

# 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 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 and Complete a filing](#)
- ❖ [Submit a filing](#)
- ❖ [Review and Correct Validation Issues](#)
- ❖ [View filings](#)

# Enrolment Form

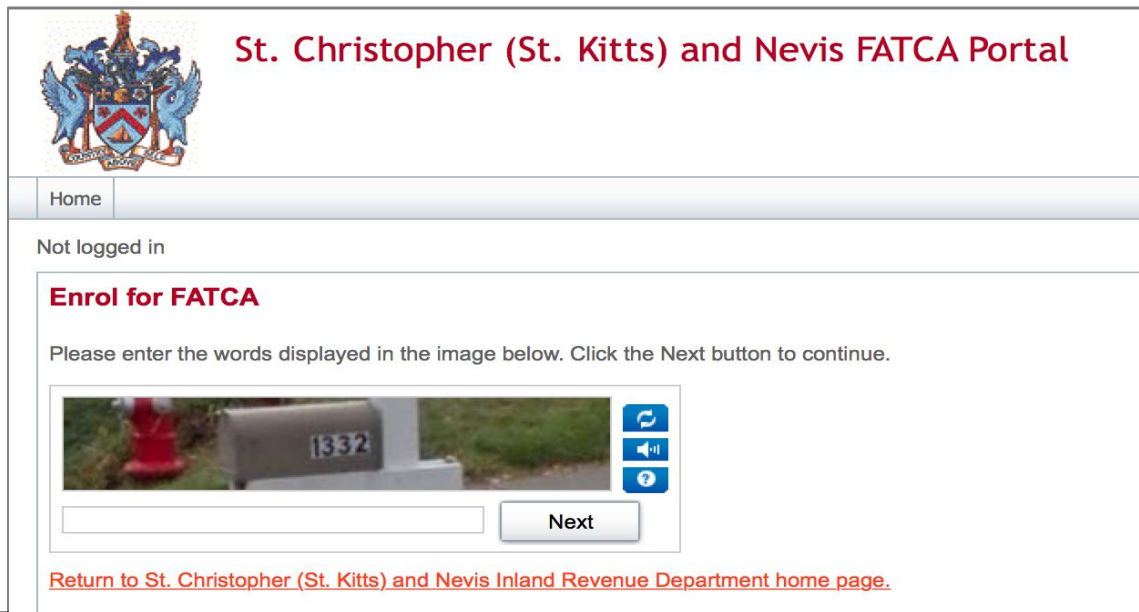
- All Financial Institutions are required to complete an Enrolment form before accessing the system.
- This form is publicly accessible.
- <https://sknfatca.org/publicform/publicform.aspx>  
X
- Links to the enrolment page will be accessible via the Inland Revenue Website at [www.skknird.com](http://www.skknird.com).

# Enrolment Form Completion

- All Financial Institutions should have already registered with the IRS and obtained a GIIN (Global Intermediary Identification Number).
- Format: XXXXXX.XXXXXX.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](http://www.sknird.com) and select FATCA Enrolment.
- ▶ You will be presented with a security code similar to the one shown in the image below.

