

[Date]

Dear [Visitor],

We anticipate that you may soon receive payment from [System Component]. The Internal Revenue Service (IRS), the U.S. government tax authority, has issued strict rules regarding the taxation and reporting of payments made to non-United States citizens. As a result, [System Component] may be required to withhold U.S. income tax and file information returns with the IRS in connection with any payments made to you.

Before [System Component] can make payment, you must provide certain information to ensure correct tax withholding and reporting decisions are made. Please bring the following information with you for processing:

- Immigration documentation including passport, visas, and Form I-94.
- Information regarding the primary purpose and date of arrival for your visit to the U.S.
- Information regarding the primary purpose, date of arrival and date of departure for all prior visits to the U.S.

For your convenience, [System Component] allows you to provide the required information and complete the necessary forms via the Internet from any web-accessed computer using the GLACIER Online Tax Compliance System. We will soon contact you regarding the GLACIER setup process and provide instructions on how to proceed. You will need to input all required information into GLACIER before your arrival to [System Component]. This process is mandatory and failure to provide the required information will result in 30% withholding from your payment.

Please be advised that recipients of payments in the U.S. are required to possess a valid U.S. tax identification number in order to receive payment. If you do not have a valid U.S. tax identification number, our business office will assist you in applying for one.

Thank you for your cooperation. Please contact [Contact] at [Telephone] if you have any questions or need immediate assistance.

[Salutation]

[Host Department]