

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

FATCA Portal Demonstration to Financial Institutions

ENROLMENT AND FILING

Enrolment and Filings

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

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

Enrolment Form

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

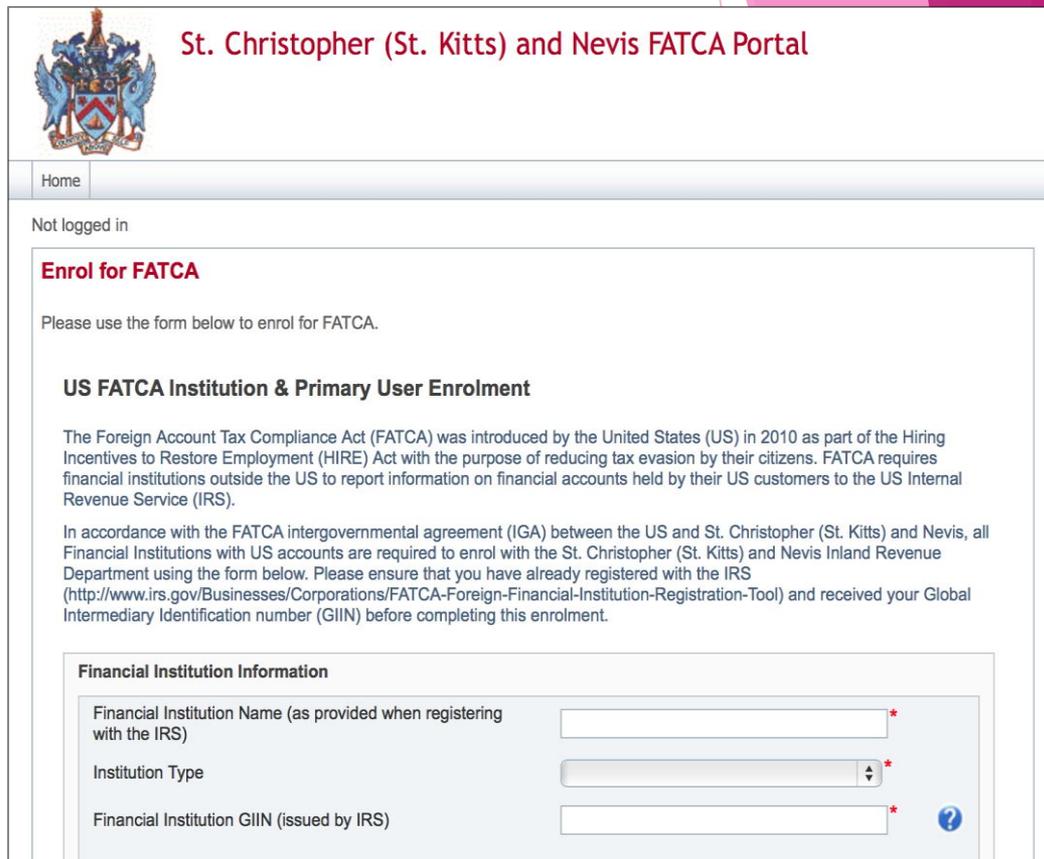
Enrolment Form Completion

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

Enrolment Form Completion

Enrolment requirements include:

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



The screenshot displays the 'St. Christopher (St. Kitts) and Nevis FATCA Portal'. At the top left is the national coat of arms. The page title is 'St. Christopher (St. Kitts) and Nevis FATCA Portal'. Below the title is a navigation bar with a 'Home' link. The main content area shows 'Not logged in' and a section titled 'Enrol for FATCA'. A message states: 'Please use the form below to enrol for FATCA.' Below this is the heading 'US FATCA Institution & Primary User Enrolment'. The text explains that the FATCA Act was introduced in 2010 and requires financial institutions to report information on US accounts. It also mentions the FATCA intergovernmental agreement (IGA) and provides a link to the IRS registration tool. At the bottom, there is a form titled 'Financial Institution Information' with three fields: 'Financial Institution Name (as provided when registering with the IRS)', 'Institution Type', and 'Financial Institution GIIN (issued by IRS)'. Each field has a red asterisk indicating it is required. A help icon is visible next to 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