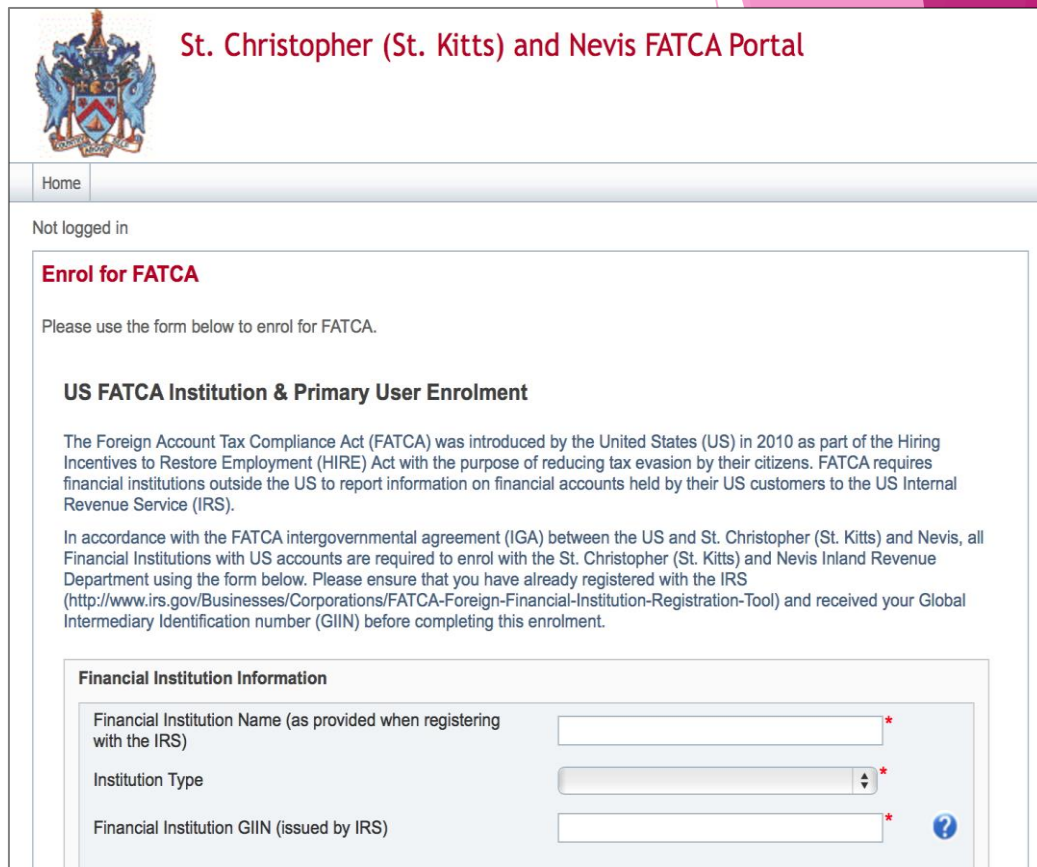


The screenshot displays the 'St. Christopher (St. Kitts) and Nevis FATCA Portal'. At the top left is the national coat of arms. Below it is a navigation bar with a 'Home' link. The main content area shows 'Not logged in' and a section titled 'Enrol for FATCA'. A text prompt asks the user to 'Please enter the words displayed in the image below. Click the Next button to continue.' The image shows a red fire hydrant and a grey mailbox with the number '1332'. To the right of the image are three icons: a refresh button, a speaker icon, and a help icon. Below the image is a text input field and a 'Next' button. At the bottom, there is a link: 'Return to St. Christopher (St. Kitts) and Nevis Inland Revenue Department home page.'

# Enrolment Form Completion

## Enrolment requirements include:

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



The screenshot displays 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 a 'Home' link. The main content area starts with 'Not logged in'. A red heading 'Enrol for FATCA' is followed by the instruction 'Please use the form below to enrol for FATCA.' The section 'US FATCA Institution & Primary User Enrolment' contains explanatory text about FATCA and a link to the IRS registration tool. Below this is a 'Financial Institution Information' section with three input fields: 'Financial Institution Name (as provided when registering with the IRS)', 'Institution Type' (a dropdown menu), and 'Financial Institution GIIN (issued by IRS)'. Each field has a red asterisk indicating it is required. A blue question mark icon is located to the right of the GIIN field.

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

The screenshot displays a web form for enrolment. It is divided into three main sections. The first section, titled 'Registered Office Address or Sponsoring Entity Address', contains five input fields: 'Street Address', 'City/Town', 'State/Province/Region', 'Country' (a dropdown menu), and 'Post Code'. Each of these fields has a red asterisk to its right, indicating it is a required field. The second section, titled 'Institution Email Address', contains a single text input field. The third section, titled 'Primary User Information', contains four input fields: 'First name', 'Surname', 'Email Address', and 'Telephone number'. The 'First name', 'Surname', and 'Email Address' fields each have a red asterisk to their right. The 'Telephone number' field is split into three separate input boxes, each with a red asterisk to its right.

Registered Office Address or Sponsoring Entity Address	
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	
Institution Email Address	<input type="text"/>

Primary User Information	
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"/>

# Enrolment Email Address

- Financial Institution Email Address

	<p>Institution Email Address</p> <input data-bbox="1039 882 1624 935" type="text"/>	
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# 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).

The screenshot shows a web form titled "Primary User Information". It contains several input fields: "First name", "Surname", "Email Address", and "Telephone number" (which is split into three separate boxes). Each of these fields has a red asterisk to its right, indicating a required field. Below these is a "Position" field, also with a red asterisk and a blue question mark icon to its right. Under the "Position" field, there are two sections for attachments. The first section is labeled "Please attach a scan of your passport" and includes a "Browse" button with a red asterisk. The second section is labeled "Please attach a letter, signed by a director of the company, which specifies you as the responsible person for US FATCA compliance." and also includes a "Browse" button with a red asterisk. At the bottom of the form, there is a "Submit" button. Below the form, a note states: "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."

Primary User Information

First name \*

Surname \*

Email Address \*

Telephone number \*

Position \*

Please attach a scan of your passport \*

Browse

Please attach a letter, signed by a director of the company, which specifies you as the responsible person for US FATCA compliance. \*


Browse

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.

Submit

# 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.XXXXXX.XX.XXX	Please enter a valid GIIN.

[Print](#) | [Close](#)

**Financial Institution Information**

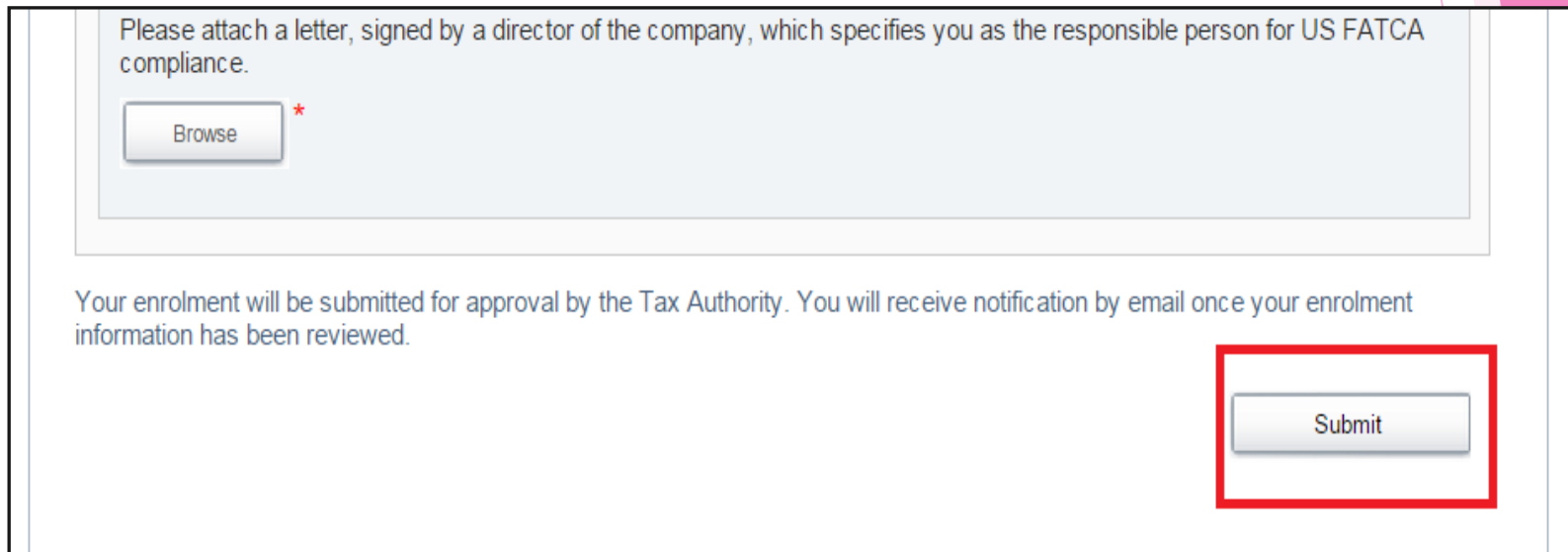
Financial Institution Name (as provided when registering with the IRS)  \*

