



# St. Christopher (St. Kitts) & Nevis

## FATCA Portal User Guide

**Version 1.1**

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**Contact us:**

St. Kitts and Nevis Competent Authority  
1-869 465 8485 or  
[FATCA@sknird.com](mailto:FATCA@sknird.com)

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# Introduction

## 1 Purpose

The purpose of this document is to provide a simple 'how-to' overview of the most commonly used functionalities in the ST. KITTS AND NEVIS FATCA System with respect to financial institutions meeting their FATCA reporting requirements. This document is not intended to provide business or policy/regulatory guidance to financial institutions; it includes instructional guidance on the use of the system.

## 2 Scope

The scope of this document is based on United States (US) FATCA.

The 'Portal Functional' guidance in this document is not intended to cover the full range of screens and functionalities within the ST. KITTS AND NEVIS FATCA System, but it will provide a high-level overview of the most commonly used functions that financial institutions should expect to use as part of their normal enrolment and FATCA submission procedures.

# Portal Functional Guidance

## 1 Enrolment form

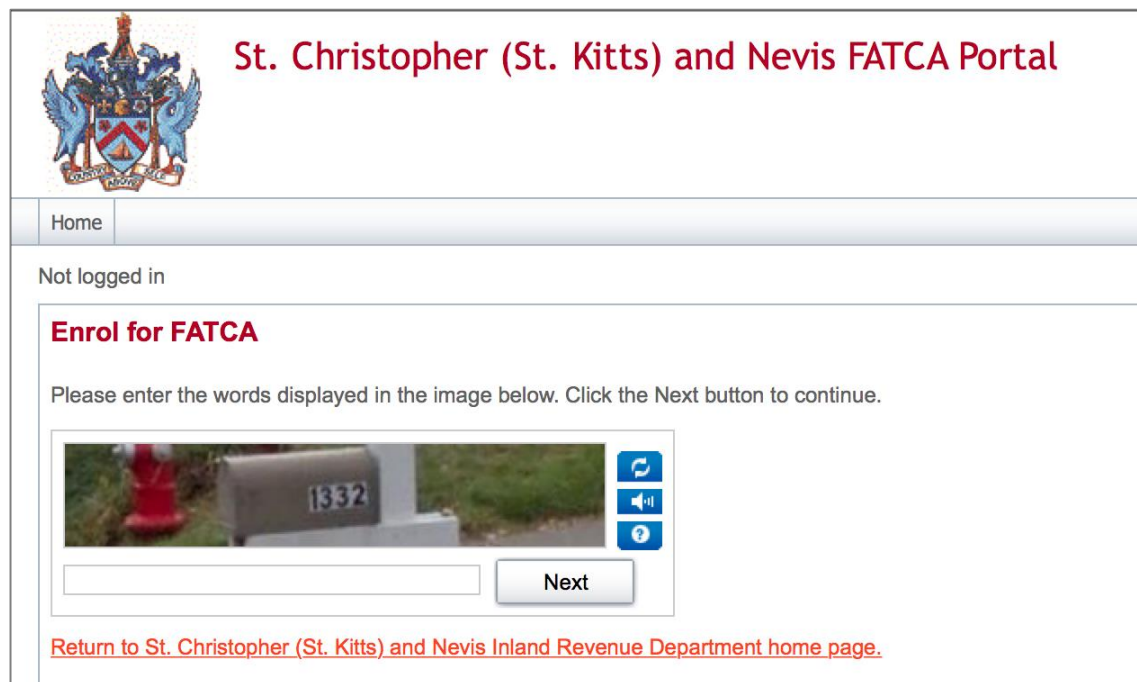
In order to enrol with the ST. KITTS AND NEVIS Competent Authority to submit information under US FATCA, financial institutions must complete the ST. KITTS AND NEVIS FATCA System Enrolment Form.

**Important note:** To proceed with enrolment, you must have the following:

- Global Intermediary Number (GINN)
- Passport Data Page
- Authorization Letter

### 1.1 Accessing the ST. KITTS AND NEVIS FATCA System Enrolment Form

1. Select the FATCA Tab on the **St. Kitts and Nevis Inland Revenue** website at [www.sknird.com](http://www.sknird.com) and select **FATCA Enrolment**.
2. You will be presented with a security code similar to the one shown in the image below.




The screenshot displays the 'St. Christopher (St. Kitts) and Nevis FATCA Portal'. At the top left is the national coat of arms. Below it is a 'Home' button. The status 'Not logged in' is shown. The main heading is 'Enrol for FATCA'. Below this, a message reads: 'Please enter the words displayed in the image below. Click the Next button to continue.' A small image shows a red fire hydrant and a grey mailbox with the number '1832'. To the right of the image are three icons: a refresh button, a volume icon, and a help icon. Below the image is a text input field and a 'Next' button. At the bottom, a link reads: 'Return to St. Christopher (St. Kitts) and Nevis Inland Revenue Department home page.'

3. Enter the characters displayed in the image and select "Next".

## 1.2 Completing the ST. KITTS AND NEVIS FATCA System Enrolment Form

You will be presented with the **ST. KITTS AND NEVIS US FATCA Institution & Primary User Enrolment** page (shown in the images below)



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

Home

Not logged in

#### Enrol for FATCA


Please use the form below to enrol for FATCA.

#### US FATCA Institution & Primary User Enrolment

The Foreign Account Tax Compliance Act (FATCA) was introduced by the United States (US) in 2010 as part of the Hiring Incentives to Restore Employment (HIRE) Act with the purpose of reducing tax evasion by their citizens. FATCA requires financial institutions outside the US to report information on financial accounts held by their US customers to the US Internal Revenue Service (IRS).

In accordance with the FATCA intergovernmental agreement (IGA) between the US and St. Christopher (St. Kitts) and Nevis, all Financial Institutions with US accounts are required to enrol with the St. Christopher (St. Kitts) and Nevis Inland Revenue Department using the form below. Please ensure that you have already registered with the IRS (<http://www.irs.gov/Businesses/Corporations/FATCA-Foreign-Financial-Institution-Registration-Tool>) and received your Global Intermediary Identification number (GIIN) before completing this enrolment.

#### Financial Institution Information

Financial Institution Name (as provided when registering with the IRS)	<input type="text"/>	*
Institution Type	<input type="text"/>	*
Financial Institution GIIN (issued by IRS)	<input type="text"/>	* 

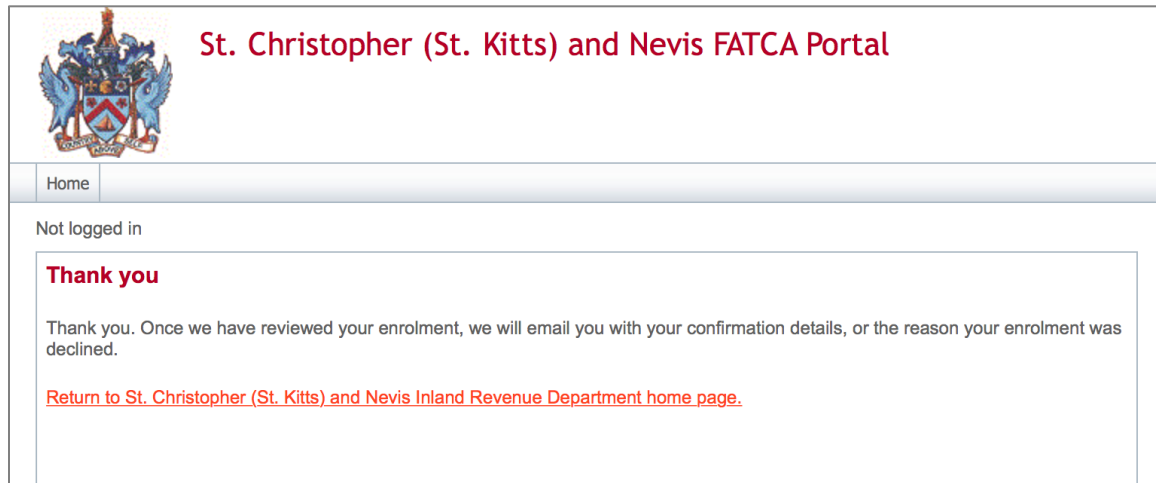
<b>Registered Office Address or Sponsoring Entity Address</b>	
Street Address	<input type="text"/>
City/Town	<input type="text"/>
State/Province/Region	<input type="text"/>
Country	<input type="text"/>
Post Code	<input type="text"/>
Institution Email Address <input type="text"/>	
<b>Primary User Information</b>	
First name	<input type="text"/>
Surname	<input type="text"/>
Email Address	<input type="text"/>
Telephone number	<input type="text"/> <input type="text"/> <input type="text"/>
Position	<input type="text"/>
Please attach a scan of your passport	
<input type="button" value="Browse"/>	
Please attach a letter, signed by a director of the company, which specifies you as the responsible person for US FATCA compliance.	
<input type="button" value="Browse"/>	
<p>Your enrolment will be submitted for approval by the St. Christopher (St. Kitts) and Nevis Inland Revenue Department. You will receive notification by email once your enrolment information has been reviewed.</p> <p><input type="button" value="Submit"/></p>	

1. Complete the form's input fields as applicable for your financial institution (all mandatory fields are marked with a red asterisk \*)

**Important note:** The Registered Office Address **must** be within St. Kitts and Nevis. Failure to provide a ST. KITTS AND NEVIS address will result in your enrolment being declined. However, **where a Sponsoring Entity is enrolling** on the ST. KITTS AND NEVIS FATCA System, a non-ST. KITTS AND NEVIS address is acceptable, where the Sponsoring Entity is located outside of the Federation.

2. Upload a scan of your passport data page using the **Browse** button (must be in PDF or JPEG format)
3. Upload a signed letter by Upper Level Management using the **Browse** button (this specifies that you are the responsible person for US FATCA compliance) (must be in PDF or JPEG format no greater than 20MB)

4. When the documents have been uploaded, select the **Submit** button.



The screenshot shows the St. Christopher (St. Kitts) and Nevis FATCA Portal. At the top left is the national coat of arms. To its right is the title 'St. Christopher (St. Kitts) and Nevis FATCA Portal' in red. Below the title is a navigation bar with a 'Home' button. Underneath the navigation bar, it says 'Not logged in'. A large box contains a 'Thank you' message in red, followed by a paragraph: 'Thank you. Once we have reviewed your enrolment, we will email you with your confirmation details, or the reason your enrolment was declined.' At the bottom of this box is a red link: 'Return to St. Christopher (St. Kitts) and Nevis Inland Revenue Department home page.'

## 2 Logging in and updating your user details

### 2.1 Logging in to the St. Kitts and Nevis FATCA Portal

After your enrolment form has been reviewed and approved (if there are no issues that require correction), your financial institution and Primary User account will be created on the ST. KITTS AND NEVIS FATCA System.

You will receive a system-generated email titled “ST. KITTS AND NEVIS FATCA System Account Activation” containing your username (to the Primary User Email Address entered on the enrolment form) and temporary password, as well as a link to the system.

**Important note:** If your enrolment information is not deemed complete and accurate, you will receive a “ST. KITTS AND NEVIS US FATCA: Enrolment Unsuccessful” email, which will include the reason your enrolment was declined. You will need to access the enrolment form again and complete it with corrected information and/or documents.

1. Accessing the link found in your Account Activation email will direct you to the ST. KITTS AND NEVIS FATCA Portal login page, as shown in the image below.



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

Home

Not logged in

### Welcome to the St. Christopher (St. Kitts) and Nevis FATCA Portal

The St. Kitts and Nevis FATCA Portal is an online application that will allow you to submit your FATCA account filings to the St. Kitts and Nevis Inland Revenue Department.

To access the St. Kitts and Nevis FATCA Portal, please enter your email address and password below. Note that the password is case sensitive.

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

Email address:

Password:

Login


[Forgotten Password](#)

The recommended minimum computer requirements for using St. Christopher (St. Kitts) and Nevis FATCA Portal are:

- Microsoft Internet Explorer version 7 or above, or Firefox version 4 or above or Google Chrome version 10 or above.
- For viewing your forms in PDF (and printing where signatures are required) you will need a PDF viewer, such as Adobe Acrobat Reader (version 8.0 or above).
- Forms can be exported as spreadsheets. For this you will need Microsoft Excel 2003 or above (the viewer application for Excel will also work).
- A connection to a printer so you can print out hard copies of forms.
- We also recommend that your screen resolution is at least 1024x768 or higher for optimal display. Don't worry if you don't know what this means.

2. Enter your email address and temporary password and select the **Login** button. Upon first login to the system, you will be asked to change your password as shown in the image below. Passwords must be a minimum of 8 characters, 1 upper case, 1 number and 1 special symbol.





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

Home	Draft Filings	Submission	Manage Filings	Documents	Financial Institution Profile	Manage Users	My Details	Help	Logout
------	---------------	------------	----------------	-----------	-------------------------------	--------------	------------	------	--------

### Update My Password

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&\*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

Current password:  \*

New password:  \*


Confirm new password:  \*

## 2.2 Updating your user details

At any time you can update your user details, (name, email address, and phone number) by navigating to **My Details > View/Edit My Details**.

You are also able to change your password by navigating to **My Details > Update My Password** using the menus at the top of the page.

**Important note:** Changing your email address will change the email address you use to log in to the system as well as the email address to which system-generated emails are sent.



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

Home	Draft Filings	Submission	Manage Filings	Documents	Financial Institution Profile	Manage Users	My Details	Help	Logout
------	---------------	------------	----------------	-----------	-------------------------------	--------------	------------	------	--------

FI Rep, Sample FI for St.Kitts and Nevis

[View/Edit My Details](#)  
[Update My Password](#)

### Welcome to the St. Christopher (St. Kitts) and Nevis FATCA Portal

You have successfully logged in. You can now use the St. Kitts and Nevis FATCA Portal to submit all required filings online.

To submit a filing, follow the steps below:

1. Use the "Create Filing" menu to generate a new filing
2. Use the "Draft Filings" menu to enter or upload data
3. Use the "Submission" menu to submit your filing once completed

With the St. Kitts and Nevis FATCA Portal, you are also able to:

- Review your past submissions and download previously uploaded filings using the "Submission History" menu
- View key information regarding your financial institution using the "Financial Institution Profile" menu
- View and download relevant documents using the "Documents" menu

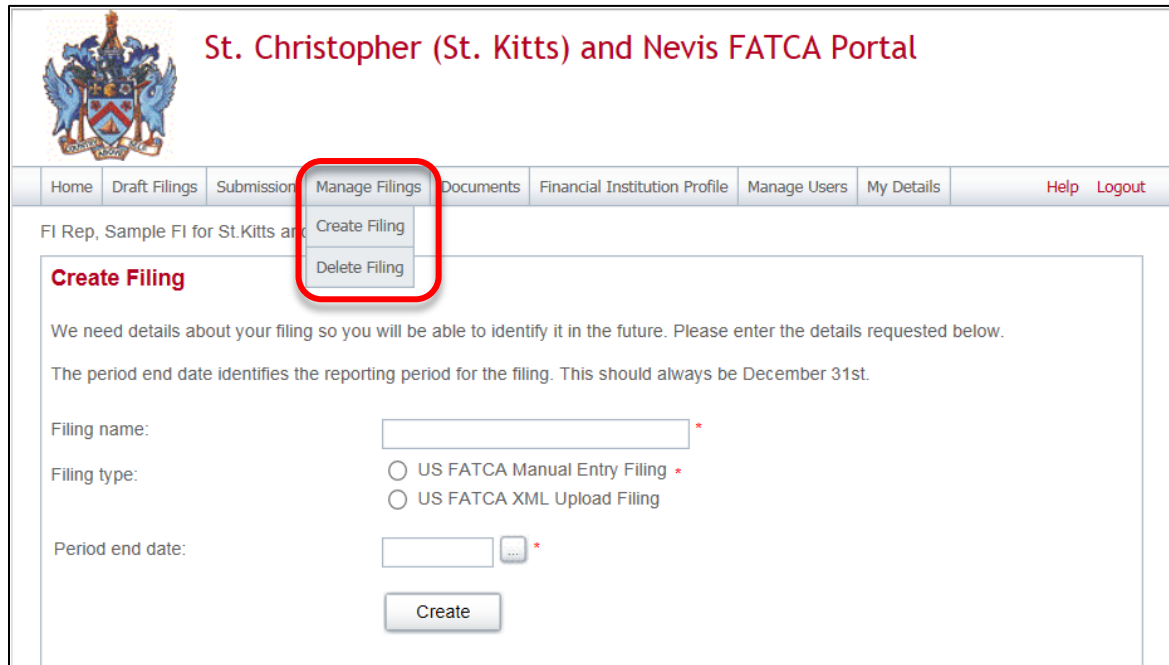
If you require assistance, contact the St. Kitts and Nevis Competent Authority at 1 (869) 465-8485 or [FATCA@sknird.com](mailto:FATCA@sknird.com)

### 3 Submitting data in the ST. KITTS AND NEVIS FATCA Portal

#### 3.1 Creating a filing

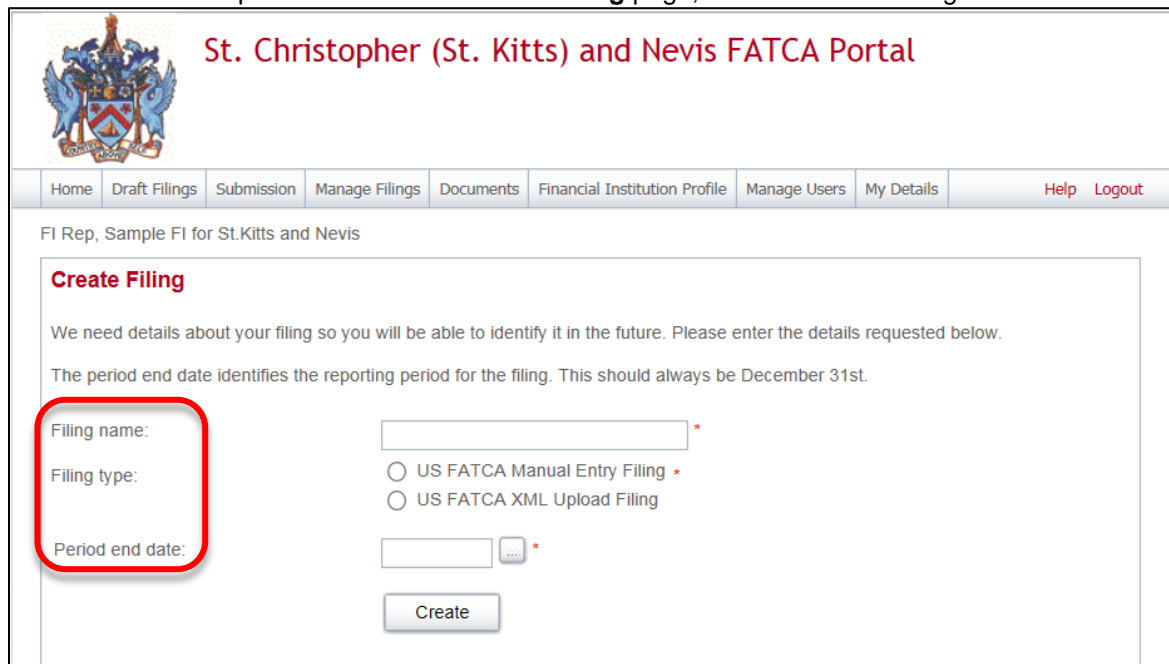
In order to submit data to the ST. KITTS AND NEVIS Competent Authority to meet your US FATCA reporting obligations, you must first create a filing.

1. Navigate to the **Create Filing** screen using the menus at the top of the screen. Select **Manage Filings** > **Create Filings**, as shown in the image below.



The screenshot shows the 'St. Christopher (St. Kitts) and Nevis FATCA Portal' interface. The top navigation bar includes links for Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The 'Manage Filings' dropdown menu is open, showing 'Create Filing' and 'Delete Filing' options. The 'Create Filing' option is highlighted with a red box. Below the navigation bar, the 'Create Filing' form is visible, containing fields for Filing name, Filing type (US FATCA Manual Entry Filing or US FATCA XML Upload Filing), and Period end date, along with a 'Create' button.

