St. Kitts and Nevis
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 enroling 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 and Complete a filing
- ❖ Submit a filing
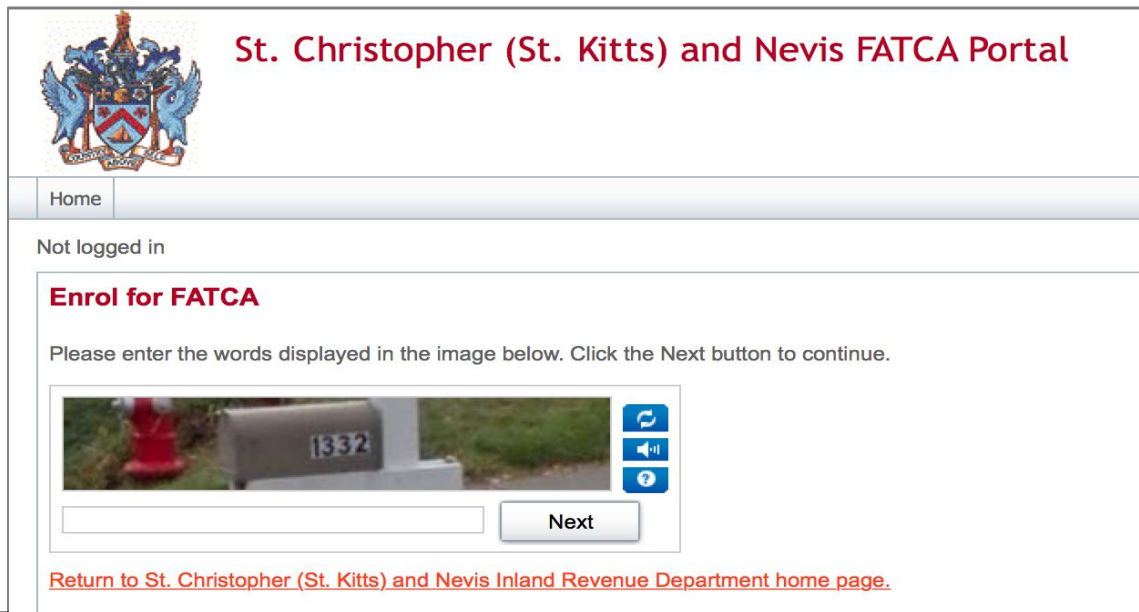- ❖ Review and Correct Validation Issues
- ❖ View filings

Enrolment Form

- All Financial Institutions are required to complete an Enrolment form before accessing the system.

- This form is publicly accessible.

- https://sknfatca.org/publicform/publicform.aspx

- Links to the enrolment page will be accessible via the Inland Revenue Website at www.sknird.com.

Enrolment Form Completion

- All Financial Institutions should have already registered with the IRS and obtained a <u>GIIN</u> (Global Intermediary Identification Number).

- Format: XXXXXX.XXXXX.XX.XXX -19 characters.
  - FATCA ID
  - Financial Institution Type
  - Category Code
  - Country Identifier (659)

Enrolment Form Completion

▶ Select the FATCA Tab on the **St. Kitts and Nevis Inland Revenue** website at **www.sknird.com** and select **FATCA Enrolment.**

▶ You will be presented with a security code similar to the one shown in the image below.

Enrolment Form Completion

Enrolment requirements include:

- Financial Institution Name
- Institution Type
- Financial Institution GIIN (issued by IRS)

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)	
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

Registered Office Address or Sponsoring Entity Address

Street Address	*
City/Town	*
State/Province/Region	
Country	*
Post Code	

Institution Email Address

Primary User Information

First name	*
Surname	*
Email Address	*
Telephone number	* * *

Enrolment Email Address

- Financial Institution Email Address

Institution Email Address

Primary User

- **Primary User Information**
  - First name
  - Surname
  - Email Address
  - Telephone number
  - Attached Passport data page
    - PDF or JPEG format
  - Letter from Director of FI
    - PDF or JPEG format (no greater than 20MB.

Enrolment – Acknowledgement Messages

- Enrolment must be reviewed by the Competent Authority before confirmation.