Institution Type  \*

Financial Institution GIIN (issued by IRS)  \*

# Enrolment Email Address and Primary User

Submission completed through the “Submit button”



Please attach a letter, signed by a director of the company, which specifies you as the responsible person for US FATCA compliance.

\*

Your enrolment will be submitted for approval by the Tax Authority. You will receive notification by email once your enrolment information has been reviewed.

The screenshot shows a web form interface. At the top, there is a light blue box containing the instruction: "Please attach a letter, signed by a director of the company, which specifies you as the responsible person for US FATCA compliance." Below this instruction is a "Browse" button, followed by a red asterisk. Below the light blue box, there is a line of text: "Your enrolment will be submitted for approval by the Tax Authority. You will receive notification by email once your enrolment information has been reviewed." At the bottom right of the form, there is a "Submit" button, which is highlighted by a red rectangular border.

# Enrolment Email Address and Primary User

## Confirmation Message After Submission:

### Thank you

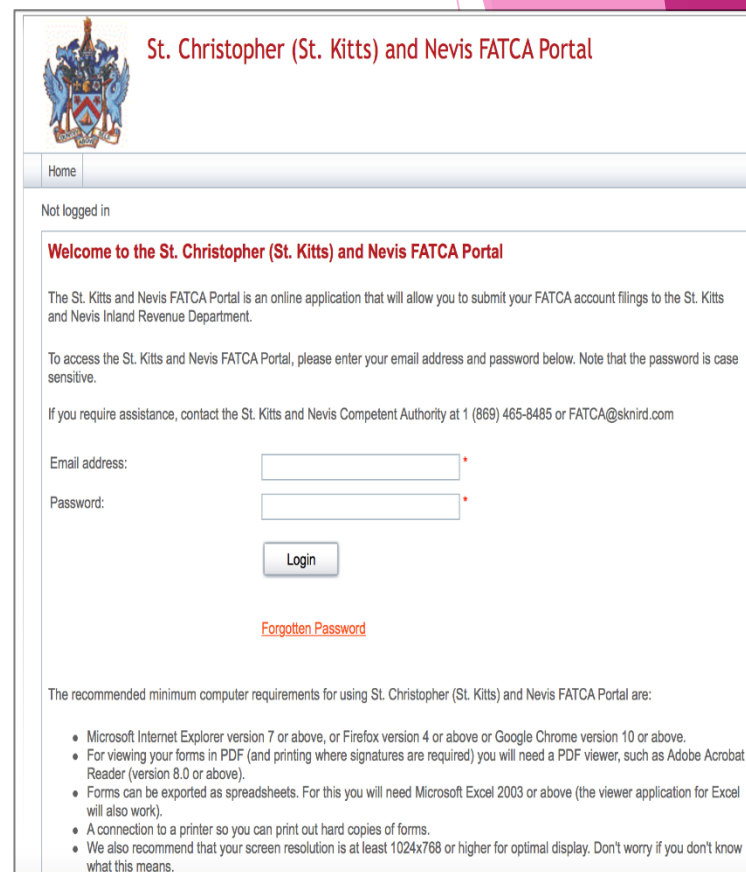
Thank you. Once we have reviewed your enrolment, we will email you with your confirmation details, or the reason your enrolment was declined.

[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.



The screenshot shows the login page of the St. Christopher (St. Kitts) and Nevis FATCA Portal. At the top left is the coat of arms of St. Kitts and Nevis. To its right is the title "St. Christopher (St. Kitts) and Nevis FATCA Portal". Below the title is a navigation bar with a "Home" link. The main content area starts with "Not logged in". A red heading reads "Welcome to the St. Christopher (St. Kitts) and Nevis FATCA Portal". Below this is a paragraph explaining the portal's purpose. Then, a note states that the password is case sensitive. A line of text provides contact information for assistance. The login section contains two input fields: "Email address:" and "Password:", each followed by a red asterisk. Below these fields is a "Login" button. A red link "Forgotten Password" is positioned below the button. At the bottom, a section titled "The recommended minimum computer requirements for using St. Christopher (St. Kitts) and Nevis FATCA Portal are:" lists several bullet points regarding browser versions, PDF viewers, Excel, and printer connections.

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](#)

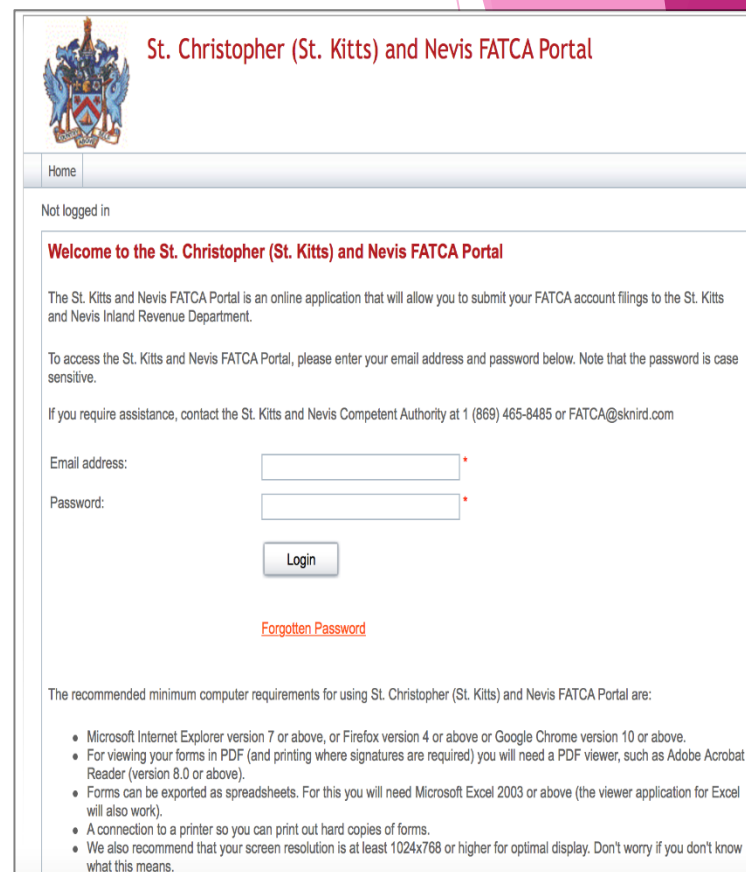
The recommended minimum computer requirements for using St. Christopher (St. Kitts) and Nevis FATCA Portal are:

- 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.



# 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.



The screenshot shows the login interface for 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 displayed in red. Below the title is a 'Home' link. The status 'Not logged in' is shown. A red heading reads 'Welcome to the St. Christopher (St. Kitts) and Nevis FATCA Portal'. The main text explains that the portal is an online application for submitting FATCA account filings to the St. Kitts and Nevis Inland Revenue Department. It instructs users to enter their email address and password, noting that the password is case sensitive. A contact number and email (FATCA@sknird.com) are provided for assistance. The login fields are labeled 'Email address:' and 'Password:', each with a red asterisk indicating a required field. A 'Login' button is positioned below the password field. A red link for 'Forgotten Password' is located below the login button. At the bottom, the recommended minimum computer requirements are listed, including browser versions (Internet Explorer 7+, Firefox 4+, Google Chrome 10+), PDF viewer requirements (Adobe Acrobat Reader 8.0+), Excel version (2003+), and screen resolution (1024x768+).

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: 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
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### 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.