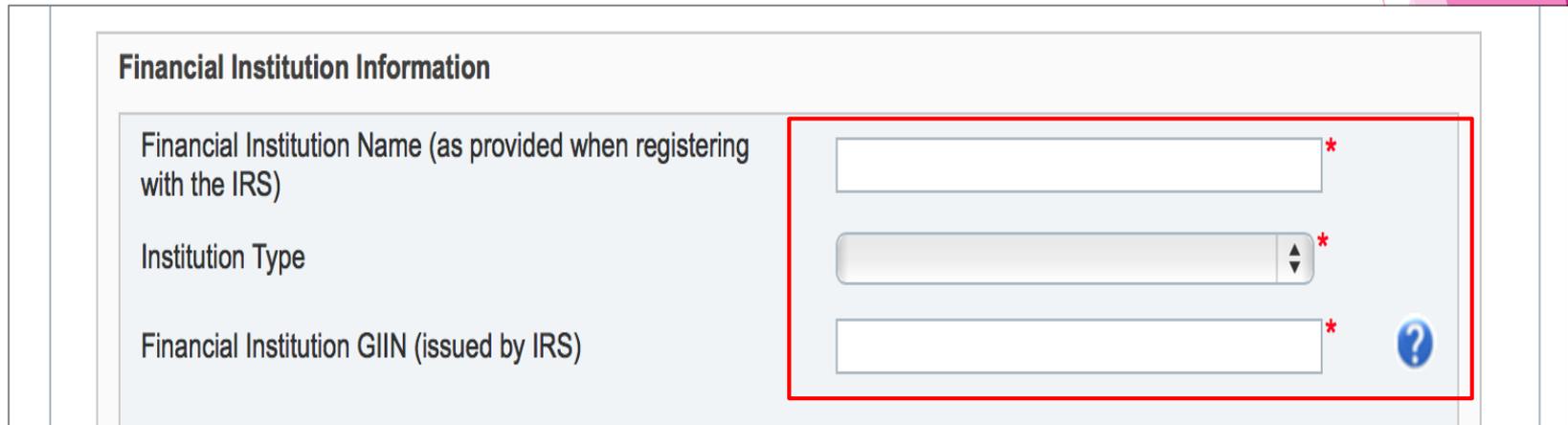
The screenshot shows a web form with the following sections and fields:

- 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 Form FI Information

Enrolment requirements include:

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



The screenshot shows a form titled "Financial Institution Information". It contains three input fields, each with a red asterisk indicating a required field. The first field is for "Financial Institution Name (as provided when registering with the IRS)". The second field is for "Institution Type" and is a dropdown menu. The third field is for "Financial Institution GIIN (issued by IRS)". A blue question mark icon is located to the right of the third field. A red rectangular box highlights the three input fields.

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"/> * 

Enrolment Form Address

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

Registered Office Address or Sponsoring Entity Address

Street Address

 *

City/Town

 *

State/Province/Region

Country

 ▼ *

Post Code

Enrolment Email Address

- Financial Institution Email Address

	<p>Institution Email Address</p> <input data-bbox="1039 882 1624 936" type="text"/>	
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Primary User

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

Primary User Information

First name

Surname

Email Address

Telephone number

Position

Please attach a scan of your passport

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 St. Christopher (St. Kitts) and Nevis Inland Revenue Department. You will receive notification by email once your enrolment information has been reviewed.

Enrolment - Acknowledgement Messages

- Enrolment must be reviewed by 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 *

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.

Enrolment Email Address and Primary User

Confirmation Message After Submission:

Thank you

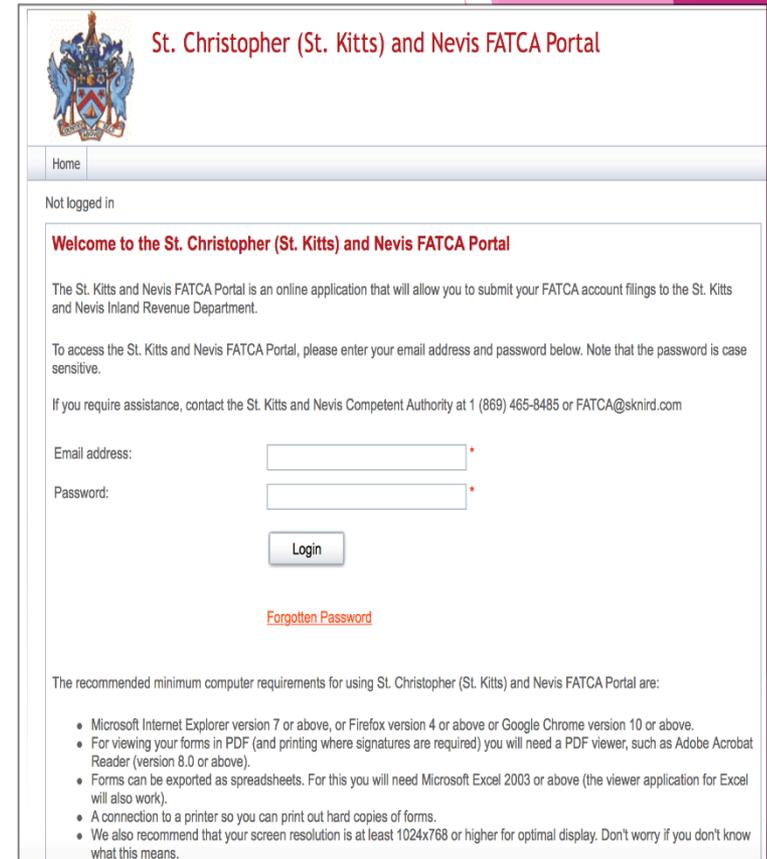
Thank you. Once we have reviewed your enrolment, we will email you with your confirmation details, or the reason your enrolment was declined.