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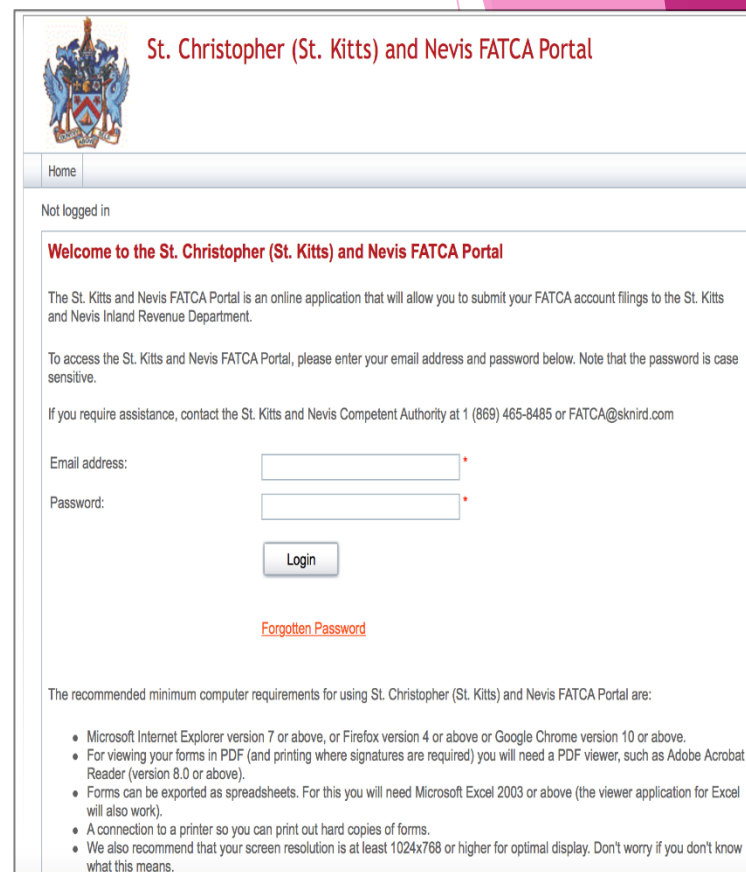
Home

Not logged in

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

Form Validation Issues

Some rules have been broken on this form. Please review the issues below and correct before continuing.

Rule name	Type	Problem	Additional information
	Mandatory Error	1. Please enter the Financial Institution name	Enter data in mandatory inputs.

Print | Close

Financial Institution Information

Financial Institution Name (as provided when registering with the IRS)		*
Institution Type	Bank ▼	*

Enrolment - Error Messages

- Invalid GIIN

Form Validation Issues

Some rules have been broken on this form. Please review the issues below and correct before continuing.

Rule name	Type	Problem	Additional information
GIIN Validation	Error	1. You've entered your financial institution's GIIN in the wrong format. The correct format is XXXXXX.XXXXX.XX.XXX	Please enter a valid GIIN.

Print | Close

Financial Institution Information
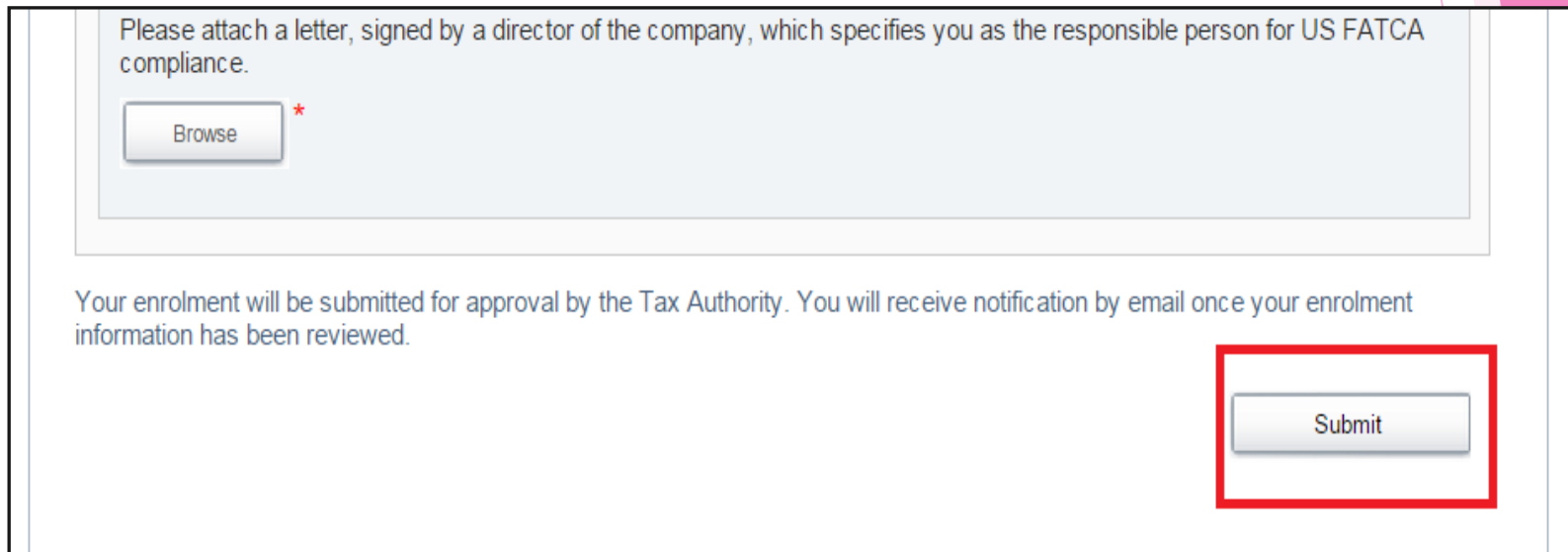
Financial Institution Name (as provided when registering with the IRS)	Test FI	*
Institution Type	Bank ▼	*
Financial Institution GIIN (issued by IRS)	ABCD2.123121.2312	*