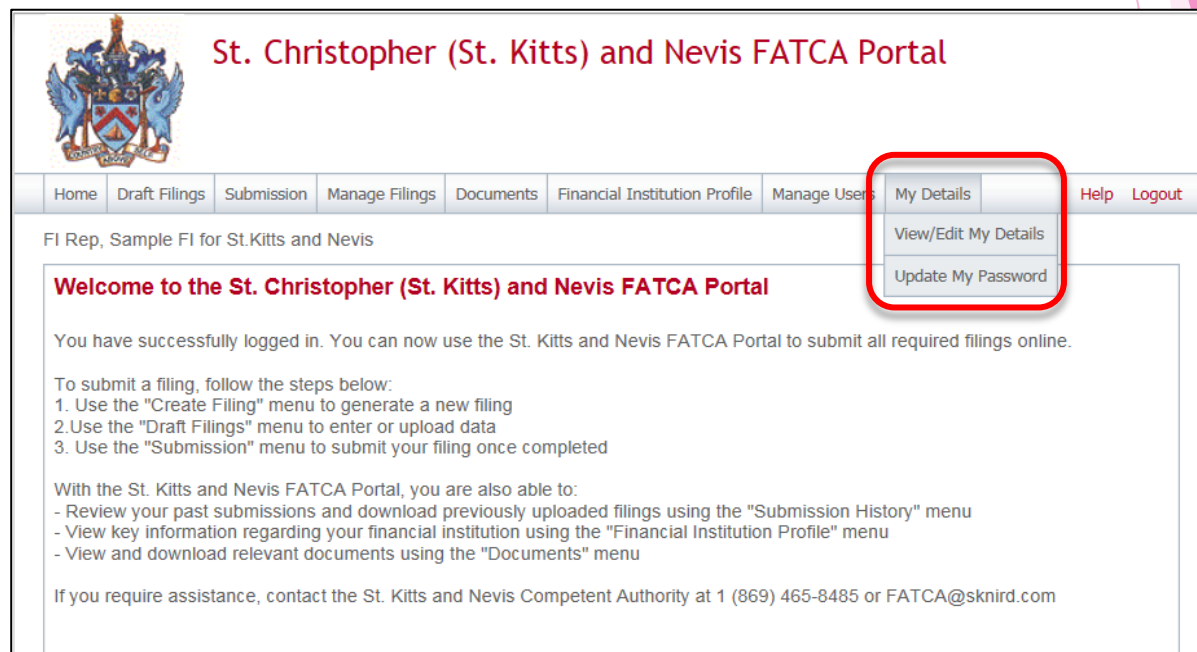
Current password:  \*

New password:  \*

Confirm new password:  \*

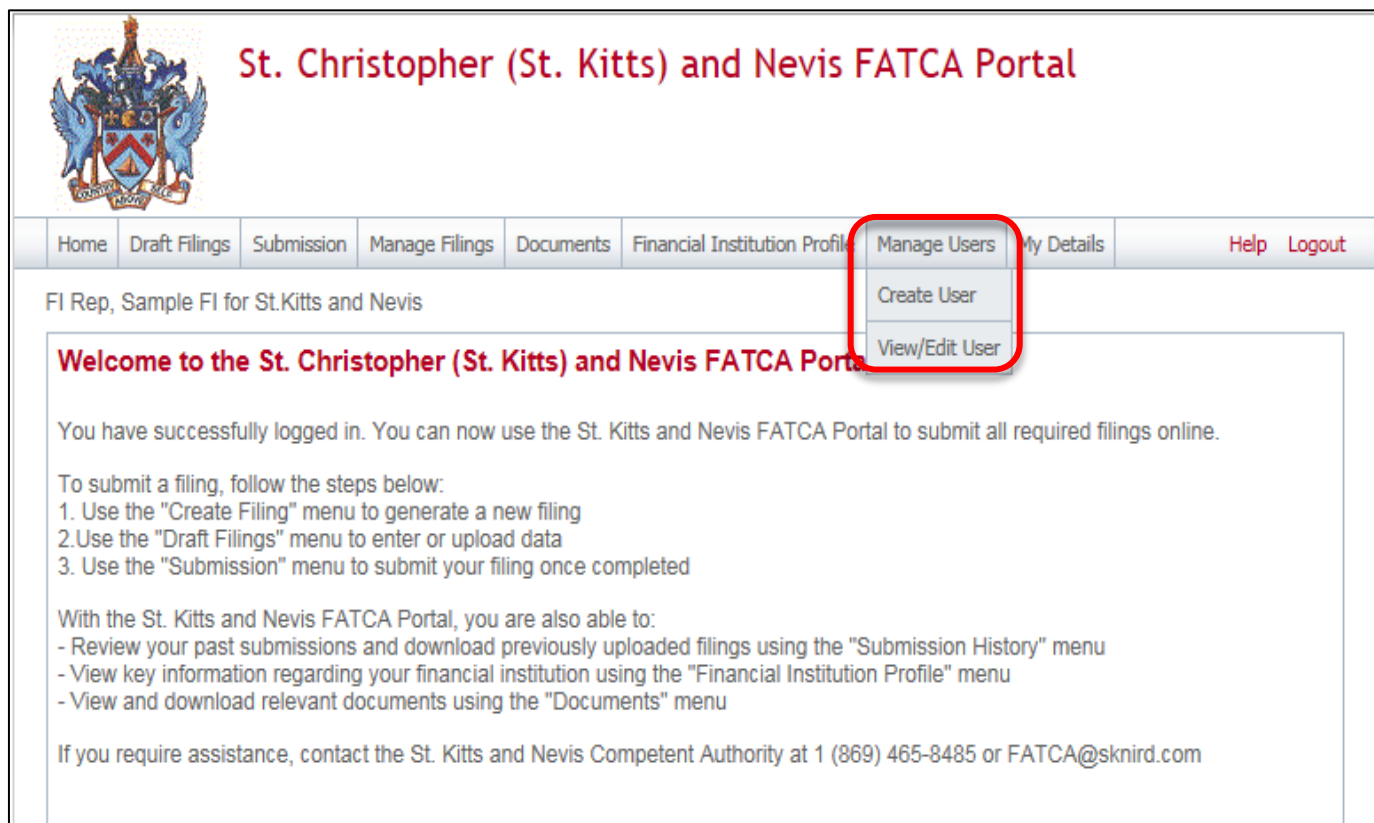
# Updating User Details

- Update  
Name, Email Address, Phone number
- Change password



# Primary User Roles

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



**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

**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

# Primary User - Creating a User

- Secondary Users cannot create or manage other users.



