist