St. Kitts and Nevis
Foreign Account Tax Compliance Act (FATCA) Competent Authority

FATCA Portal Demonstration to Financial Institutions

ENROLMENT AND FILING
Enrolment and Filings

This presentation will provide an explanation of the process of enrolling in the St. Christopher (St. Kitts) and Nevis FATCA Portal along with completing a filing on behalf of Financial Institutions. By the end of this tutorial you will be able to:

- Complete an enrolment
- Log into the SKN FATCA Portal
- Create a filing
- Select a filing
- Complete a filing
- Submit a filing
Enrolment Form

• All Financial Institutions are required to complete an Enrolment form before accessing the system.
• This form is publicly accessible.
• The enrolment page will be accessible via the FATCA tab on the Inland Revenue Website at www.sknird.com.
Enrolment Form Completion

• All Financial Institutions should have already registered with the IRS and obtained a GIIN (Global Intermediary Identification Number).
Enrolment Form Completion

Enrolment requirements include:

- Financial Institution Name
- Institution Type
- Financial Institution GIIN (issued by IRS)
Enrolment Form Completion

Enrolment requirements include:

- Registered Office Address or Sponsoring Entity Address
- Institution Email Address
- Primary User Information
Enrolment Form FI Information

Enrolment requirements include:

- Financial Institution Information
  - Financial Institution Name
  - Institution Type
  - Financial Institution GIIN (issued by IRS)
Enrolment Form Address

- Registered Office Address or Sponsoring Entity Address:
  - Street Address
  - City/Town
  - State/Province/Region
  - Country
  - Post Code
Enrolment Email Address

- Financial Institution Email Address
Primary User

• Primary User Information
  – First name
  – Surname
  – Email Address
  – Telephone number
  – Attached Passport (PDF or JPEG)
  – Letter from Director of FI
Enrolment - Acknowledgement Messages

- Enrolment must be reviewed by Competent Authority before confirmation.

St. Christopher (St. Kitts) and Nevis FATCA Portal

Thank you
Thank you. Once we have reviewed your enrolment, we will email you with your confirmation details, or the reason your enrolment was declined.

Return to St. Christopher (St. Kitts) and Nevis Inland Revenue Department home page.
Enrolment - Error Messages

• Mandatory item incomplete
Enrolment - Error Messages

• Invalid GIIN
Enrolment Email Address and Primary User

Submission completed through the “Submit button”
Enrolment Email Address and Primary User

Confirmation Message After Submission:

Thank you

Thank you. Once we have reviewed your enrolment, we will email you with your confirmation details, or the reason your enrolment was declined.

Return to Tax Authority home page.
Logging into the St. Christopher (St. Kitts) FATCA Portal
Enrolment and Filings

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You can access the St. Christopher (St. Kitts) and Nevis FATCA Portal via the FATCA tab on the Inland Revenue Website at www.sknird.com.

Enter the email address used to create your user account in the Username field.
Logging into the St. Christopher (St. Kitts) and Nevis FATCA Portal

- Enter the temporary password that you received in the email when the account was created in the **Password** field.
- If this is your first login, you will be mandated to change the password for security purposes.
Logging into the St. Christopher (St. Kitts) and Nevis FATCA Portal

- Passwords are auto generated when users are created.
- Passwords require being updated upon initial sign in.
- Passwords have specific security requirements. Must be a minimum of 8 characters: at least one upper case, one number and one special symbol.
Enrolment and Filings

Logging into the St. Christopher (St. Kitts) and Nevis FATCA Portal

Once you have successfully logged into the FATCA Portal, you will be presented with the Port Home Page
Updating User Details

- Update Name, Email Address, Phone number
- Change password
Creating a Filing in the St. Christopher (St.Kitts and Nevis) FATCA Portal
Creating a Filing

- Creating a filing is the Financial Institutions Responsibility.
- Financial Institutions are required to complete a filing manually or through XML upload.
Manual vs XML Upload

Each Financial Institution must decide between a Manually entered filing and a filing completed through XML upload.
Creating a Filing

Each Filing requires:

1. Filing Name e.g. “File Type - Period”
2. Choosing the type of filing that the FI wishes to create. They will have 2 options:
   - US FATCA Manual Entry Filing
   - US FATCA XML Upload Filing
3. Enter the period-end-date for the filing
Deleting an Erroneous Filing

- The only reason for a filing to be deleted is if it is created in error.
- Submitted filings can never be deleted.
- Deletion action is available via the Manage Filings tab.
Selecting a Filing
Draft Filings