[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 via the FATCA tab on the Inland Revenue Website at www.sknird.com.
- Enter the email address used to create your user account in the **Username** field.



The screenshot shows the login page for the St. Christopher (St. Kitts) and Nevis FATCA Portal. At the top left is the national coat of arms. The title is "St. Christopher (St. Kitts) and Nevis FATCA Portal". Below the title is a navigation bar with a "Home" link. The status "Not logged in" is displayed. The main content area has a red heading "Welcome to the St. Christopher (St. Kitts) and Nevis FATCA Portal". Below this is a paragraph explaining the portal's purpose. A note states that the password is case sensitive. Contact information for the Competent Authority is provided. There are two input fields: "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 button. At the bottom, there is a section for "The recommended minimum computer requirements for using St. Christopher (St. Kitts) and Nevis FATCA Portal are:" followed by a bulleted list of requirements.

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

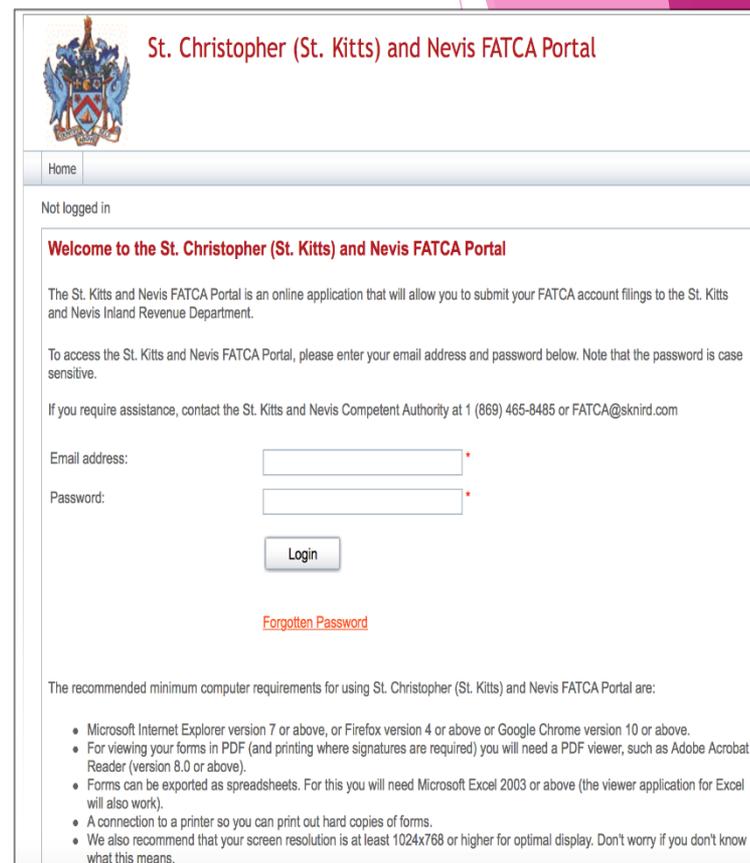
[Forgotten Password](#)

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.



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Email address:

Password:

Login

[Forgotten Password](#)

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

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

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



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: *

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

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



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

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

Updating User Details

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



 **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

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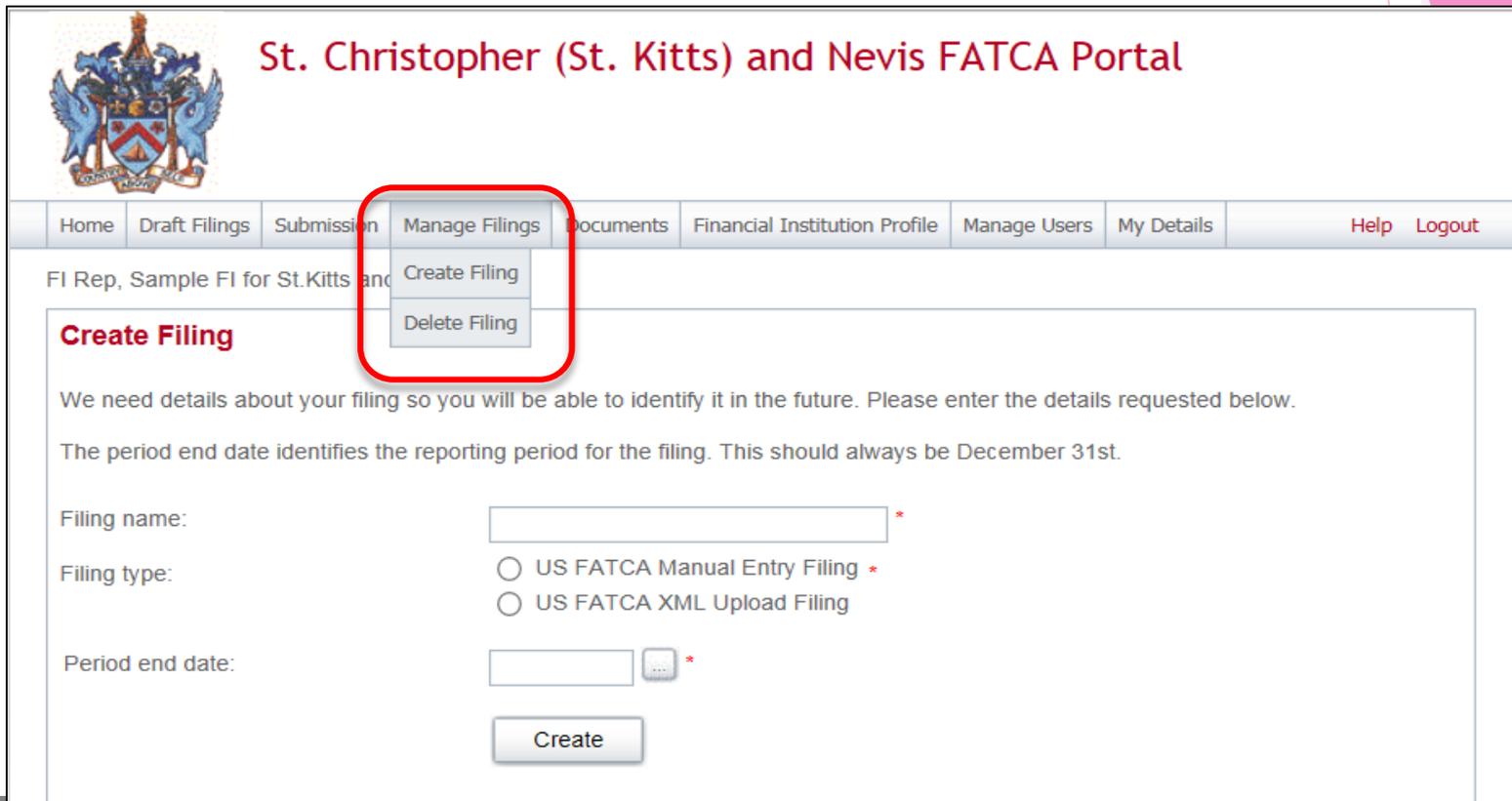
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Creating a Filing in the St. Christopher (St.Kitts and Nevis) FATCA Portal

Creating a Filing

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



The screenshot displays the 'St. Christopher (St. Kitts) and Nevis FATCA Portal' interface. At the top left is the national coat of arms. The main title is 'St. Christopher (St. Kitts) and Nevis FATCA Portal'. A navigation menu includes 'Home', 'Draft Filings', 'Submission', 'Manage Filings', 'Documents', 'Financial Institution Profile', 'Manage Users', 'My Details', 'Help', and 'Logout'. The 'Manage Filings' menu is open, showing 'Create Filing' and 'Delete Filing' options, which are highlighted with a red box. Below the menu, the page title is 'FI Rep, Sample FI for St.Kitts and Nevis'. The main content area is titled 'Create Filing' and contains the following text: '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.' The form fields are: 'Filing name:' with a text input field and an asterisk; 'Filing type:' with two radio button options: 'US FATCA Manual Entry Filing *' and 'US FATCA XML Upload Filing'; and 'Period end date:' with a date picker field and an asterisk. A 'Create' button is located at the bottom of the form.

Manual vs XML Upload

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



The screenshot displays the 'St. Christopher (St. Kitts) and Nevis FATCA Portal' interface. At the top left is the national coat of arms. A navigation menu includes '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 a 'Create Filing' section. This section includes instructions: 'We need details about your filing so you will be able to identify it in the future. Please enter the details requested below.' and 'The period end date identifies the reporting period for the filing. This should always be December 31st.' The form fields are: 'Filing name:' with a text input box; 'Filing type:' with two radio button options, 'US FATCA Manual Entry Filing' and 'US FATCA XML Upload Filing', both marked with a red asterisk; and 'Period end date:' with a date picker. A 'Create' button is located at the bottom of the form. A red rectangular box highlights the 'Filing type' radio buttons.

Creating a Filing

Each Filing requires:

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

Deleting an Erroneous Filing

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

Selecting a Filing

Draft Filings

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



The screenshot displays the St. Christopher (St. Kitts) and Nevis FATCA Portal. The page title is "St. Christopher (St. Kitts) and Nevis FATCA Portal". The navigation menu includes "Home", "Draft Filings" (highlighted with a red box), "Submission", "Manage Filings", "Documents", "Financial Institution Profile", "Manage Users", "My Details", "Help", and "Logout". The user is logged in as "FI Rep, Sample FI for St.Kitts and Nevis". The "Draft Filings" section contains the following text:

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 - 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.