2. You will be presented with the **Create Filing** page, as shown in the image below.



The screenshot shows the 'St. Christopher (St. Kitts) and Nevis FATCA Portal' interface. The top navigation bar includes links for Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The 'Create Filing' form is visible, containing fields for Filing name, Filing type (US FATCA Manual Entry Filing or US FATCA XML Upload Filing), and Period end date, along with a 'Create' button. The 'Filing name' field is highlighted with a red box.

**Important note:** All mandatory fields (marked with a red asterisk\*) must be completed for the form to successfully Validate & Save.

3. Enter a **Filing name** in the format 'FILING NAME – PERIOD' so that filings can be differentiated over time. **Eg.** New Data – 2014, Amended Data – 2014, etc

Filing name should be one of the following as specified by the IRS:

- |                   |                 |
|-------------------|-----------------|
| a. New Data       | c. Amended Data |
| b. Corrected Data | d. Void Data    |

4. Select the **Filing type** that you want to complete.

**Important note:** If you will be providing data in an XML file, you must choose the *US FATCA XML Upload* filing type. If you will be entering data manually, you must choose the *US FATCA Manual Entry* filing type.

5. Enter the **Period end date** for the filing.

**Important note:** The period end date is the last day of the reporting period (the calendar year). This date must **always be December 31**. Failure to select December 31 will result in your filing being rejected upon attempted submission.

6. Select the **Create** button to complete the creation of your filing and make it available to enter or upload data.



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

Home	Draft Filings	Submission	Manage Filings	Documents	Financial Institution Profile	Manage Users	My Details	Help	Logout
------	---------------	------------	----------------	-----------	-------------------------------	--------------	------------	------	--------

FI Rep, Sample FI for St.Kitts and Nevis

**New Filing created successfully**

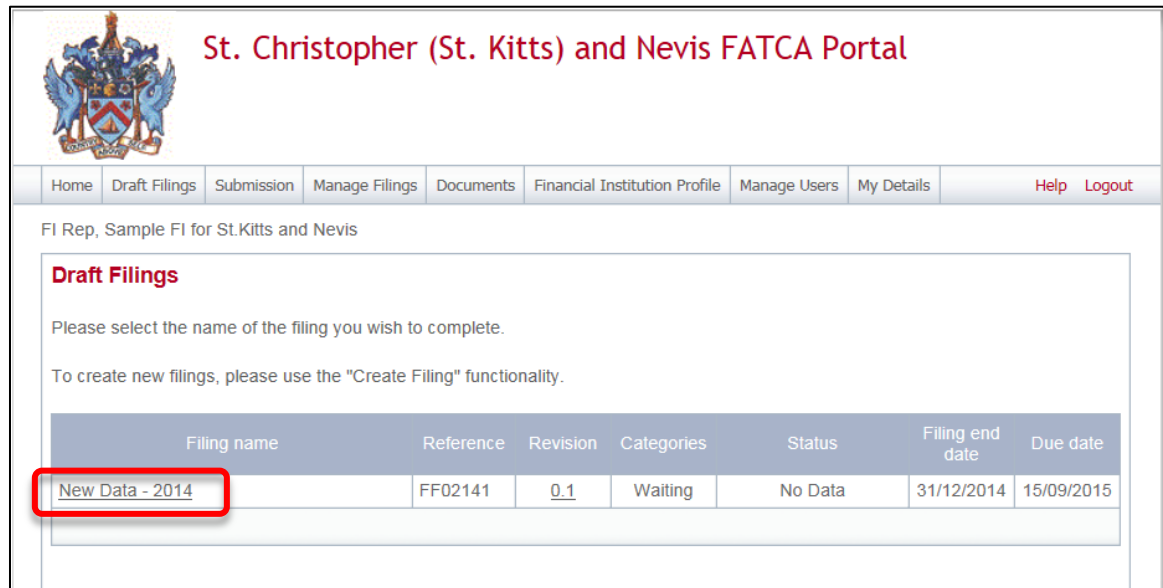
Your filing, named "New Data - 2014", has successfully been created with the reference "FF02141".

You can now access the filing in the Draft Filings area.

### 3.2 Uploading and submitting an XML File

If you have chosen the US FATCA XML Upload filing you will submit your FATCA data by uploading an XML file into the filing. XML file must comply with the XSD (XML Schema Definition) requirements as specified by the IRS.

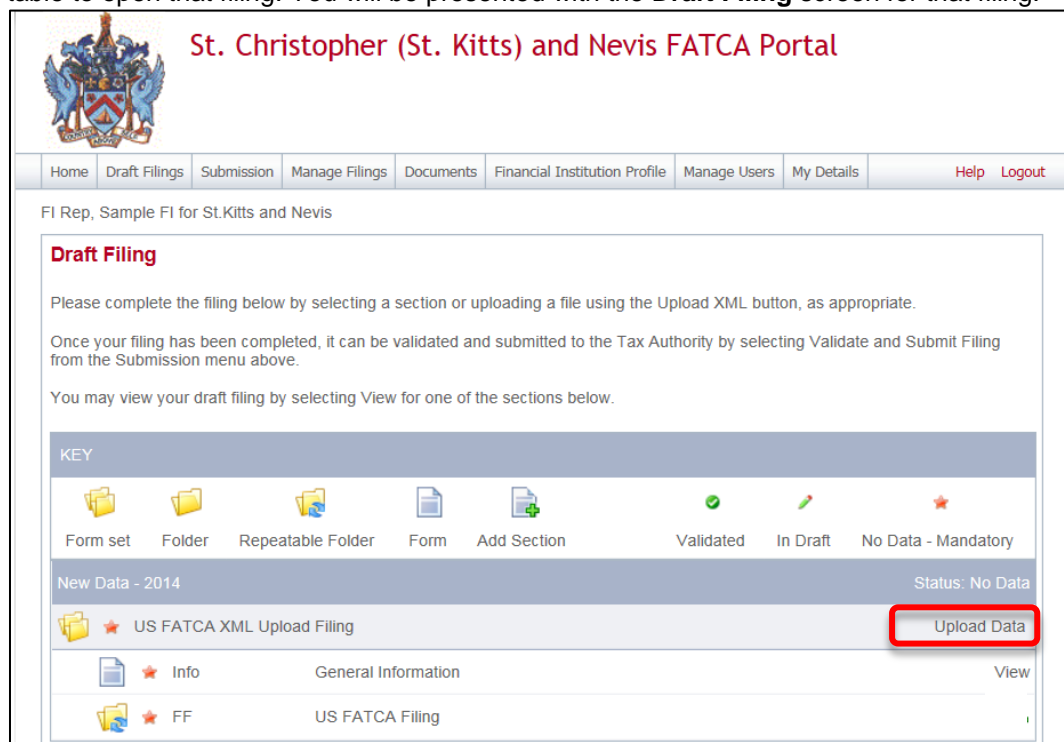
1. Navigate to the **Draft Filings** screen using the menu at the top of the screen to view filings that you have created but not yet submitted.



The screenshot shows the 'St. Christopher (St. Kitts) and Nevis FATCA Portal' interface. The top navigation bar includes links: Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. Below the navigation bar, the user is identified as 'FI Rep, Sample FI for St.Kitts and Nevis'. The main section is titled 'Draft Filings' and contains instructions: 'Please select the name of the filing you wish to complete.' and 'To create new filings, please use the "Create Filing" functionality.' Below these instructions is a table with the following columns: Filing name, Reference, Revision, Categories, Status, Filing end date, and Due date. The table contains one row with the following data: Filing name: 'New Data - 2014' (highlighted with a red box), Reference: 'FF02141', Revision: '0.1', Categories: 'Waiting', Status: 'No Data', Filing end date: '31/12/2014', and Due date: '15/09/2015'.

Filing name	Reference	Revision	Categories	Status	Filing end date	Due date
New Data - 2014	FF02141	0.1	Waiting	No Data	31/12/2014	15/09/2015

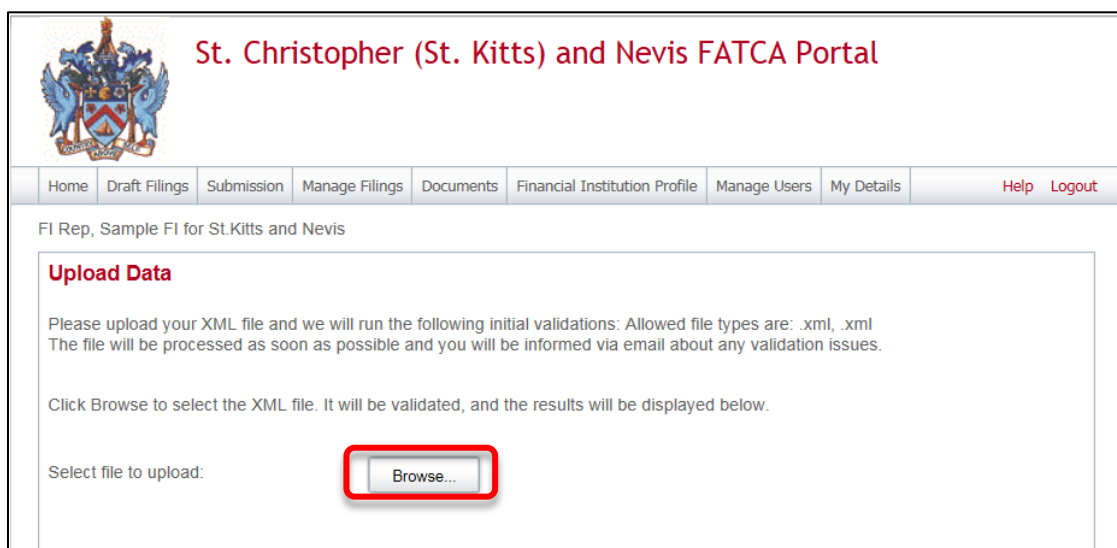
2. Select the name of the filing you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **Draft Filing** screen for that filing.