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

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

- You can access the St. Christopher (St. Kitts) and Nevis FATCA Portal by entering the URL: https://sknfatca.org/Default.aspx in the address bar of the browser.

- Enter the email address used to create your user account in the **Username** field.

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

Email address: _____ *

Password: _____ *

[Login]

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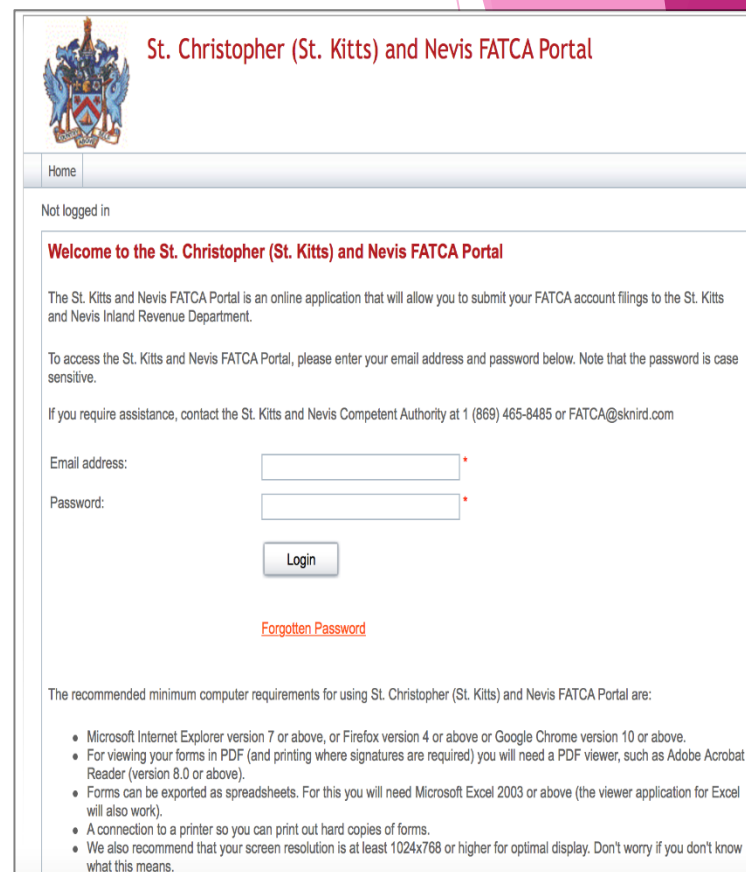
The recommended minimum computer requirements for using St. Christopher (St. Kitts) and Nevis FATCA Portal are:

- 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.

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: Menu

- Passwords have specific security requirements:

- 8 characters; 1 uppercase; 1 number; 1 special symbol (&@$#*)

- Passwords require being updated upon initial sign in.

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: _____ *

Save

Updating User Details

- Update

  Name, Email Address, Phone number

- Change password

Primary User Roles

- The designated **Primary User** can **create, update, and deactivate** other users.

Primary User – Creating a User

- Secondary Users cannot create or manage other users.

Primary User – Updating/Deactivating

- Listing of **Secondary Users** displayed in **View/Edit User**

Primary User – Updating/Deactivating

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 Users

To view more detail than that displayed, or to edit the user's details, click on the user's associated View/Edit link.

First Name	Surname	Email Address	Status	Action
Secondary	User	secondaryuser@samplefiskn.com	Active	View/Edit

Primary User – Updating/Deactivating

- View-only page that includes the user's current details, status, and permissions.

Primary User – Updating/Deactivating

- Edit the user's name, email address, or telephone number, or set their **Status** to 'Deactivated'.

- **Save** to apply changes.