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

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

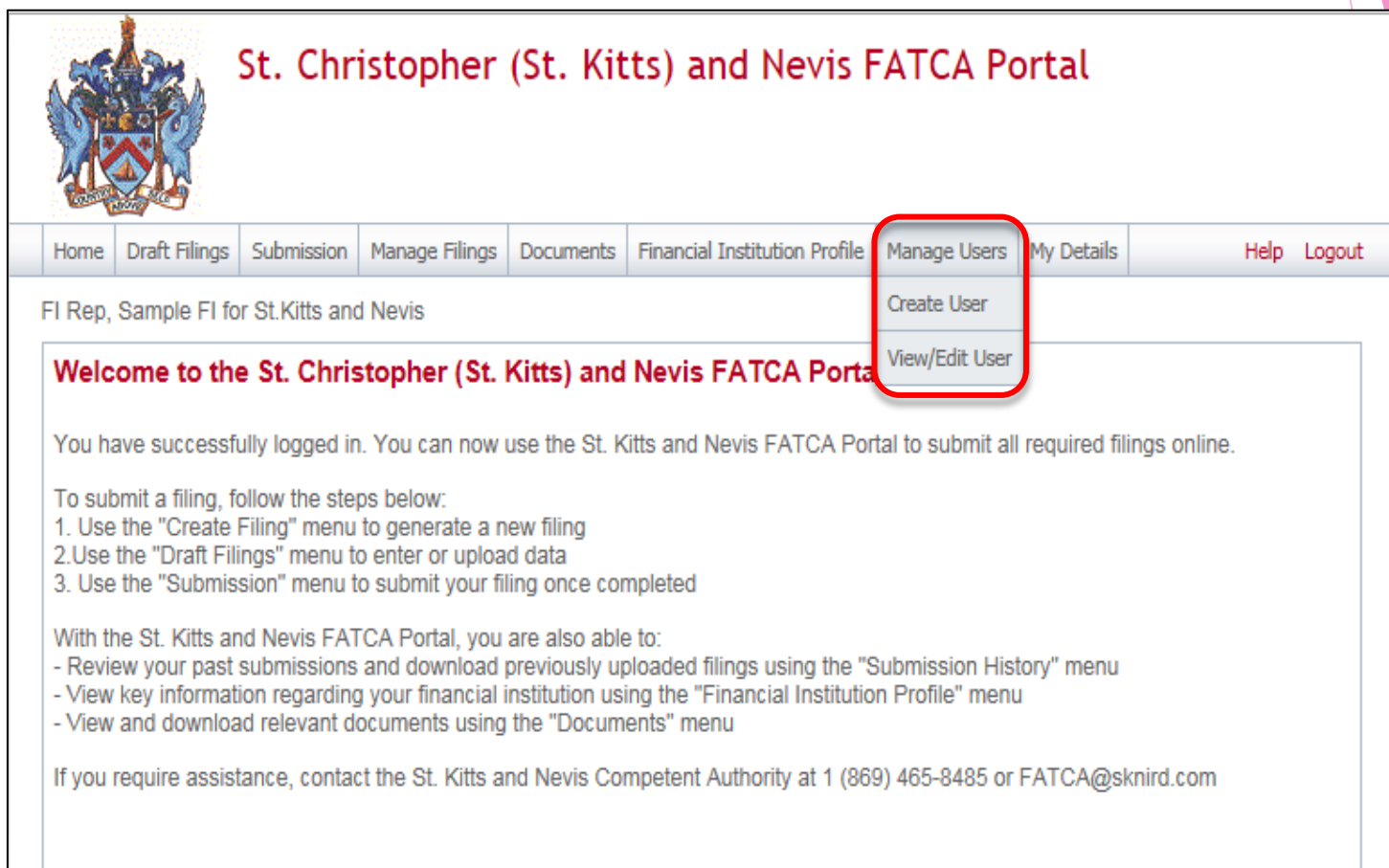
Email address:  \*

Telephone number:     
Int'l Area code Number

Permission: ☐ [FI - Secondary User](#)

# Primary User - Updating/Deactivating

- Listing of Secondary Users displayed in View/Edit User



**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

**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

# 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	<a href="#">View/Edit</a>

# Primary User - Updating/Deactivating

- 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
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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:	<input checked="" type="checkbox"/> <a href="#">FI - Secondary User</a>



# Primary User - Updating/Deactivating

- Edit the user's name, email address, or telephone number, or set their **Status** to 'Deactivated'.
- **Save** to apply 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](#)

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

# Create a Filing

- Creating a filing is the Financial Institutions Responsibility.



## 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 Filing**

We need details about your filing so you will be able to identify it in the future. Please enter the details requested below.

The period end date identifies the reporting period for the filing. This should always be December 31st.

Filing name:

Filing type:

- ☐ US FATCA Manual Entry Filing \*
- ☐ US FATCA XML Upload Filing

Period end date:

# 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 Manual Entry 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.



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 Filing

We need details about your filing so you will be able to identify it in the future. Please enter the details requested below.

The period end date identifies the reporting period for the filing. This should always be December 31st.

Filing name:

Filing type:

- ☐ US FATCA Manual Entry Filing \*
- ☐ US FATCA XML Upload Filing

Period end date:

# Creating a Filing

- Select Create after all fields have been filled.



The screenshot displays the St. Christopher (St. Kitts) and Nevis FATCA Portal. At the top left is the national coat of arms. To its right, the title "St. Christopher (St. Kitts) and Nevis FATCA Portal" is shown in red. Below the title is a horizontal navigation bar with the following links: Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, and Help Logout. The main content area shows the user is logged in as "FI Rep, Sample FI for St.Kitts and Nevis". A prominent red message box states "New Filing created successfully". Below this, a text block explains: "Your filing, named 'New Data - 2014', has successfully been created with the reference 'FF02141'." and "You can now access the filing in the Draft Filings area."

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 created in error.
- 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.



## 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
<a href="#">New Data - 2014</a>	FF02141	<a href="#">0.1</a>	Waiting	No Data	31/12/2014	15/09/2015

# 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
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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	<u>0.1</u>	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



## 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 - 2014 Status: No Data

		US FATCA XML Upload Filing	<a href="#">Upload Data</a>
		Info	General Information
			<a href="#">View</a>
		FF	US FATCA Filing
			

# 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**

Home	Draft Filings	Submission	Manage Filings	Documents	Financial Institution Profile	Manage Users	My Details	Help	Logout
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FI Rep, Sample FI for St.Kitts and Nevis

**Upload Data**

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.

Click Browse to select the XML file. It will be validated, and the results will be displayed below.

Select file to upload:

# 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](mailto: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

The screenshot displays a software interface for managing FATCA filings. At the top, a 'KEY' section defines icons for Form set, Folder, Repeatable Folder, Form, Add Section, Validated, In Draft, and No Data - Mandatory. Below this, the 'Test FATCA Filing' section shows a table of filings. The first filing is 'US FATCA Manual Entry Filing', which is highlighted. Below it, two rows of details are shown: 'General Information' (with an 'Info' icon) and 'US FATCA Filing' (with a 'FF' icon). In the bottom right corner, an 'Edit | View' button is highlighted with a red box.

