

# **NEW FOREIGN EMPLOYEE**

Send an email to [tax.forms@ttu.edu](mailto:tax.forms@ttu.edu) with the following information:

1. Employee's first and last name;
2. Employee's Banner ID (R#), if known;
3. Employee's email address (not required to be TTU/TTUHSC address); and
4. Employee's pay frequency (Semi-monthly or Monthly).

The employee will receive an email with instructions on how to enter his/her information in GLACIER (TTU's web-based nonresident tax compliance software).

*If the requested information is not provided, the maximum amount of United States tax will be withheld from all payments made to the employee.*