TAXES:
What You Need to Know & Do AFTER You Arrive in the U.S.
Do I need to pay U.S. income tax?

If you earn any U.S.-source income* while you are in the U.S., the answer is YES. You are required to pay both federal and state income tax. 

*Income can be:

▷ Wages from employment
▷ Scholarship/fellowship/stipend/grant in excess of tuition and fees

Income tax will be withheld from your payments.
I will be receiving payments from UC Berkeley. What do I need to do?

Complete a GLACIER record if you are in the U.S.

What is GLACIER?

GLACIER is an online tax compliance system.
Who needs to complete a GLACIER record?

Any foreign national that is in the U.S. and receiving payments from UC Berkeley.

▷ Student employees, including GSIs and GSRs.

▷ Students receiving non-service UCB fellowship/scholarship income in excess of required tuition and fees.
What does GLACIER do?

- Determines your tax residency.
- Calculates the correct withholding rate.
- Determines if you are the beneficiary of a tax treaty.

International students with a GLACIER record must update their record if there is any change in income or appointment type, immigration status, or departure dates.
What is a tax treaty?

▷ An agreement between the U.S. and another country.

▷ Beneficiaries may be exempt from paying federal taxes.
  ○ This is usually for a limited time and may include a dollar limit.

▷ Tax treaties do not apply to state taxes.
How do I set up a GLACIER record?

Three options if you are in the U.S.:
1. Contact your Human Resources (HR) partner.
2. Email glacieradmin@berkeley.edu.
3. Complete a GLACIER set up form, available at https://controller.berkeley.edu/payroll/glacier-tax-compliance-system
What do I do next?

1. Log in and provide all requested information.
2. GLACIER will produce forms for you.
3. Send your completed GLACIER forms and immigration documents to the GLACIER Admin team.
   
   Email: glacieradmin@berkley.edu

4. Apply for a Tax ID.
GLACIER Tax Summary Report

Tax Summary Report

<table>
<thead>
<tr>
<th>Name: John Berkley</th>
<th>SSN/ITIN: 555-33-2410</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address: <a href="mailto:glacieradmin@berkeley.edu">glacieradmin@berkeley.edu</a></td>
<td>Country of Tax Residence: China, People's Republic of China, People's Republic of</td>
</tr>
<tr>
<td>Date of Entry to U.S.: April 02, 2011</td>
<td>Country of Citizenship: China, People's Republic of China, People's Republic of</td>
</tr>
<tr>
<td>Original Immigration Status: F1 Student</td>
<td>Current Immigration Status:</td>
</tr>
<tr>
<td>Change Immigration Status? No</td>
<td>Immigration Status Change Date:</td>
</tr>
<tr>
<td>Estimated Date of Departure: April 30, 2015</td>
<td></td>
</tr>
</tbody>
</table>

**Tax Determinations and Results**

| Tax Residency Status: None (Not Alien for U.S. Tax Purposes) |
|-------------------|-----------------------|
| Residency Status Change Date: January 01, 2016 to Resident Alien |
| Residency Status Start Date: January 01, 2016 |

**Applicable Tax Withholding Rate**

| Wages/Salary Bonus: Single, 1 (Monthly) |
|------------------------------|-----------------------|
| Tax Treaty Exemption Status: Exempt |
| Tax Treaty Time Limit: Unlimited Time Period |
| Tax Treaty Exemption Period: April 02, 2011 - Unlimited |
| Tax Treaty Dollar Limit: Unlimited Dollar Amount |

**FICA Tax Status**

| FICA Tax Status: Exempt |
|-------------------|-----------------------|
| FICA Tax Start/Ending Date: January 01, 2016 |

**Required Forms and Document Copies**

- Form W-4
- Form W-8BEN
- Form 8233
- Treaty Attachment

**Required Document Copies**

- Form I-20
- Form I-94/I-94W Card
- Visa Sticker/Stamp (in Passport)

**Send these to GLACIER Admin Team.**
IRS Form 8233

Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual

8233

Form No. 13954-A

Part I - Claim for Treaty Exemption

11. Compensation for independent (and certain dependent) personal services: cash payments, rents and fees

a. Description of personal services you are providing:

