

Foreign National Employee New Hire Handout

All new foreign national employees are required to complete a tax profile using GLACIER tax software.

OBTAIN SOCIAL SECURITY NUMBER

International students may be employed on campus from the start of their academic program. A new employee must obtain a Social Security Number (SSN) from the Social Security Administration Office. While an employee may start work after applying, but before receiving their SSN, they must notify Tax Services as soon as the SSN is received.

COMPLETE GLACIER TAX PROFILE

- Colorado State University is required to comply with numerous federal and state tax withholding and reporting requirements when making payments to foreign nationals.
- After the SSN has been received, the employee must contact Tax Services via email at BFS_ForeignTax@mail.Colostate.edu.
- All new foreign national employees are required to complete a tax profile using GLACIER software to ensure proper withholding.
- Tax Services will also assist in determining eligibility for tax treaty benefits.

SUBMIT DOCUMENTS

Submit document electronically by selecting one of the options below.

➤ **Secure Document Upload**

<http://busfin.colostate.edu/Depts/TaxSvcs.aspx>

➤ **Encrypted Email**

BFS_ForeignTax@mail.ColoState.edu