The screenshot shows the 'St. Christopher (St. Kitts) and Nevis FATCA Portal' interface. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, the user is identified as 'FI Rep, Sample FI for St.Kitts and Nevis'. The main section is titled 'Draft Filing' and contains instructions: 'Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.' and 'Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above.' Below these instructions, it says 'You may view your draft filing by selecting View for one of the sections below.' Below this text is a 'KEY' section with icons for: Form set, Folder, Repeatable Folder, Form, Add Section, Validated, In Draft, and No Data - Mandatory. Below the key is a table with the following columns: Filing name, Status, and a button. The table contains one row with the following data: Filing name: 'New Data - 2014', Status: 'No Data', and a button: 'Upload Data' (highlighted with a red box). Below the table is a section with two rows: 'US FATCA XML Upload Filing' and 'US FATCA Filing'.

Filing name	Status	Button
New Data - 2014	No Data	Upload Data

3. Select the **Upload data** link within the filing table. You will be presented with the **Upload Data** page.

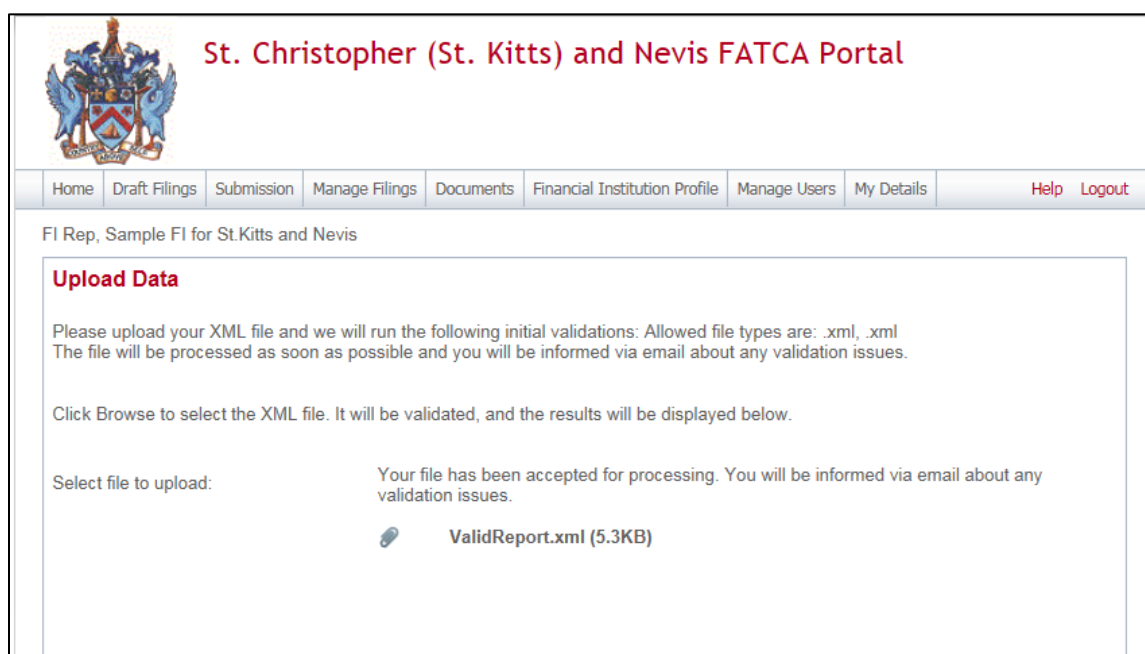


The screenshot shows the 'St. Christopher (St. Kitts) and Nevis FATCA Portal' interface. At the top is the national coat of arms. Below it is a navigation menu with links: Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, and Help Logout. The main content area is titled 'FI Rep, Sample FI for St.Kitts and Nevis'. Inside this area, there is a section titled 'Upload Data'. The text in this section reads: 'Please upload your XML file and we will run the following initial validations: Allowed file types are: .xml, .xml. The file will be processed as soon as possible and you will be informed via email about any validation issues.' Below this text, it says 'Click Browse to select the XML file. It will be validated, and the results will be displayed below.' At the bottom of the section, there is a label 'Select file to upload:' followed by a 'Browse...' button, which is highlighted with a red rectangle.

4. Select the **Browse** button and choose the file you want to upload. Only files in XML format will be accepted.

**Important note:** The system will begin validation of your file immediately:

- i. If you have uploaded a file that is not an XML file, you will see an error message on the Upload Data page informing you of that error.
- ii. Otherwise, your file will be accepted for processing (see the image below). You will receive a system-generated email when the processing is complete, indicating either that your submission was successful, or that the submission was unsuccessful and that the file must be updated and resubmitted.



The screenshot shows the St. Christopher (St. Kitts) and Nevis FATCA Portal. At the top left is the national coat of arms. The title "St. Christopher (St. Kitts) and Nevis FATCA Portal" is in red. Below the title is a navigation bar with links: Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The main content area shows "FI Rep, Sample FI for St.Kitts and Nevis". A section titled "Upload Data" contains instructions: "Please upload your XML file and we will run the following initial validations: Allowed file types are: .xml, .xml. The file will be processed as soon as possible and you will be informed via email about any validation issues." It also says "Click Browse to select the XML file. It will be validated, and the results will be displayed below." Below this, it says "Select file to upload:" and shows a file icon next to "ValidReport.xml (5.3KB)". To the right of the file icon, it says "Your file has been accepted for processing. You will be informed via email about any validation issues."

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](mailto:FATCA@sknird.com).

Yours Sincerely,

St. Kitts and Nevis FATCA Portal Administrator

### 3.3 Completing a Manual Entry filing

If you have chosen the US FATCA Manual Entry filing, you will submit your FATCA data by typing data into a web form.

1. Navigate to the **Draft Filings** screen using the menu at the top of the screen to view filings that you have created but not yet submitted.
2. Select the name of the filing you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **Draft Filing** screen for that filing.
3. Select the **Edit** link beside the General Information form to enter data related to the sender and document being submitted. You will be presented with the editable form for data entry. The image below is a sample General Information form.



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

[Home](#) | [Draft Filings](#) | [Submission](#) | [Manage Filings](#) | [Documents](#) | [Financial Institution Profile](#) | [Manage Users](#) | [My Details](#) | [Help](#) | [Logout](#)

FI Rep, Sample FI for St.Kitts and Nevis

### Draft Filing

Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.

Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above.

You may view your draft filing by selecting View for one of the sections below.

KEY			
			
Form set	Folder	Repeatable Folder	Form
			
Add Section	Validated	In Draft	No Data - Mandatory


New Data (Manual) - 2014
Status: No Data

		US FATCA Manual Entry Filing	
		Info	General Information
		FF	US FATCA Filing

Edit

View

4. Enter your data in the fields presented and select **Save as Draft** to continue entering data later or **Validate & Save** to mark the form ready for submission.



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

[Home](#) | [Draft Filings](#) | [Submission](#) | [Manage Filings](#) | [Documents](#) | [Financial Institution Profile](#) | [Manage Users](#) | [My Details](#) | [Help](#) | [Logout](#)

FI Rep, Sample FI for St.Kitts and Nevis

### US FATCA Filing

Financial Institution: Sample FI for St.Kitts and Nevis

Period end date: 31/12/2014

#### General Information

Document Type: New Data \*

Message Reference: USFATCA002190 \*

Global Intermediary Identification Number (GIIN):  \*

If this report represents a change to a previously submitted report, please enter the corresponding Message Reference here:  ?

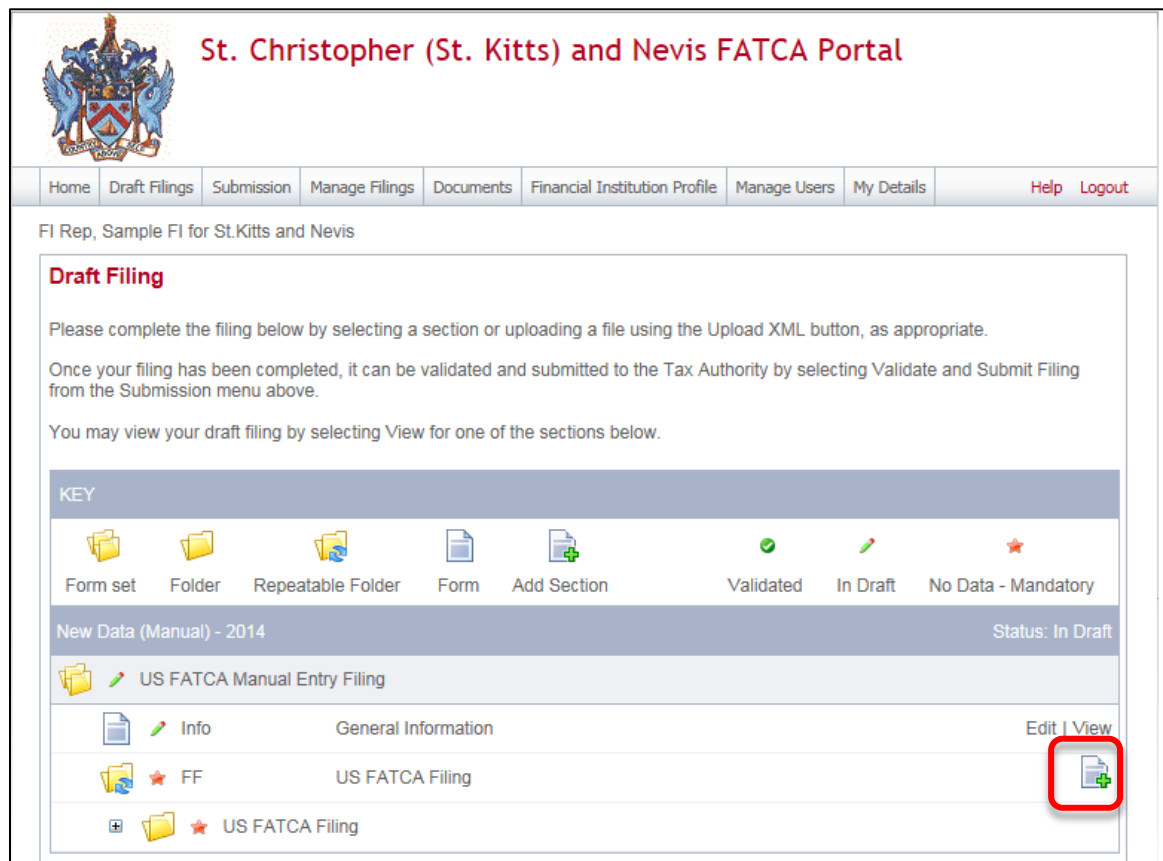
Save As Draft

Validate & Save

### Important notes:

- i. The Global Intermediary Identification Number (GIIN) included on this form should be that of the *sender*. For example, in the case of Sponsoring Entities, this should be the Sponsoring Entity's GIIN.