Graduate Student Instructor

b. Total compensation you expect to be paid for these services in the calendar or tax year:

$20,000

c. Total compensation you expect to be paid for these services in the calendar or tax year:

$5,000

d. Compensation is exempt from withholding based on a tax treaty benefit, provided:

- a) Tax treaty and treaty article on which you are claiming an exemption from withholding:

U.S. - France Income Tax Treaty, Article 21

b) Compensation is taxed in France and the income is not subject to tax under the treaty:

France

c) The noncompensatory scholarship is non-taxable income under the treaty:

France

13. Noncompensatory scholarship:

a. Amount:

$5,000

d. Amount of noncompensatory scholarship:

$5,000

14. Sufficient facts to justify the exemption from withholding claimed on line 12 and/or line 13 (see instructions):

As set forth on this form, I qualify for an exemption from tax withholding under the U.S. - France Income Tax Treaty, Article 21.

I have met all of the requirements set forth in the article as verified by the withholding agent (signature below).

The required additional statement that details the criteria is attached.

Note: Line 15 through 18 are to be completed only for certain independent personal services (see instructions).

Part II - Withholding Certificate

16. How many days will you perform services in the United States during this tax year?

17. Daily personal exemption amount claimed (see instructions)

18. Total personal exemption amount claimed (see instructions)

Part III - Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify that all statements of tax treaty benefits are true.

I am the beneficial owner (see definition of beneficial owner on page 2) of the income which is subject to the withholding.

The beneficial owner is not a U.S. person.

The beneficial owner is a resident of the treaty country and is subject to tax in that country.

I have attached this form to any withholding certificate that has been issued.

Signature of withholding agent

Date

Signature of beneficial owner or individual authorized to sign for beneficial owner

Name

Date

Form 8233 (Rev. 3-2008)
University of California, Berkeley

Official Attachment to IRS Form 8233
Additional Statement for Students and Trainees

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Country of Tax Residence</th>
<th>Social Security Number/TIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley, John</td>
<td>France</td>
<td>8888888888</td>
</tr>
</tbody>
</table>

I was a resident of France on the date of my arrival in the United States. I am not a U.S. citizen. I have not been lawfully accorded the privilege of residing permanently in the United States as an immigrant.

I am temporarily present in the United States for the primary purpose of studying at University of

I will receive compensation for personal services performed in the United States. This compensation qualifies for exemption from withholding of federal income tax under the tax treaty between the United States and France in an amount not in excess of $5,000 for any tax year. I have not previously claimed an income tax exemption under this treaty for income received as a teacher, researcher, or student before the date of my arrival in the United States.

I will be present in the United States only for such period of time as may be reasonably or customarily required to effectuate the purpose of this visit. I arrived in the United States on 04/02/2011. The treaty exemption is available for compensation paid during a period of five tax years.

I hereby certify that the information provided above is true and correct to the best of my knowledge. If any of the information changes or if I have reason to believe that I no longer qualify for the exemption claimed above, I will notify the Institution Administrator at 510-642-0981.

Signature __________________________ Date ____________
Form W-8BEN

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

Section references are to the Internal Revenue Code. See separate instructions.
Give this form to the withholding agent or payer. Do not send to the IRS.

Do not use this form for:
- A U.S. citizen or other U.S. person, including a resident alien individual .

Instead, use Form W-9.

A person claiming that income is effectively connected with the conduct of a trade or business in the United States .

See W-8ECI.

A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, or a foreign private foundation or government of a U.S. possession that receives effectively connected income or that is claiming the applicability of section 864(c)(4)(A) (see instructions).

See W-8ECI or W-8IMY.

Note: These entities should use Form W-8BEN if they are claiming treaty benefits or any provision of the form applies to claim they are a foreign person exempt from backup withholding.

A person acting as an intermediary .

W-8IMY.

See instructions for additional exceptions.

