

WELLESLEY COLLEGE

SLATER INTERNATIONAL CENTER

Using Glacier Tax Prep

Wellesley College has purchased **GLACIER Tax Prep** (which replaces **CINTAX**) to assist you with completing your U.S. federal tax forms. The GLACIER TAX PREP product asks you a series of questions to determine your tax status and instruct you on the forms that you will need to file. Please follow the steps below to get started:

- ☐ Gather the following documents and information **BEFORE** you login to GLACIER Tax Prep
 - Passport
 - Form I-20 (if F status) or Form DS-2019 (if J status)
 - Social Security Number or Individual Taxpayer Identification Number (if you have one)
 - U.S. entry and exit dates for current visit and all past visits to the U.S.
 - Forms W-2, 1042-S and/or 1099 (if you received any)
- ☐ Access **GLACIER Tax Prep** from your MyWellesley portal (under the “Student” tab, in the middle column)
 - **If you used CINTAX last year**, simply enter your UserID and Password. If you do not remember your UserID and Password, select “Forgot Login” to receive an email with a link to reset your login information. The email will be sent instantly. If you do not receive it, please be sure to check your spam filter.
 - **If you did not use CINTAX last year and this is your FIRST time logging into GLACIER Tax Prep this year**, select “Create New Account.” Create your **GLACIER Tax Prep** User Account by selecting a Password and UserID. Be sure to remember your Password and UserID as you will use them to access **GLACIER Tax Prep** if you need to login again.
 - **If you need to modify or reprint your tax return**, simply access **GLACIER Tax Prep** at www.glaciertax.com, using the Password and UserID you selected at the time you created your **GLACIER Tax Prep** User Account. Do not create a new account. To ensure that your information remains private and secure, **DO NOT** share your Password or UserID with anyone. Please use a valid and current email address. If you forget your Password and UserID, it can only be retrieved by you via an email to the email address in your **GLACIER Tax Prep** User Account.
 - **If you experience any issues** while trying to set up your **GLACIER Tax Prep** User Account or login again, please select “Having Trouble Logging In” for assistance.
- ☐ Once you have set up your **GLACIER Tax Prep** User Account. Each time you return to **GLACIER Tax Prep**, you will use the Password and UserID you selected when you initially established your account. In subsequent tax years, you may again access to your **GLACIER Tax Prep** account to retrieve a copy of past tax returns and to enter the new tax year’s information.

Glacier Tax Prep does not allow you to file your federal tax return electronically nor does it assist with state tax preparation. If you need assistance with **GLACIER Tax Prep**, from the main menu, select FAQ or HELP from any screen to find an answer to your question or send an email to the **GLACIER Tax Prep** Support Center at support@glaciertax.com. **All support questions are handled via email. No phone calls regarding GLACIER Tax Prep Support are accepted.**