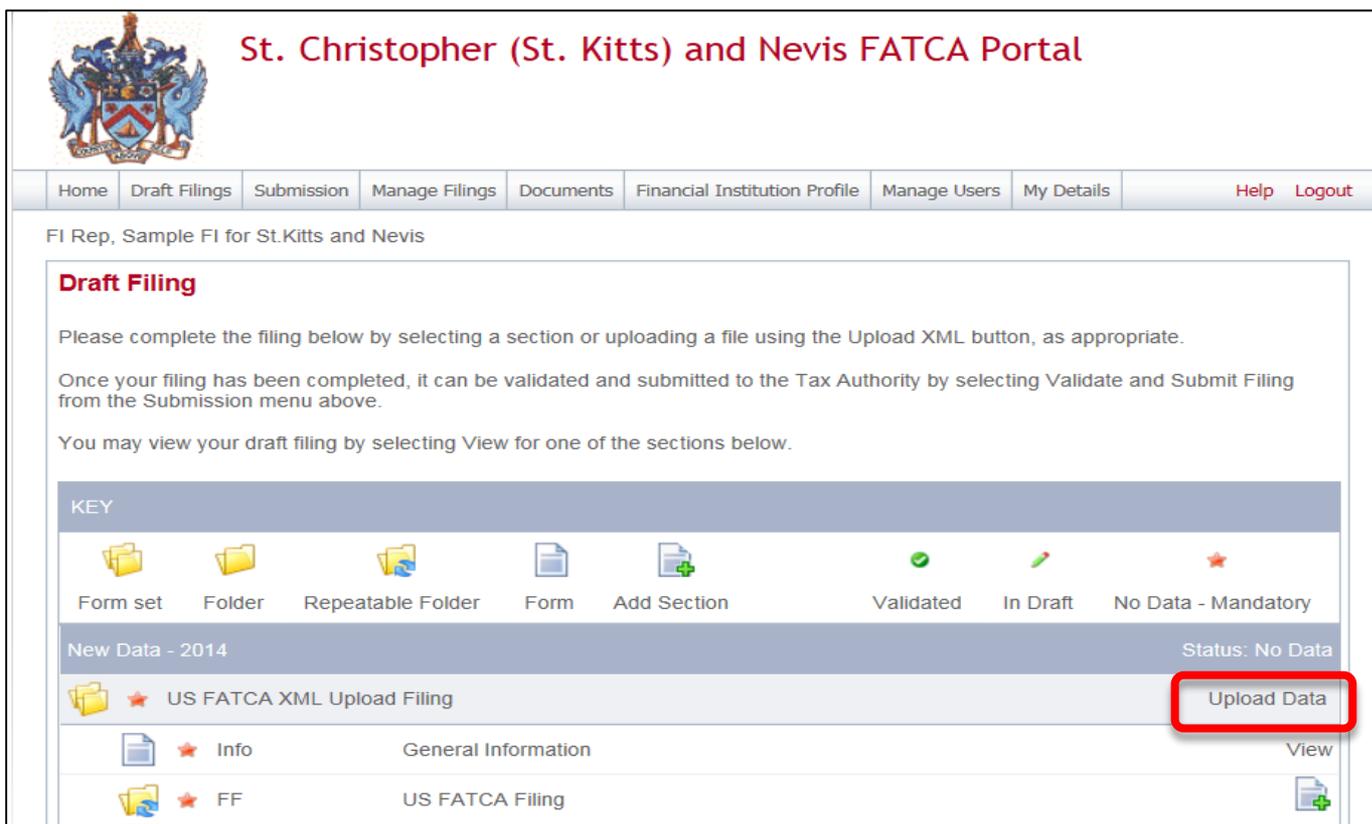
To create new filings, please use the "Create Filing" functionality.

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

Completing a Filing

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.