Part I Identification of Beneficial Owner (See instructions)

1 Name of individual or organization that is the beneficial owner.
   John Berkeley

2 Type of beneficial owner.
   Individual

3 Permanently resident address (street, apt., or suite no., or rural route).
   1234 French Way

4 City or town, state or province. Include postal code where appropriate.
   Berkeley, CA 94702

5 Mailing address (if different from above).
   353 Main Street

6 U.S. taxpayer identification number, if required (see instructions).
   123456789

7 Foreign taxpayer identification number, if any (optional).
   123456789

8 Reference number(s) (see instructions).

Part II Claim of Tax Treaty Benefits (if applicable)

9 I hereby attach (check all that apply). France.
   a) The beneficial owner is a resident of __________________________, within the meaning of the income tax treaty between the United States and that country.
   b) If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).

10 Special rates and conditions (if applicable—see instructions). The beneficial owner is claiming the provisions of Article ___________________ of the treaty identified on line 9 above to claim a ________________ rate of withholding on (specify type of income) ________________________________.

Part III Notional Principal Contracts

11 I have provided or will provide a statement that identifies the notional principal contracts from which the income is not effectively connected with the conduct of a trade or business in the United States. I agree to obtain that statement as required.

Part IV Certification

I hereby certify (under penalties of perjury that) I certifies that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete.

I further certify under penalties of perjury that:
1. I am the beneficial owner (see instructions).
2. I am not the beneficial owner (see instructions).
3. The income to which this form relates is not effectively connected with the conduct of a trade or business in the United States. (B) is effectively connected but is not subject to tax under an income tax treaty, or in the taxpayer's share of a partnership's effectively connected income.
4. I am not a broker, financial institution, or person in a similar trade or business.
5. I am not a U.S. person (see instructions).
6. I am a U.S. person (see instructions).
7. The income to which this form relates is not effectively connected with the conduct of a trade or business in the United States.
8. The income to which this form relates is effectively connected but is not subject to tax under an income tax treaty.
What tax ID do I apply for?

Students in the U.S.:

Social Security Number (SSN)
If you are working on campus, you need an SSN (unless you already have one).

OR

ITIN
If you are receiving UCB funding in excess of tuition and fees AND you don’t already have an SSN or ITIN.

Learn how to apply for SSN/ITIN on the BIO website.
Am I done now?

▷ No. You will still need to file an annual tax report, called a “tax return.” You will need to do this the year after you arrive in Berkeley.
What is a “tax return”?

▷ An annual tax report you send to the Internal Revenue Service (IRS).
▷ Filing is a requirement of your F-1/J-1 visa status.
▷ For income earned in the U.S. in 2020, you will file a tax return in 2021. The due date is April 15.
Who has to file a tax return?


▷ If you earned NO income but you were in the U.S. in 2020, you still have to file a one-page “no income” tax report in 2021.
How do I file a tax return?

▷ Receive your official tax document (early 2021).
▷ Follow email instructions from Berkeley International Office.
▷ Submit your tax return to the IRS. DO NOT submit it to the Glacier Department or to any UC Berkeley office.

BIO offers FREE tax preparation software (GTP) to help you prepare your tax return.
What official tax documents will I receive from UC Berkeley?

<table>
<thead>
<tr>
<th>Type of income</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Fellowship in excess of tuition/fees</td>
<td>1042-S</td>
</tr>
<tr>
<td>▪ Any income exempt from federal tax withholding due to an income tax treaty exemption</td>
<td></td>
</tr>
<tr>
<td>▪ Wages from employment</td>
<td>W-2</td>
</tr>
</tbody>
</table>
Summary of What to Do

▷ Students receiving payments* from UC Berkeley:
  ○ Arrive in the U.S.
  ○ Complete a GLACIER record.
  ○ Send your documents to the GLACIER admin team.
  ○ Apply for an SSN or ITIN.
  ○ Receive your official tax document (W-2 or 1042-S) next year.

▷ All Nonresident Aliens:
  ○ File a tax report the year after you arrive.
Questions about GLACIER?

Contact the GLACIER Admin Team.

▷ https://controller.berkeley.edu/central-payroll
▷ Email: glacieradmin@berkeley.edu
▷ GLACIER Admin Team:
  ○ Sofia Nekmal
  ○ Katy Chung
Questions about annual tax filing?

Contact the Berkeley International Office.

▶ https://internationaloffice.berkeley.edu/taxes
▶ Email: biohelp@berkeley.edu

**GENERAL questions only.** BIO advisers are not tax experts and cannot advise on specific cases.
Thank You!