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

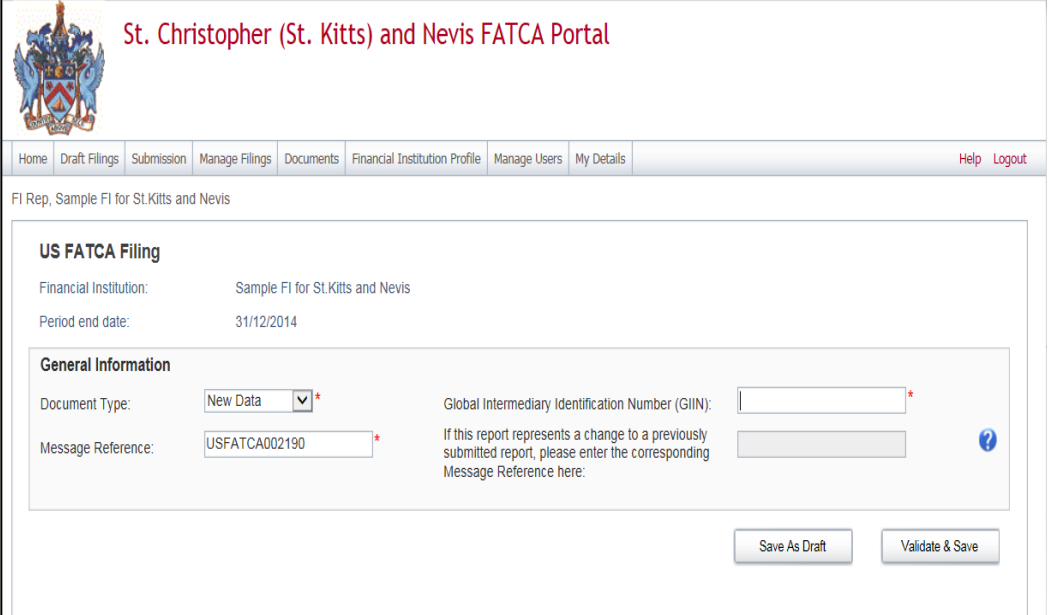
  

Test FATCA Filing		Status: No Data
	US FATCA Manual Entry Filing	
	Info	General Information
	FF	US FATCA Filing

[Edit | View](#)

# Draft Filings - General Information Data

- ▶ General Information includes:
  - ▶ Document Type
  - ▶ Message Reference
  - ▶ GIIN



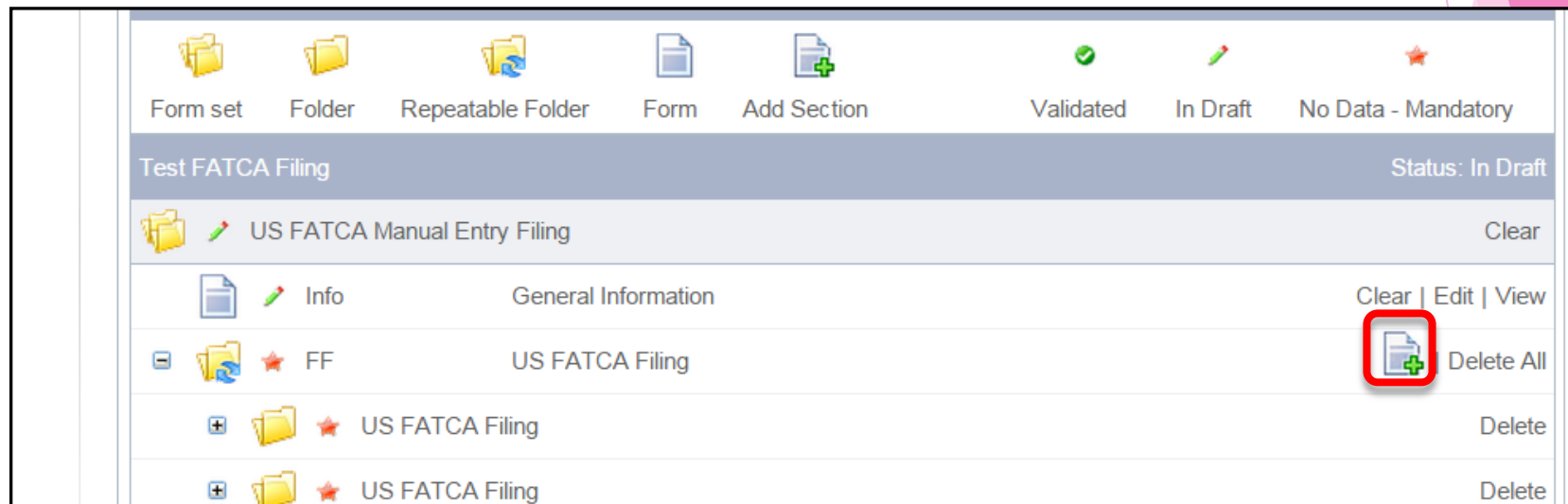
The screenshot displays the 'St. Christopher (St. Kitts) and Nevis FATCA Portal'. The page features a header with the national coat of arms and a navigation menu including 'Home', 'Draft Filings', 'Submission', 'Manage Filings', 'Documents', 'Financial Institution Profile', 'Manage Users', and 'My Details'. A 'Help' and 'Logout' link are also present. The main content area is titled 'FI Rep, Sample FI for St.Kitts and Nevis' and contains a 'US FATCA Filing' form. This form includes fields for 'Financial Institution' (Sample FI for St.Kitts and Nevis) and 'Period end date' (31/12/2014). A 'General Information' section contains a 'Document Type' dropdown menu set to 'New Data' and a 'Message Reference' field containing 'USFATCA002190'. To the right of these fields is a 'Global Intermediary Identification Number (GIIN)' field and a note: 'If this report represents a change to a previously submitted report, please enter the corresponding Message Reference here:'. At the bottom right of the form are two buttons: 'Save As Draft' and 'Validate & Save'.



# 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

**KEY**

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

**Test FATCA Filing** Status: In Draft

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

# 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

## 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  \*

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

# 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

The screenshot displays the 'US FATCA Manual Entry Filing' interface. It features a header bar with a folder icon, a green checkmark, and the title 'US FATCA Manual Entry Filing', with a 'Clear' button on the right. Below the header is a table of filing sections:

		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	

The 'ACT' (Account Information) row is highlighted, and its corresponding 'Document with plus icon' button is circled in red, indicating where a new section can be added.

# 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

**US FATCA Filing**

Financial Institution: Test FI  
Period end date: 31/12/2013

**Part II: Account Holder or Payee Information**

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

Document Reference ID:  \*

Do not make a selection for Account Holder Type if the Account Holder or Payee is an individual. Selection of one type is mandatory if the reported financial account is held by an entity or the reported payment is made to an entity.