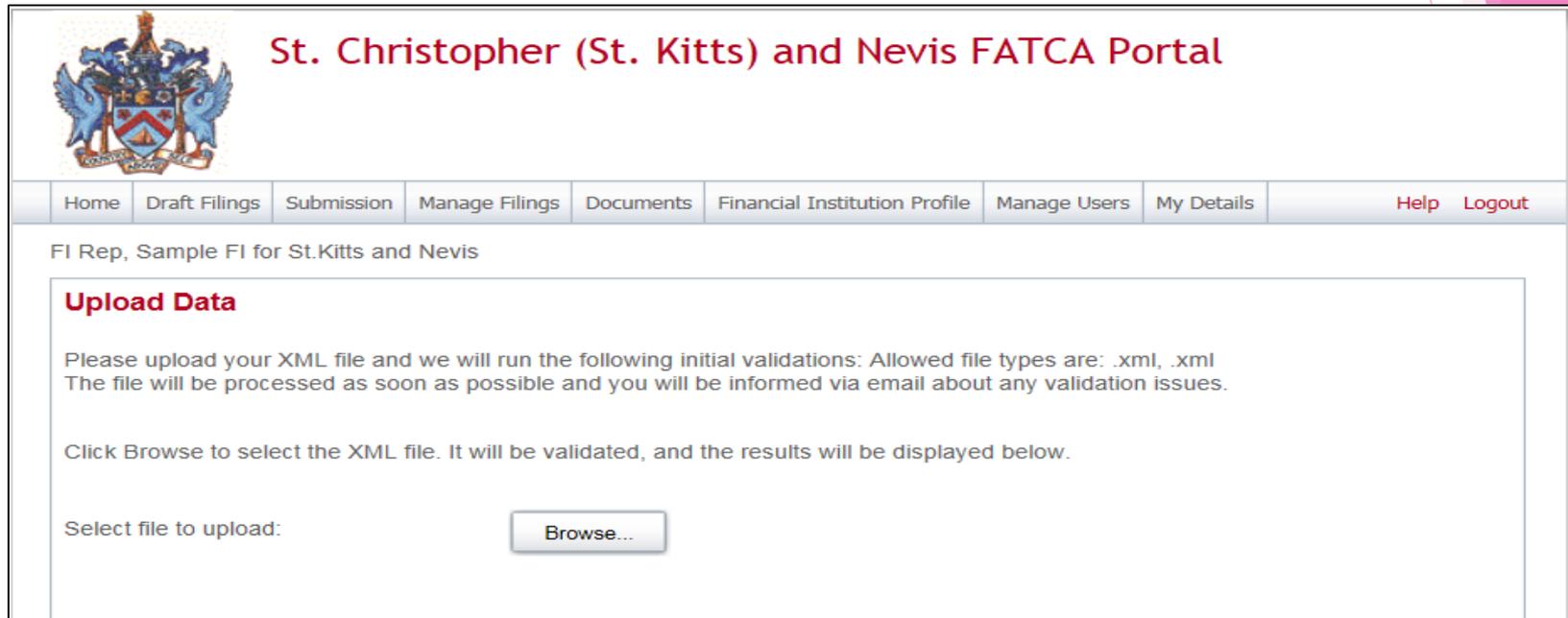
KEY							
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory

New Data - 2014 Status: No Data

		US FATCA XML Upload Filing	Upload Data
		Info	General Information View
		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



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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”, when they reach “Ready to Submit” all mandatory items have been completed.
- ▶ All validation is expressed by the XSD (XML Schema Definition). (Note: even though the data has not been entered in XML format, the system ensures that the data is as valid as if it had been uploaded via XML).
- ▶ All additional “further” validation rules (For details on these validation rules please see Appendix C: FATCA XML User Guide 1.1 Validation Rules).

Draft Filings - Manual Filings Completion

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

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
 - ▶ Corresponding Message Reference (Not always mandatory)

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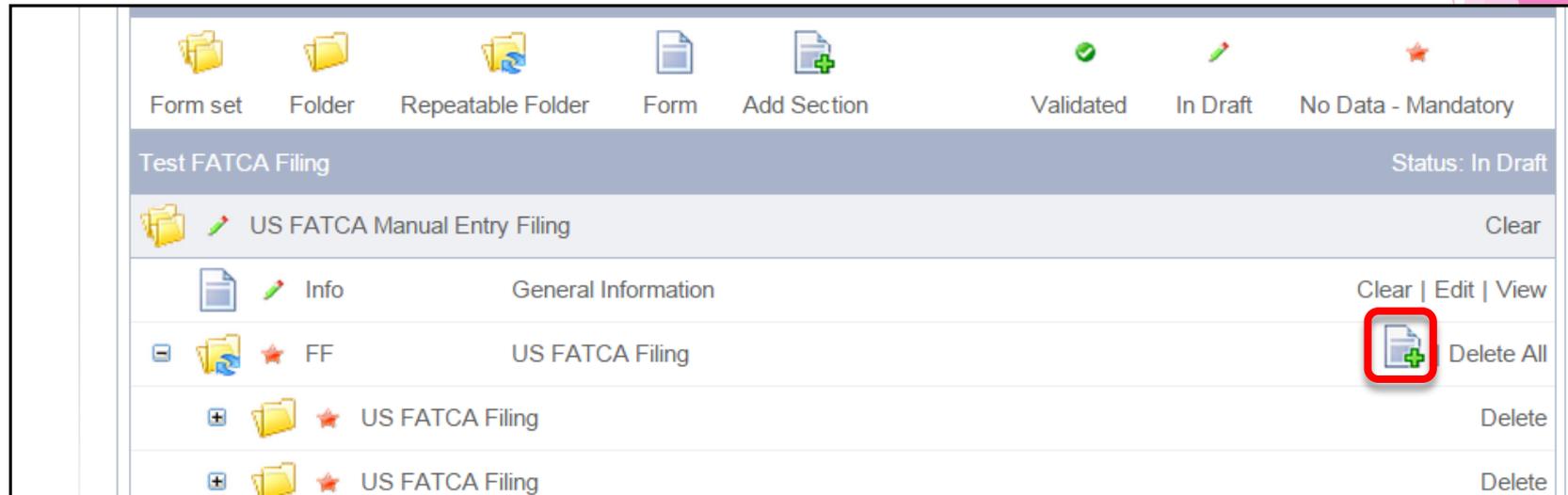
- Financial Institution: Sample FI for St.Kitts and Nevis
- Period end date: 31/12/2014
- General Information**
 - Document Type: New Data (dropdown menu with an asterisk)
 - Message Reference: USFATCA002190 (text input with an asterisk)
 - Global Intermediary Identification Number (GIIN): (empty text input with an asterisk)