- ii. The Message Reference field includes a unique system-generated code. You should take note of this reference, as you will need to enter this message reference if you have to correct, amend or void a filing.
  - iii. All mandatory fields (marked with a red asterisk **\***) must be completed for the form to successfully Validate & Save. Otherwise, errors will be presented on-screen.
5. To complete the remainder of the filing, select the **Add Section** icon next to the US FATCA Filing repeatable folder to generate a US FATCA Filing folder.



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

Home Draft Filings Submission Manage Filings Documents Financial Institution Profile Manage Users My Details [Help](#) [Logout](#)

FI Rep, Sample FI for St.Kitts and Nevis

**Draft Filing**

Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.

Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above.

You may view your draft filing by selecting View for one of the sections below.

KEY			
Form set	Folder	Repeatable Folder	Form
Add Section	Validated	In Draft	No Data - Mandatory


New Data (Manual) - 2014 Status: In Draft

		US FATCA Manual Entry Filing	
		Info	General Information <span style="float: right;">Edit   View</span>
		FF	US FATCA Filing
			US FATCA Filing

**Important note:** Sponsoring Entities will need to add a US FATCA Filing folder for each Sponsored Entity they are reporting for.



6. Expand the US FATCA Folder and select the **Edit** link beside the Reporting FI Information form to enter data.



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

[Home](#) [Draft Filings](#) [Submission](#) [Manage Filings](#) [Documents](#) [Financial Institution Profile](#) [Manage Users](#) [My Details](#) [Help](#) [Logout](#)
























FI Rep, Sample FI for St.Kitts and Nevis

### Draft Filing


Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.

Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above.

You may view your draft filing by selecting View for one of the sections below.

KEY			
			
Form set	Folder	Repeatable Folder	Form
			
Add Section	Validated	In Draft	No Data - Mandatory
New Data (Manual) - 2014 <span style="float: right;">Status: In Draft</span>			
  US FATCA Manual Entry Filing			
	 Info	General Information	Edit   View
	 FF	US FATCA Filing	
	 US FATCA Filing		
	 FI	Reporting FI Information	<b>Edit</b>   View      
	ACT	Account Information	

7. You will be presented with the editable form for data entry. The two images below show a sample US FATCA filing reporting FI Information form.


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

[Home](#)
[Draft Filings](#)
[Submission](#)
[Manage Filings](#)
[Documents](#)
[Financial Institution Profile](#)
[Manage Users](#)
[My Details](#)
[Help](#)
[Logout](#)

FI Rep, Sample FI for St.Kitts and Nevis

**US FATCA Filing**

Financial Institution: Sample FI for St.Kitts and Nevis

Period end date: 31/12/2014

**Part I: Identification of Filer**

Document Type: \* If this data represents a change to previously submitted data, please enter the corresponding Document Reference ID here:

Document Reference ID: \*

Reporting FI Name \*

Taxpayer Identification Number (TIN) \*

**Address**

Number, Street, and Room/Suite no \*

City or Town \*

State/Province/Region

Post Code

Country \*

State/Province/Region

Post Code

Country \*

**Is a Sponsoring Entity applicable?** \*

If 'yes', please provide the following information:

Document Type:  If this data represents a change to previously submitted data, please enter the corresponding Document Reference ID here

Document Reference ID

Name

Taxpayer Identification Number (TIN)

**Address**

Number, Street, and Room or Suite no

City or Town

State/Province/Region

Post Code

Country

**Important note:**

- i. All mandatory fields (marked with a red asterisk **\***) must be completed for the form to successfully Validate & Save.

- ii. System timeout is 15 minutes of inactivity, the information will have to be re-entered if the form is not saved as draft or validated and saved prior to this idle time.
- iii. Three “Taxpayer Identification Number (TIN)” fields exist on this form. The first one (under the “Reporting FI Information” field) should be populated with the TIN or GIIN of the Reporting FI, as deemed applicable based on the IRS guidelines. The second and third “Taxpayer Identification Number (TIN)” fields under the Sponsoring Entity and Intermediary sections should be populated with the TIN or GIIN of the Sponsoring Entity or Intermediary Entity respectively, as applicable.

Enter your data in the fields presented and select Save as Draft to continue entering data later or Validate & Save to mark the form ready for submission.

8. Select the **Add Section** icon next to the Account Information section to add an account.

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

Home Draft Filings Submission Manage Filings Documents Financial Institution Profile Manage Users My Details Help Logout

FI Rep, Sample FI for St.Kitts and Nevis

**Draft Filing**

Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.

Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above.

You may view your draft filing by selecting View for one of the sections below.

KEY			
Form set	Folder	Repeatable Folder	Form
			Validated
			In Draft
			No Data - Mandatory

New Data (Manual) - 2014 Status: In Draft

		US FATCA Manual Entry Filing	
		Info General Information	Edit   View
		FF US FATCA Filing	
		US FATCA Filing	
		FI Reporting FI Information	Edit   View
		ACT Account Information	

**Important note:** There is a threshold of 50 Repeatable folders allowed for adding filings. Once the user reaches the threshold, the “Add Section” icon will be removed. A text will be displayed advising that the maximum amount has been reached. This will only impact the Manual entry filing; the XML Upload filing will not be affected.

9. You will be presented with the editable form for data entry. The two images below show a sample Account Information form.

The screenshot displays the 'St. Christopher (St. Kitts) and Nevis FATCA Portal'. The top navigation bar includes links for Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The main content area is titled 'FI Rep, Sample FI for St.Kitts and Nevis' and contains the 'US FATCA Filing' form. The form includes fields for 'Financial Institution' (Sample FI for St.Kitts and Nevis) and 'Period end date' (31/12/2014). Below this is 'Part II: Account Holder or Payee Information', which contains a 'Document Type' dropdown (set to 'New Data'), a 'Document Reference ID' field (A99999.A9999.ME.659.60d3d), and a section for 'Account Holder Type' with a dropdown menu. It also includes fields for 'Taxpayer Identification Number (TIN)', 'Entity name', and a section for individuals with fields for 'Title', 'First Name', 'Middle Name', 'Last Name', and 'Date of Birth'. Below this is the 'Address' section with fields for 'Number, Street, and Room or Suite no', 'City or Town', 'State/Province/Region', 'Post Code', and 'Country'. The form also includes 'Part III: Identifying Information of U.S. Owners that are specified U.S. Persons' with an 'Add Substantial Owner' button, and 'Part IV: Financial Information' with fields for 'Account Number', 'Account Balance', and 'Currency', along with an 'Add Payment Record' button. At the bottom right, there are 'Save As Draft' and 'Validate & Save' buttons.

**Important note:** A nil report is a filing that is submitted after completing only the General Information and Reporting FI Information forms (i.e. with no Account Information or Pooled Reporting Type sections added). These will be accepted in the system.

10. Repeat Step 9 for each account you are reporting.

### 3.5 Submitting a Manual Entry filing

In order to submit your Manual Entry filing, all mandatory forms within the filing must be in **Validated** status, indicated by a green check mark icon (see the **KEY** on the **Draft Filing** page for an explanation of icons). The image below shows a sample filing which has all mandatory forms Validated and a filing status of "Ready to Submit".

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

Home | Draft Filings | Submission | Manage Filings | Documents | Financial Institution Profile | Manage Users | My Details | [Help](#) [Logout](#)

FI Rep, Sample FI for St.Kitts and Nevis

#### Draft Filing

Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.

Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above.

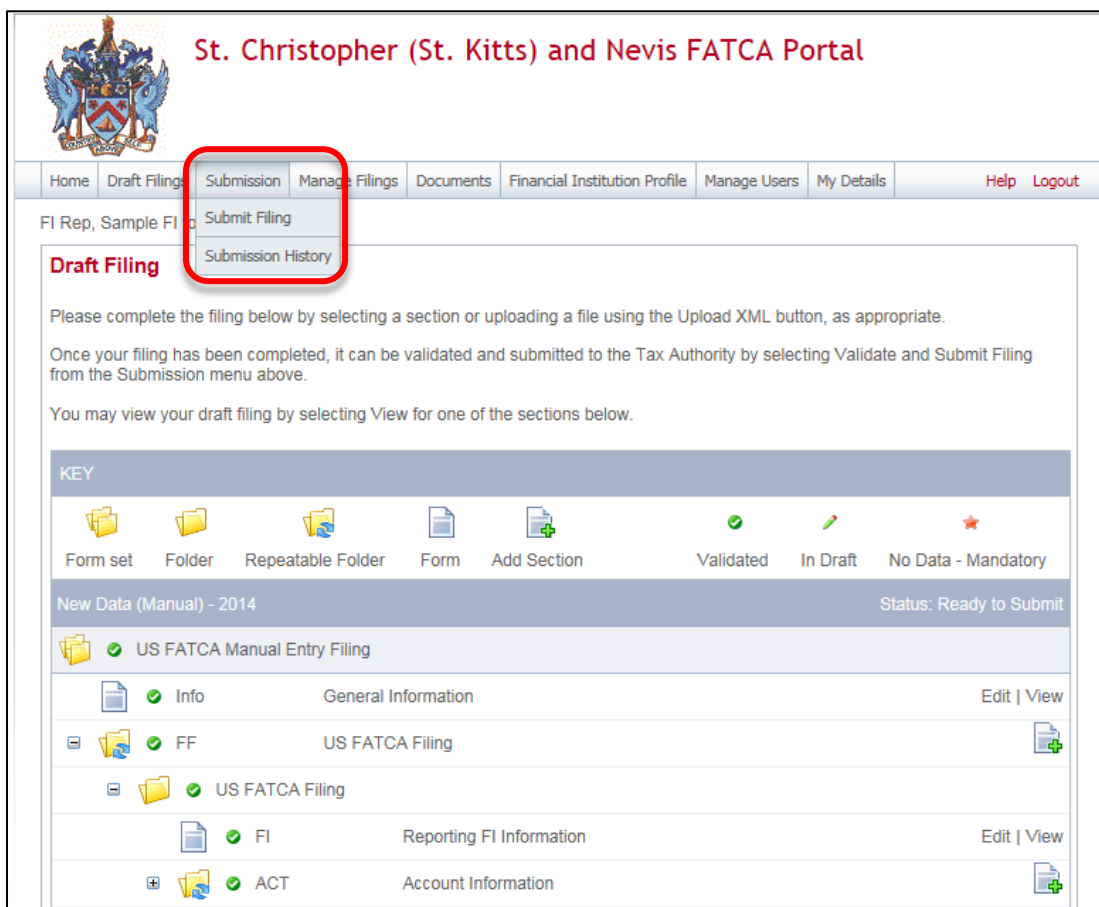
You may view your draft filing by selecting View for one of the sections below.