Creating a Filing in the St. Christopher (St. Kitts and Nevis) FATCA Portal

Create a Filing

- Creating a filing is the Financial Institutions Responsibility.

Creating a Filing

Each Filing requires:

1. Filing Name e.g. "File Type - Period"
   - Filing name should be one of the following as specified by the IRS:

New Data	Amended Data
Corrected Data	Void Data

2. Choosing the type of filing that the FI wishes to create. They will have 2 options:
   - US FATCA <u>Manual Entry</u> Filing
   - US FATCA XML Upload Filing

3. Entering the period-end-date for the filing.
   - December 31.

Manual vs XML Upload

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

Creating a Filing

- Select Create after all fields have been filled.

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.

Deleting an Erroneous Filing

- The only reason for a filing to be deleted is if it is <u>created in error</u>.

- Submitted filings can never be deleted.

- Deletion action is available via the **Manage Filings** tab.

Selecting
and
Completing a Filing

Draft Filings

▶ All Filings entered in the system will be presented in the "Draft Filings" sub menu tab.

Draft Filings - Select

▶ Select a Filing by simply clicking on the Filing name

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 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
New Data - 2014	FF02141	0.1	Waiting	No Data	31/12/2014	15/09/2015

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

Draft Filings - XML Upload

► 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". Arriving at the "Ready to Submit" state, means 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

Draft Filings - US FATCA Filing

A Financial Institution can create a number of folders of the FATCA Return (Head office with a number of branches etc.).

User simply clicks on the add section icon (highlighted below).
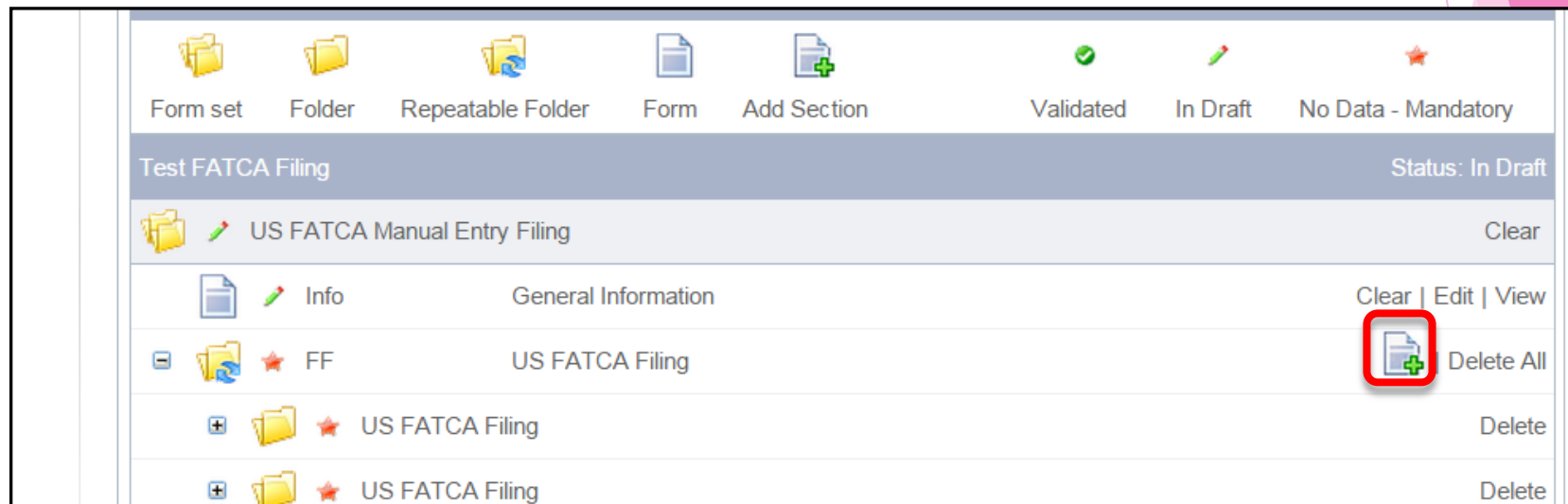
Draft Filings - Repeatable Folders

▶ 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.

Draft Filings - Folder Threshold – 50

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

Manual Individual	Status: Ready to Submit
US FATCA Manual Entry Filing	Clear
Info — General Information	Clear | Edit | View
FF — US FATCA Filing	| Delete All | Clear All
US FATCA Filing	Clear | Delete
FI — Reporting FI Information	Clear | Edit | View
ACT — Account Information	| Delete All | Clear All
`Louis Phillips	Delete | Clear | Edit | View

The maximum number of sections for this repeatable folder is 50. If you wish to add more sections please create a new filing.