A help icon is visible next to the GIIN field. 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 Filing (eg. Sponsoring Entities with a number of FFIs).

User simply clicks on the add section icon (highlighted below).



Draft Filings - Reporting FI Information

Each US FATCA Filing requires completion of the Reporting FI Information

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) (or GIIN where necessary)
4. Address
5. Is a Sponsoring Entity applicable?
6. Items 1-4 repeated for Sponsoring Entity if 5 states 'YES'.

Draft Filings - Reporting FI Information

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

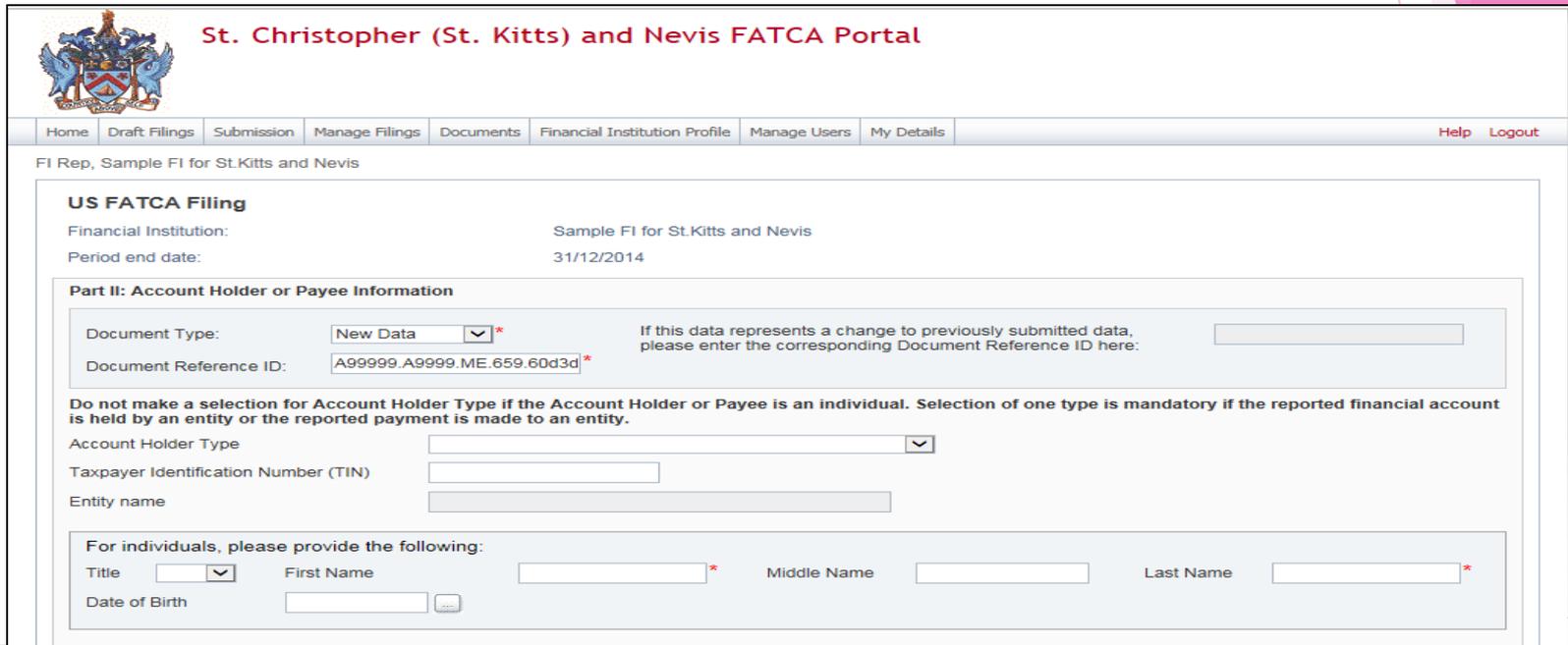
Draft Filings - Account Information

- ▶ Account Information is a requirement for each account to be filed.
- ▶ A new instance of the 'Account Information' form can be added for each individual account

	 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	

Draft Filings - Account Information

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



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 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:

Draft Filings - Account Information

- ▶ Account Information includes:
 - ▶ Identifying Information of U.S. Owners that are specified U.S. Persons cont'd
 - ▶ Financial Information

The screenshot displays a web form with the following sections and fields:

- 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: ▼ *
 -

At the bottom right of the form are two buttons: and .

