



Tax Certification for Foreign Nationals (Excluding Applicants with Permanent Resident Status)

The City University of New York has currently implemented the **GLACIER** Online tax compliance system and all Foreign Nationals will be required to register through it, in order to ensure that the appropriate taxation is deducted from your wages. To complete your individual tax record, you will need to obtain instructions and a password from the Office of Human Resources. **Please contact the individuals listed below at your earliest convenience, but no later than 10 days after your employment begins.**

Annetta Diih
Phone Number: (212) 220-8300
E-Mail Address: adiih@bmcc.cuny.edu

Gloria Chao
Phone Number: (212) 220-8300
E-Mail Address: gchao@bmcc.cuny.edu

Please note that unless your record is completed in **GLACIER**, and copies of the supported documents are submitted, the Payroll Office has been instructed to withhold taxes at the maximum rate of withholding until your record in **GLACIER** has been completed. Furthermore, any taxes withheld will not be refunded by the Payroll office under any circumstance.

I have been notified of my requirement to complete certain information in **GLACIER**. I understand that I must go to the Office of Human Resources to obtain access and instructions for **GLACIER**.

Employee Name (Print)

Employee Signature

Date

E-mail Address (CUNY email preferred)

Employee Phone Number

Form I-9 Certifier Signature

Date