Account Holder Type:

Taxpayer Identification Number (TIN):

Entity name:

For individuals, please provide the following:

Title:  \* First Name:  \* Middle Name:  Last Name:  \*

Date of Birth:

**Address**

Number, Street, and Room or Suite no:  \*

City or Town:  \*

State/Province/Region:

Post Code:

Country:  \*

**Part III: Identifying Information of U.S. Owners that are specified U.S. Persons**

**Part IV: Financial Information**

Account Number:  \*

Account Balance:  \* Currency:  \*



# 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”

The screenshot displays the FATCA Filing interface. At the top, a 'KEY' section defines icons for Form set, Folder, Repeatable Folder, Form, Add Section, Validated, In Draft, and No Data - Mandatory. Below this, the 'Test FATCA Filing' section shows a 'Status: Ready to Submit' highlighted with a red box. The main table lists the following items:

Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory
Test FATCA Filing							
Status: Ready to Submit							
US FATCA Manual Entry Filing							
Clear							
General Information							
Clear   Edit   View							
US FATCA Filing							
Delete All   Clear All							

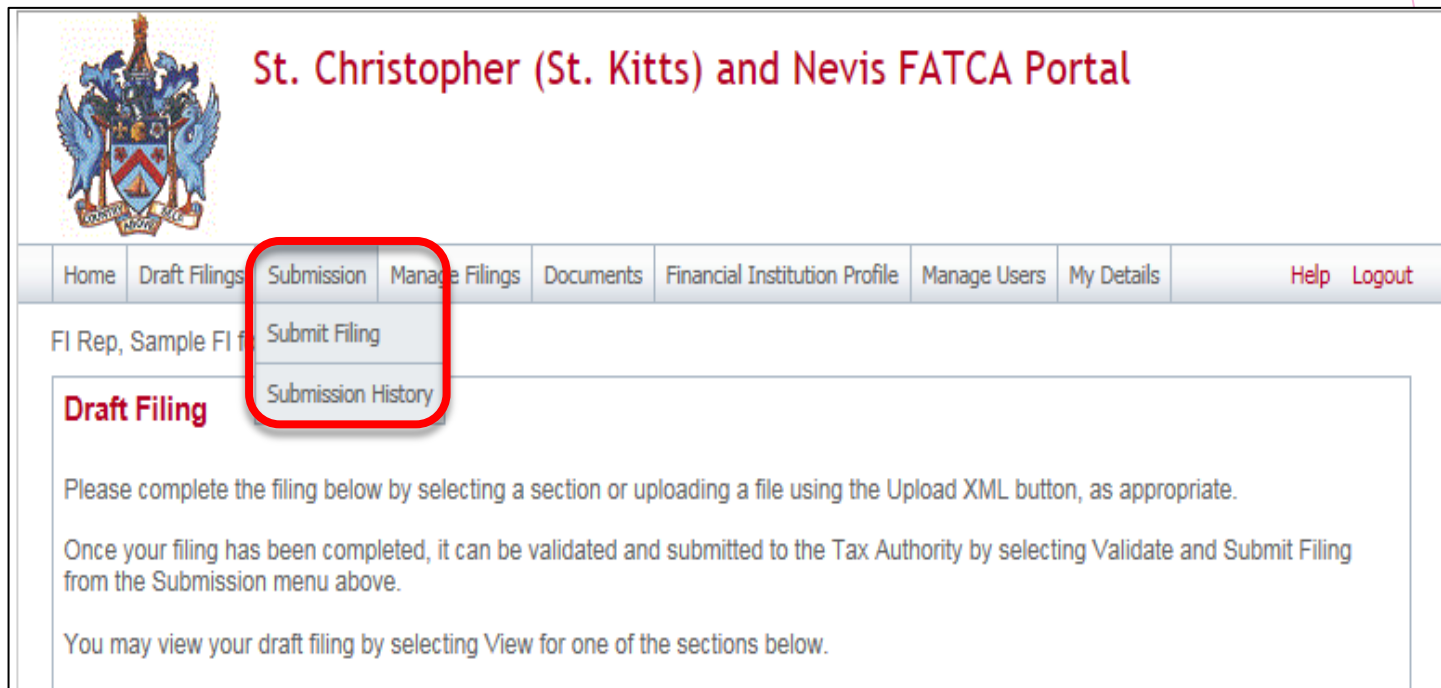
# Submitting Manually Completed Filings

# 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 no longer available in Draft Filings and is now available 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.



# 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
<a href="#">New Data (Manual) - 2014</a>	FF02142	<a href="#">0.1</a>	Waiting	31/12/2014	15/09/2015	<a href="#">Validate</a>

# 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.



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

Home	Draft Filings	Submission	Manage Filings	Documents	Financial Institution Profile	Manage Users	My Details	Help	Logout
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FI Rep, Sample FI for St.Kitts and Nevis

**Submit Filing**

Your filing has been validated and can now be submitted.

If you need to submit amended or corrected data, you must submit an additional filing.

# Submitting File Data: Successful Submission

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



## 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

**Submit Filing**

Your submission has been accepted.

You can view the filing and its status in Submission history

# 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.

## 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	<a href="#">Ready to Submit</a> 	31/12/2014	15/09/2015

# 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](#)

FI Rep, Sample FI

Submit Filing

Submission History

### 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)

# 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.



## 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

### Submission History

Please select a submission to view

Drag a column header here to group by that column.


Filing name	Reference	Revision	Categories	Status	Reporting end date	Submitted date
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
New Data (Manual) - 2014	FF02142	1.0	Waiting	Accepted	31/12/2014	14/09/2015

# 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.

**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	



# Questions?