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)

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 section 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

- ▶ 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 Return sections must have a status of '**Ready to Submit**' in order for the Return to be submitted.

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

- Upon successful submission, the return is <u>no longer available in Draft Filings</u> and is <u>now available</u> for review by the CA or Submission History.

Submitting Filing Data

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

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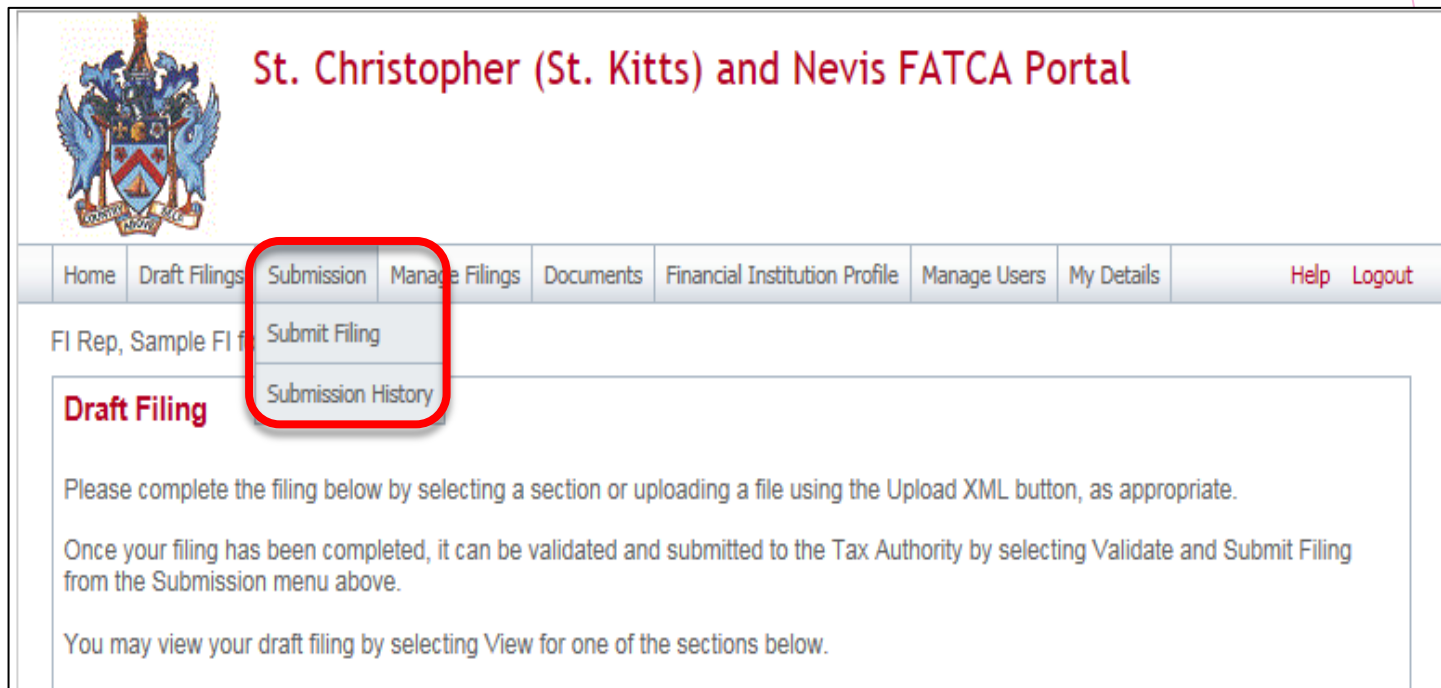
Validating and Submitting

▶ 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 Taxonomy Requirements.

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

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.

Reviewing and Correcting Validation Issues

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.

▶ Go to **Draft Filings** to view the files with errors. The error icon will be displayed beside the filing's status.

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Correcting Validation Issues

▶ Click on the **error icon** to display the validation errors.

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>".	

Correcting Validation Issues

▶ Select the **Back** link at the bottom of the page to return to the **Draft Filings** page; select the erroneous filing.

▶ **Manual Entry Filing**: Select the **Edit** link next to the form(s) that need correcting, update the data, and select **Validate & Save**.

▶ **XML Upload Filing**: Select the **Upload data** link and select a new XML file to upload.

Viewing Submitted Filings

View Submitted Filings

▶ Once your filings have been successfully submitted, you can no longer edit or delete them.

▶ You can 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.

View Submitted Filings

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

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

Submit Filing

Submission History

FI Rep, Sample FI f

Welcome to th er **(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

View Submitted Filings

▶ 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.

View Submitted Filings

▶ 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.

Questions?