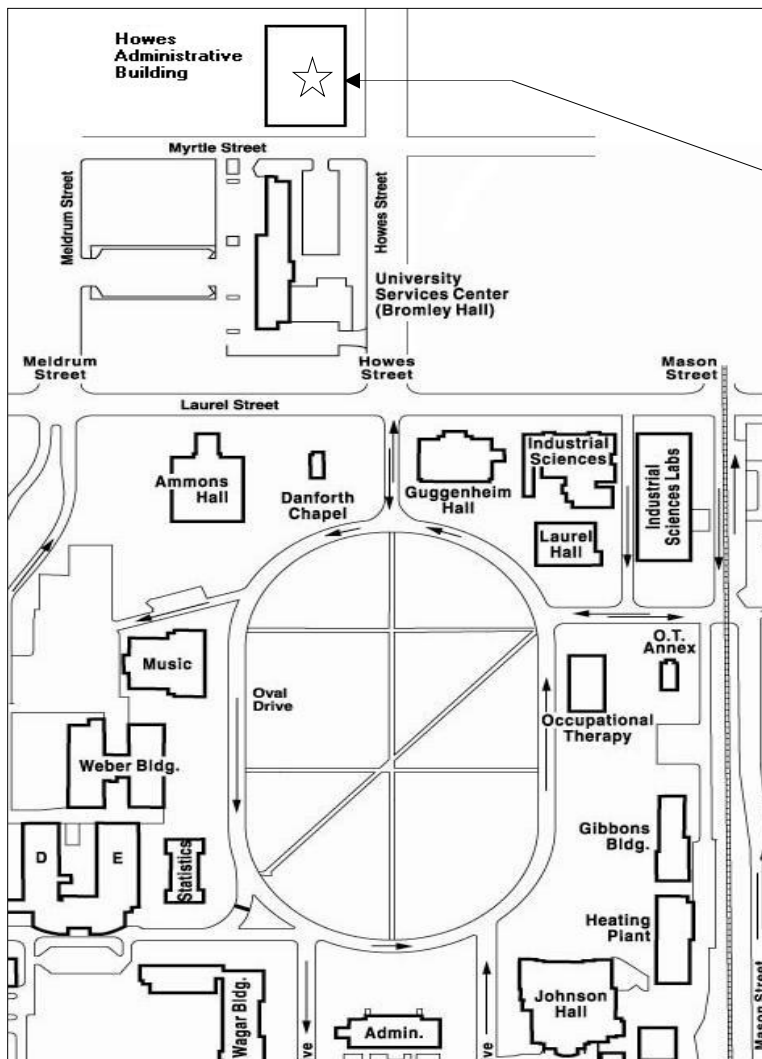


## Hiring & Employing Foreign Nationals

The University is required to comply with numerous federal and state tax withholding and reporting requirements when making payments to nonresident alien individuals. Because these requirements are extremely complex, new foreign national employees are required to **contact the Foreign National Tax Administrator first** then **complete information online with Glacier tax software**.

After the SSN has been received, please have the individual contact the Foreign National Tax Office **via email** at [bfs\\_foreigntax@mail.colostate.edu](mailto:bfs_foreigntax@mail.colostate.edu).

*All the new foreign national employees are required to complete the information with Glacier software.*



Colorado State University  
Business and Financial Services  
Tax Accounting Office  
555 S. Howes Street, Room 311  
6003 Campus Delivery  
Fort Collins, CO 80523-6003

[bfs\\_foreigntax@mail.colostate.edu](mailto:bfs_foreigntax@mail.colostate.edu)