KEY			
Form set	Folder	Repeatable Folder	Form
Add Section			
Validated	In Draft	No Data - Mandatory	

New Data (Manual) - 2014 Status: Ready to Submit

		US FATCA Manual Entry Filing	
		Info	General Information
			<a href="#">Edit</a>   <a href="#">View</a>
		FF	US FATCA Filing
		US FATCA Filing	
		FI	Reporting FI Information
			<a href="#">Edit</a>   <a href="#">View</a>
		ACT	Account Information

1. To submit a filing, navigate to **Submission > Validate** and **Submit Filing** using the menus at the top of the screen.



The screenshot shows the St. Christopher (St. Kitts) and Nevis FATCA Portal. The top navigation bar includes links for Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The 'Submission' menu is highlighted with a red box, showing a dropdown with 'Submit Filing' and 'Submission History'. Below the navigation bar, the 'Draft Filing' section is visible, containing instructions and a table of draft filings. The table has columns for Filing name, Reference, Revision, Categories, Filing end date, Due date, and Action. The 'Action' column for the 'New Data (Manual) - 2014' filing is highlighted with a red box, showing a 'Validate' link.

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

Home Draft Filings **Submission** Manage Filings Documents Financial Institution Profile Manage Users My Details Help Logout

FI Rep, Sample FI

**Draft Filing**

Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.

Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above.

You may view your draft filing by selecting View for one of the sections below.

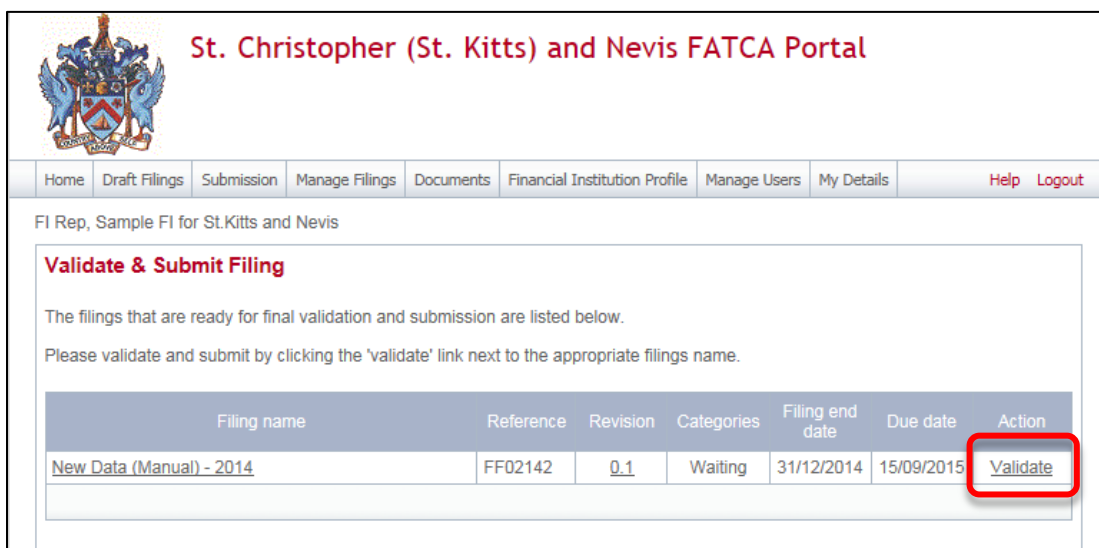
**KEY**

Form set Folder Repeatable Folder Form Add Section Validated In Draft No Data - Mandatory

New Data (Manual) - 2014 Status: Ready to Submit

US FATCA Manual Entry Filing						
Info General Information						Edit   View
FF US FATCA Filing						
US FATCA Filing						
FI Reporting FI Information						Edit   View
ACT Account Information						

2. You will be presented with the **Submit Filing** page. Select the **Validate** link in the Action column for the filing you would like to submit.



The screenshot shows the St. Christopher (St. Kitts) and Nevis FATCA Portal. The top navigation bar includes links for Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The 'Submission' menu is highlighted with a red box, showing a dropdown with 'Submit Filing' and 'Submission History'. Below the navigation bar, the 'Validate & Submit Filing' section is visible, containing instructions and a table of draft filings. The table has columns for Filing name, Reference, Revision, Categories, Filing end date, Due date, and Action. The 'Action' column for the 'New Data (Manual) - 2014' filing is highlighted with a red box, showing a 'Validate' link.

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

Home Draft Filings **Submission** Manage Filings Documents Financial Institution Profile Manage Users My Details Help Logout

FI Rep, Sample FI for St.Kitts and Nevis

**Validate & Submit Filing**

The filings that are ready for final validation and submission are listed below.

Please validate and submit by clicking the 'validate' link next to the appropriate filings name.

Filing name	Reference	Revision	Categories	Filing end date	Due date	Action
New Data (Manual) - 2014	FF02142	0.1	Waiting	31/12/2014	15/09/2015	Validate

**Important note:** Only filings in **Ready to Submit** status (all forms are validated) will appear on this page.

3. If there are validation issues with your filing, you will be notified on the page.
4. If there are no validation issues with your filing, you will be presented with the **Submit Filing** page. Select **Submit** to confirm you are ready to submit the file.



The screenshot shows the St. Christopher (St. Kitts) and Nevis FATCA Portal. The header includes the national coat of arms and the title "St. Christopher (St. Kitts) and Nevis FATCA Portal". A navigation bar contains links: Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The main content area is titled "FI Rep, Sample FI for St.Kitts and Nevis" and features a section titled "Submit Filing". This section contains the text: "Your filing has been validated and can now be submitted." and "If you need to submit amended or corrected data, you must submit an additional filing." Below this text are two buttons: "Submit" (highlighted with a red rectangle) and "Cancel".

5. Once the filing is submitted, you cannot add or delete data from your filing, but you can still view it in your submission history.
6. When your filing is successfully submitted with no errors, you will receive a system-generated email notifying you of the successful submission.




This screenshot shows the same portal interface as the previous one, but with updated status information. The "Submit Filing" section now displays: "Your submission has been accepted." and "You can view the filing and its status in Submission history". The "Submit" button is no longer highlighted.

### 3.6 Reviewing and correcting validation issues

If there are validation issues with your filing, you can view the details in order to determine any corrections that need to be made.

1. Navigate to the **Draft Filings** page using the menu at the top of the screen. If there are errors on a filing that you have attempted to submit, the error icon (red exclamation point) will be displayed beside the filing's status, as shown in the image below.

Draft Filings							
Please select the name of the filing you wish to complete.							
To create new filings, please use the "Create Filing" functionality.							
Filing name	Reference	Revision	Categories	Status	Filing end date	Due date	
<a href="#">Financial Institution</a>	FF01107	<a href="#">0.1</a>	Waiting	No Data	31/12/2014	15/09/2015	
<a href="#">Test 4</a>	FF01129	<a href="#">0.1</a>	Waiting	Ready to Submit	31/12/2014	15/09/2015	

2. Click on the **error icon** to display the validation errors. A sample is shown in the image below.

Validation Issues			
This filing was submitted with errors and/or warnings which are displayed below.			
Rule name	Type	Problem	Additional information
Doc Ref ID Check - Reporting FI	Error	1. The value of the element '/FATCA/ReportingFI/DocSpec/DocRefID' does not meet the IRS best practice format of "<Reporting FI GIIN>.<UniqueValue>".	
Doc Ref ID Check - Account Report	Error	2. The value of the element '/FATCA/ReportingGroup/AccountReport/DocSpec/DocRefID' does not meet the IRS best practice format of "<Reporting FI GIIN>.<UniqueValue>".	

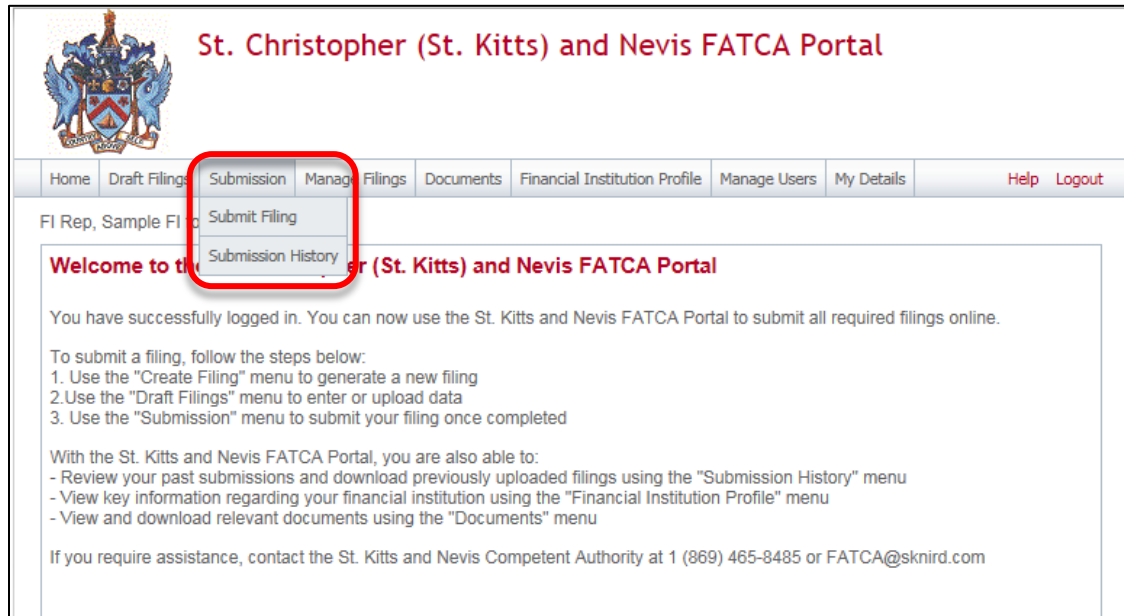
3. To correct errors and resubmit your filing, select the **Back** link at the bottom of the page to return to the **Draft Filings** page and then select the filing in question from the **Filing name** column of the table.
  - a. For the **Manual Entry Filing**: Select the **Edit** link next to the form(s) that you need to correct, update the data, and select **Validate & Save**. Then follow the steps to submit the filing.
  - b. For the **XML Upload Filing**: Select the **Upload data** link and select a new XML file to upload. The system will begin validation of your new file immediately. Note: if data has already been populated into the form, you will be presented with a pop-up message that says "Do you want to delete all existing data before uploading a new file? ", and should select "Yes" to avoid further data validation issues.