- All Filings entered in the system will be present in the “Draft Filings” sub menu tab.
Draft Filings - Select

- Select a Filing by simply clicking on the Filing name
Completing a Filing
Draft Filings - XML Upload

For “XML Upload” filing types, filings in a “No Data” state require XML upload for completion.
Draft Filings - XML Upload

- The FI user clicks on the “Upload Data” link and is brought to screen (shown below) where they can browse for and select the XML file to upload.
- XML uploaded files automatically submit

![St. Christopher (St. Kitts) and Nevis FATCA Portal Image]
Successful upload message:

Dear Financial Institution,

Financial Institution filing has been successfully submitted by your institution to the St. Christopher (St. Kitts) and Nevis Inland Revenue Department.

Note: This is a system generated email. Please do not reply to this email.

If you require assistance, contact the St. Kitts and Nevis Competent Authority at 1-869 465 8485 or FATCA@sknird.com.

Yours Sincerely,

St. Kitts and Nevis FATCA Portal Administrator
Draft Filings - Manual Filings

- Selecting a Filing is the same as XML upload

- All Filings begin as “No Data”, when they reach “Ready to Submit” all mandatory items have been completed.

- All validation is expressed by the XSD (XML Schema Definition). (Note: even though the data has not been entered in XML format, the system ensures that the data is as valid as if it had been uploaded via XML).

- All additional “further” validation rules (For details on these validation rules please see Appendix C: FATCA XML User Guide 1.1 Validation Rules).
Draft Filings - Manual Filings Completion

- After selecting a Filing, a Filer must complete the “General Information” form.
- Select Edit to open the form for editing
Draft Filings - General Information Data

- General Information includes:
  - Document Type
  - Message Reference
  - GIIN
  - Corresponding Message Reference (Not always mandatory)
Enrolment and Filings

Draft Filings - US FATCA Filing

A Financial Institution can create a number of folders of the FATCA Filing (eg. Sponsoring Entities with a number of FFIs).

User simply clicks on the add section icon (highlighted below).
Draft Filings - Reporting FI Information

Each US FATCA Filing requires completion of the Reporting FI Information
Draft Filings - Reporting FI Information

Reporting FI Information sections include:

1. Identification of Filer
2. Reporting FI Name
3. Taxpayer Identification Number (TIN) (or GIIN where necessary)
4. Address
5. Is a Sponsoring Entity applicable?
6. Items 1-4 repeated for Sponsoring Entity if 5 states ‘YES’.
Draft Filings - Reporting FI Information
Draft Filings - Account Information

- Account Information is a requirement for each account to be filed.
- A new instance of the ‘Account Information’ form can be added for each individual account.
Draft Filings - Account Information

- Account Information includes:
  - Account Holder or Payee Information
  - Identifying Information of U.S. Owners that are specified U.S. Persons
Draft Filings - Account Information

- Account Information includes:
  - Identifying Information of U.S. Owners that are specified U.S. Persons cont’d
  - Financial Information
Draft Filings - Ready to Submit

When all the mandatory FATCA Filings and account information is complete, the Filing will be in a state of “Ready to Submit”
Submitting Manually Completed Filings
Submitting Filing Data: Overview

• All mandatory Filing sections must have a status of ‘Ready to Submit’ in order for the File to be submitted.

• Submission rules are executed on submission and must be corrected before the File can be successfully submitted.

• Upon successful submission, the File is no longer available in Draft Filings and is now available for review by the Competent Authority. It can also be viewed by the FI under Submission History.
Submitting Filing Data: Menu

- Navigate to the **Submission** tab from the main menu
- Click **Submit File** link in the sub menu.
- User is then navigated to the **Submit File** page which noted all returns ready to be submitted.

![St. Christopher (St. Kitts) and Nevis FATCA Portal](image)
Validating and Submitting

- Select the **Validate** link beside the filing you wish to submit.
- Validation errors are checked and displayed to the Portal user once the file is selected for submission.
- Failed validation errors are in line with the IRS FATCA requirements.

![St. Christopher (St. Kitts) and Nevis FATCA Portal](image-url)
Submitting File Data: Confirmation

- A confirmation screen will be displayed requesting you to confirm your actions.
- Click on the **Submit** button to complete the action and send the applicable file.
Submitting File Data: Successful Submission

Upon successful submission, you will be presented with a message informing you of the successful submission of your file.
Questions?