To avoid a delay by UC Merced Tax Services in processing your GLACIER documents and forms, please review this GLACIER Tax Summary guide before submitting your forms and documentation via the email provided GLACIER Box Folder link.

Due to US federal tax regulations, we must receive scanned signed paper copies of your forms and photos of your immigration documentation via the Box folder link provided to users in a separate email. We do not accept any GLACIER forms or document copies by US Mail, campus mail, e-mail or fax.

Each number on the sample Tax Summary Report corresponds to an item noted on the next page. If you find errors in the Tax Summary Report, go back to GLACIER and make the appropriate changes. Once the updates are completed, reprint and sign your GLACIER prepared forms.
Tax Summary Report Number References
• 1 – Date of Entry to U.S.
  o This is the FIRST time you entered into the U.S. under your CURRENT visa status.
• 2 – Immigration Status Expiration
  o This date must be your Work Authorization Expiration date (on the Form I-20/DS-2019 or I-797 it is the permission expiration date to stay in the US OR your degree completion date, whichever comes first).
  o For F-1 visa holders, this date is on your Form I-20.
    • Enter the date where you see the Program End Date OR the “complete studies no later than _______” date (old version of Form I-20).
  o For J-1 visa holders, this date is on your Form DS-2019, line 3.
  o For H1-B/TN visa holders, this date is on your Form I-94 or Employment Authorization Document (EAD card).
    • Enter the “Admit Until Date” from the Form I-94 (Departure Record) OR the “Card Expires Date” from your EAD card).
• 3 – Estimated Date of Departure
  o Due to system limitations this should be the same date as your Immigration Status Expiration date
• 4 - Required Forms (Note: Your list may vary from the sample Tax Summary Report shown.)
  o Make sure everything that is listed in this Tax Summary Report section is electronically submitted to UC Merced Tax Services via your email provided Box Folder link.
  o Verify that each document or form has been signed and dated (where appropriate).
  o Make sure to scan both sides of the documents so UC Merced Tax Services receives all the pages.
• 5 – Required Document Copies (Note: Your list may vary from the sample Tax Summary Report shown.)
  o Make sure everything that is listed in this Tax Summary Report section is electronically submitted to UC Merced Tax Services via your email provided Box Folder link.
  o If you have an EAD card, provide a scanned copy in your Box folder for UC Merced Tax Services.
    • Note: This will not be listed on the Tax Summary Report, but it is needed.
  o If the UC Merced Payroll Office does not have your Social Security Number, please make an appointment with Payroll Services hiring intake staff to provide them your Social Security Card. If you do not have a Social Security Card, this does not apply at this time.
• 6 – Glacier Tax Summary Report
  o Make sure that you have signed and dated (bottom of page 1) of the report. Include the signed Tax Summary Report with all your electronically submitted documents to UC Merced Tax Services.

Need Additional Assistance?
Contact UC Merced Tax Services at tax@ucmerced.edu.