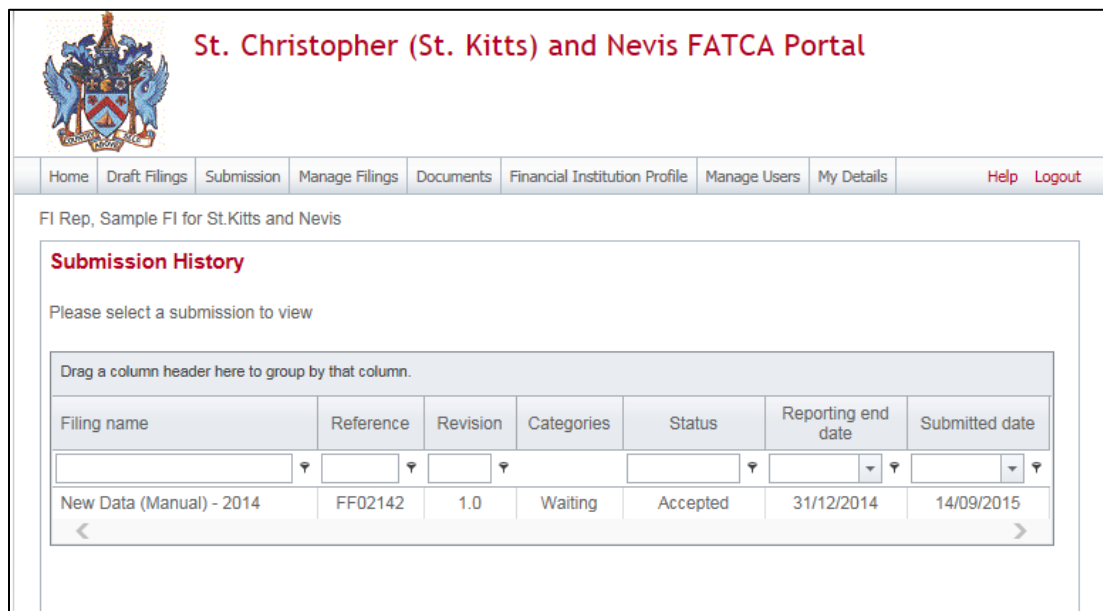
## 4 Viewing submitted filings in the ST. KITTS AND NEVIS FATCA Portal

Once your filings have been successfully submitted, you can no longer edit or delete them. You can, however, review the filings and view the data within them. For XML Upload filings, you can view and download any files uploaded during the submission process.

1. Navigate to **Submission > Submission History** using the menus at the top of the screen.



2. You will be presented with the **Submission History** page, which presents the filings that have been submitted for your financial institution. Select the name of the filing you wish to view from the **Filing name** column of the Submission History table.




3. You will be presented with the **View Filing** page for the selected filing. Select each form in the filing to view the data within it, or select the **View Upload History** icon to download XML files for XML Upload filings only.


**View Filing**


Please select a form to view


View upload history





KEY


 Form set


 Folder


 Repeatable Folder

 Form

 Add Section



 Validated



 In Draft

 No Data - Mandatory

Sample XML Upload Filing



Status: Accepted

  US FATCA XML Upload Filing



  Info



General Information

View

  FF



US FATCA Filing

  US FATCA Filing

  FII

Reporting FI Information

View

  ACT

Account Information

**Important note:** For **XML Upload** filings, data in the Account Information and Pooled Reporting Type repeatable folders can only be viewed in the web forms if there are 50 or fewer forms within the repeatable folder. Data can always be viewed in XML Upload filings by downloading the XML file from the **View Upload History** page.

## 4.1 Accessing the Portal Comments Page


In order for Portal users to view the comments page associated with a given filing, a link will be provided on screen when viewing a filing either from the draft filing page or the view filing page.

**Draft Filing**









Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.

Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above.








You may view your draft filing by selecting View for one of the sections below.

[View Comments](#) 

**KEY**

							
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory


**Test Filing** Status: No Data


		US FATCA Manual Entry Filing					
		Info	General Information	Edit   View			
		FF	US FATCA Filing				

**Note:** Anyone with access to View a filing will be able to view the comments page.









**View Filing**

Please select a form to view







View upload history 

[View Comments](#) 

**KEY**

							
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory

**Manual Entry 1** Status: Accepted

		US FATCA XML Upload Filing					
		Info	General Information	View			
		FF	US FATCA Filing				

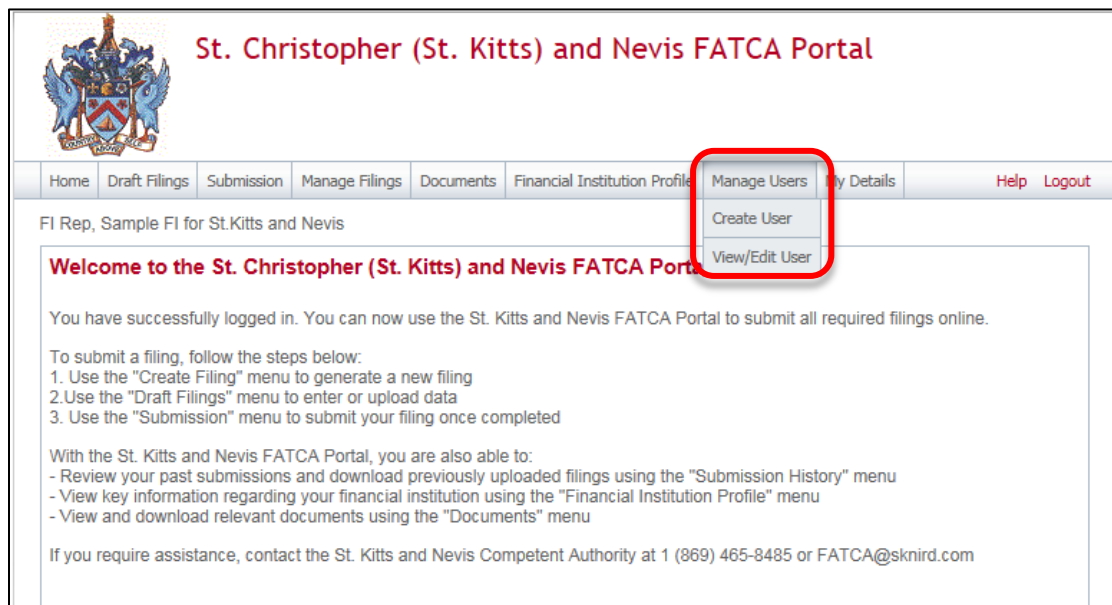
Each comment record will contain the following text “Please review the attached notification file from the IRS.”

## 5 Managing users in the ST. KITTS AND NEVIS FATCA Portal

If you are the designated **Primary User** for your financial institution, you can **create, update, and deactivate** other users for your financial institution.

### 5.1 Creating users for your financial institution

1. Navigate to **Manage Users > Create User** using the menus at the top of the screen. This menu will only be available if you are the **Primary User** for your financial institution.



2. You will be presented with the **Create User** page. Enter the details of the new user and select the **Secondary User** role. Select **Create** to complete the user creation and assignment of the user role.

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

Home Draft Filings Submission Manage Filings Documents Financial Institution Profile Manage Users My Details Help Logout

FI Rep, Sample FI for St.Kitts and Nevis

**Create St. Christopher (St. Kitts) and Nevis FATCA Portal User**

This functionality allows you to create users with access to St. Christopher (St. Kitts) and Nevis FATCA Portal. Please enter the details for the new user.

First name:

Surname:

Email address:

Telephone number:     
Int'l Area code Number

Permission: ☐ FI - Secondary User

Create

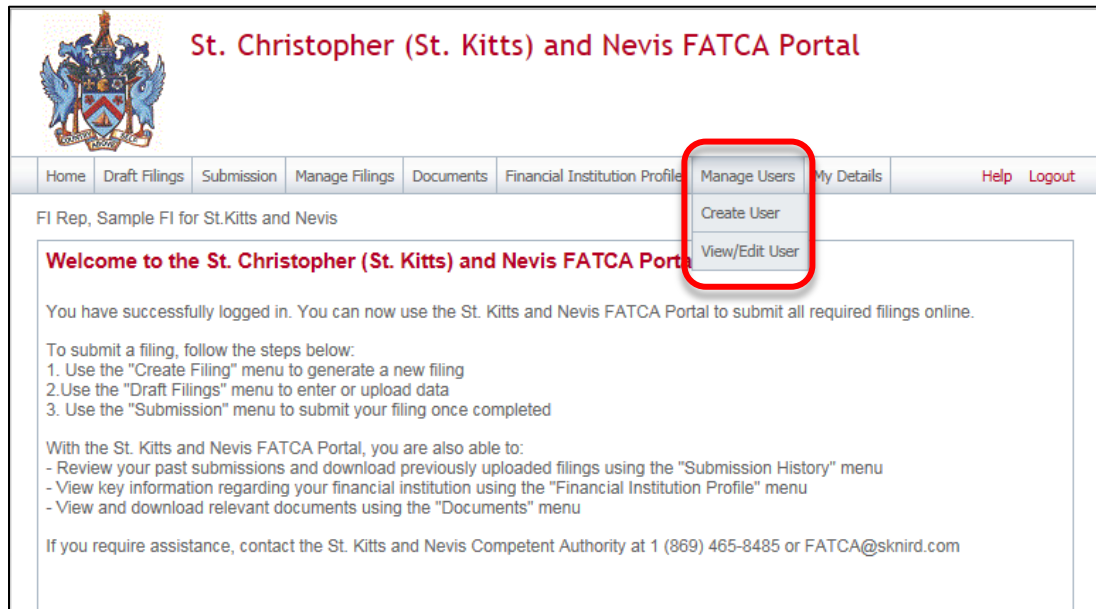
**Important note:** **Secondary Users** are granted all of the same permissions as the **Primary User** with the exception of the ability to **create and manage other users** for your financial institution. That permission is granted only to the **Primary User**.

3. Upon creation, the new **Secondary User** will receive a system-generated email which includes their user name and temporary password. They will be asked to select a new password upon their first login to the system (see section 2 *Logging in and updating your user details*)

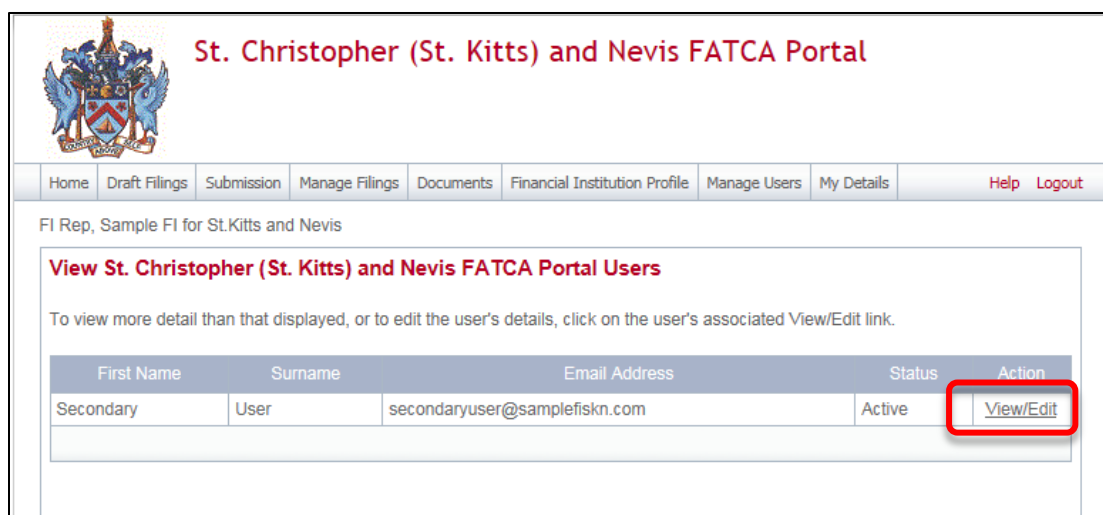
## 5.2 Updating or deactivating users for your financial institution

As the **Primary User** for your financial institution, you can edit the details of other users for your institution, or deactivate them to remove their access to your financial institution's data in the system.


1. Navigate to **Manage Users > View/Edit User** using the menus at the top of the screen.



2. You will be presented with the **View St. Christopher (St. Kitts) and Nevis FATCA Portal Users** page, displaying the list of **Secondary Users** for your financial institution. Select the **View/edit** link for the user whose details or status you would like to update.



3. You will be presented with a view-only page that includes the user's current details, status, and permissions.



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

Home	Draft Filings	Submission	Manage Filings	Documents	Financial Institution Profile	Manage Users	My Details	Help	Logout
------	---------------	------------	----------------	-----------	-------------------------------	--------------	------------	------	--------

FI Rep, Sample FI for St.Kitts and Nevis

### View St. Christopher (St. Kitts) and Nevis FATCA Portal User

First name: Secondary

Surname: User

Email address: secondaryuser@samplefiskn.com


Telephone number:

Activation status: Active

Permission: ☒ FI - Secondary User

**Edit**

4. Select the **Edit** button to edit the user's name, email address, or telephone number, or set their **Status** to 'Deactivated'. Select **Save** to apply your changes.



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

Home	Draft Filings	Submission	Manage Filings	Documents	Financial Institution Profile	Manage Users	My Details	Help	Logout
------	---------------	------------	----------------	-----------	-------------------------------	--------------	------------	------	--------

FI Rep, Sample FI for St.Kitts and Nevis

### Edit St. Christopher (St. Kitts) and Nevis FATCA Portal User

This functionality allows you to edit the user details of the selected St. Christopher (St. Kitts) and Nevis FATCA Portal user.

First name:  \*

Surname:  \*

Email address:  \*

Telephone number:     
Int'l Area code Number

Activation status: ☒ Active ☐ Deactivated

Permission: ☒ FI - Secondary User

**Cancel** **Save**

**Important note:** Changing a user's **Email address** will change the email address that the user uses to log in to the system, and the email address to which system-generated emails are sent for that user.

**Important note:** Setting a user's **Status** to Deactivated will prevent that user from being able to view or edit your financial institution's data in the system.

**Important note:** If a Financial Institution wishes to change or update its Primary User, it will have to notify the Inland Revenue Department. The required Passport Data page and authorization letter must be presented upon request.



## Frequently Asked Questions

1. **When should Financial Institutions enrol with the ST. KITTS AND NEVIS FATCA Competent Authority?**

Financial Institutions can enrol with the ST. KITTS AND NEVIS FATCA Competent Authority anytime beginning **February 22, 2016**, however the deadline to enrol with the ST. KITTS AND NEVIS FATCA Competent Authority to submit the **2014 FATCA** data is **February 29, 2016**.

2. **Do I have to enrol with the ST. KITTS AND NEVIS FATCA Competent Authority every year?**

**NO.** A Financial Institution is only required to enrol with the ST. KITTS AND NEVIS FATCA Competent Authority once and their account details will remain valid until revoked.

3. **Are Financial Institutions required to enrol with the ST. KITTS AND NEVIS FATCA Competent Authority if there is nothing to report?**

**No.** There is no requirement for Financial Institutions to submit a Nil Report and as such, Financial Institutions are not required to enrol with the ST. KITTS AND NEVIS FATCA Competent Authority if there is nothing to report. However, the ST. KITTS AND NEVIS FATCA Competent Authority will accept a Nil Report, so Financial Institutions wishing to submit a Nil Report will have to enrol to do so.

4. **What is the submission deadline for submitting financial account information to the ST. KITTS AND NEVIS FATCA Competent Authority?**

For the **2014 FATCA** data, the submission deadline is **March 11, 2016**. For subsequent years the submission deadline is **August 31**.

5. **How many Users can a Financial Institution have for ST. KITTS AND NEVIS FATCA?**

Each Financial Institution can have up to four (4) users; a primary user and three (3) secondary users. The primary user will be responsible to create and manage the secondary users.

6. **Are Financial Institutions required to obtain a Global Intermediary Identification Number (GIIN) before they can enrol with the ST. KITTS AND NEVIS FATCA Competent Authority?**

**YES.** Financial Institutions must register with the US Internal Revenue Service (IRS) and obtain its GIIN before its enrolment is approved, as the GIIN is a mandatory field on the Enrolment Form.

7. **Are Sponsoring Entities required to enrol with the ST. KITTS AND NEVIS FATCA Competent Authority?**

**YES.** Sponsoring Entities are required to enrol with the ST. KITTS AND NEVIS FATCA Competent Authority, in order to submit information to the ST. KITTS AND NEVIS Competent Authority on behalf of their Sponsored Entities.

**8. Does the Sponsoring Entity have to be located in ST. KITTS AND NEVIS?**

**NO.** The Sponsoring Entity can be located within or outside of ST. KITTS AND NEVIS. In the circumstances where the Sponsoring Entity is located outside of ST. KITTS AND NEVIS, the Sponsoring Entity will be allowed to use a non-ST. KITTS AND NEVIS address on the enrolment application.

**9. Are Sponsoring Entities required to obtain a GIIN before they can enrol with the ST. KITTS AND NEVIS FATCA Competent Authority?**

**YES.** Sponsoring Entities must register with the United States Internal Revenue Service (IRS) and obtain a GIIN before they enrol with the ST. KITTS AND NEVIS FATCA Competent Authority.

**10. Is a Sponsoring Entity required to enrol its Sponsored Entities with the ST. KITTS AND NEVIS FATCA Competent Authority?**

**NO.** Sponsored Entities do not have to enrol with the ST. KITTS AND NEVIS FATCA Competent Authority. However, Sponsoring Entities are to note that the enrolment application must be made in the name of the Sponsoring Entity and not in the name of the Sponsored Entity and the GIIN provided should be that of the Sponsoring Entity.

**11. Can Financial Institutions submit multiple accounts in a single upload?**

**YES.** The ST. KITTS AND NEVIS FATCA Portal has the capability to accept multiple accounts in a single upload, whether directly from a Financial Institution or from Sponsoring Entities.

**12. Can a Financial Institution submit its filings under the US FATCA Agreement to the ST. KITTS AND NEVIS Competent Authority by any other means?**

**NO.** Financial Institutions will only be able to submit information electronically, via the ST. KITTS AND NEVIS FATCA Portal to satisfy their obligations under the US FATCA Agreement.

**13. Can a Financial Institution submit its filings in another format, other than XML?**

ST. KITTS AND NEVIS FATCA Portal will only accept filings in an XML format, as this is the acceptable format stipulated by the US XML FATCA Schema. Alternatively, Financial Institutions can use the manual entry form to enter their data into the system. The system will convert the manual data to the required XML format before submission to the IRS.

## Web Browser Compatibility

The list below shows a current list of compatible browser versions that may be used without the need to update security settings:

Chrome 40 / OS X	IE 11 / Win 7
Safari 8 / iOS 8.1.2	IE 11 / Win 8.1
Safari 8 / OS X 10.10	Safari 6 / iOS 6.0.1
Firefox 31.3.0 ESR / Win 7	Safari 7 / iOS 7.1
Firefox 35 / OS X	Safari 7 / OS X 10.9