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”

KEY

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

Info General Information Clear | Edit | View

FF US FATCA Filing Delete All | Clear All

Submitting Manually Completed Filings

Submitting Filing Data: Overview

- All mandatory Filing sections must have a status of **‘Ready to Submit’** in order for the File to be submitted.
- Submission rules are executed on submission and must be corrected before the File can be successfully submitted.
- Upon successful submission, the File is no longer available in Draft Filings and is now available for review by the Competent Authority. It can also be viewed by the FI under Submission History.

Submitting Filing Data: Menu

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



The screenshot displays the St. Christopher (St. Kitts) and Nevis FATCA Portal. At the top left is the national coat of arms. The page title is "St. Christopher (St. Kitts) and Nevis FATCA Portal". A horizontal navigation bar contains the following tabs: Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The "Submission" tab is highlighted with a red box. A dropdown menu is open under "Submission", showing "Submit Filing" and "Submission History". Below the navigation bar, the page content includes a "Draft Filing" section with 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." A final instruction states: "You may view your draft filing by selecting View for one of the sections below."

Validating and Submitting

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



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

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

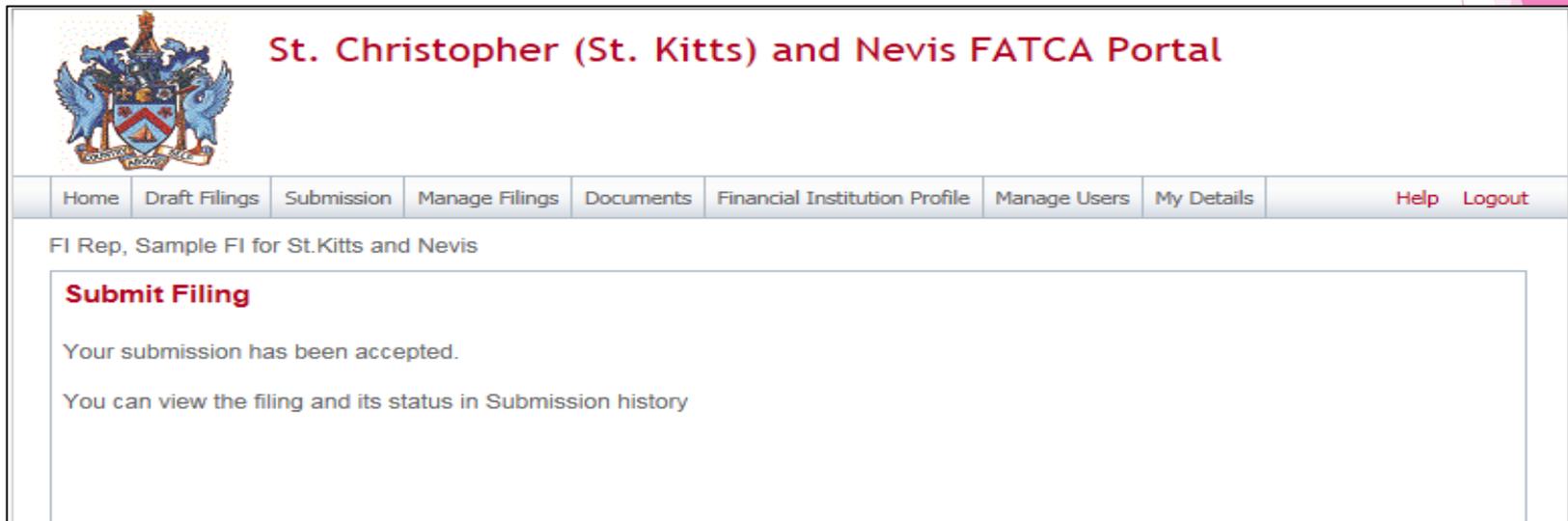
- ▶ A confirmation screen will be displayed requesting you to confirm your actions.
- ▶ Click on the **Submit** button to complete the action and send the applicable file.



The screenshot displays the 'St. Christopher (St. Kitts) and Nevis FATCA Portal' interface. At the top left is the national coat of arms. The title 'St. Christopher (St. Kitts) and Nevis FATCA Portal' is centered at the top. Below the title is a navigation menu with the following items: Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The main content area shows the breadcrumb 'FI Rep, Sample FI for St.Kitts and Nevis' and a section titled 'Submit Filing'. The text in this section reads: '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.' At the bottom of this section are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red rectangular border.

Submitting File Data: Successful Submission

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



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 centered in red. Below the title is a navigation menu with the following items: Home, Draft Filings, Submission, Manage Filings, Documents, Financial Institution Profile, Manage Users, My Details, Help, and Logout. The main content area shows the user is logged in as "FI Rep, Sample FI for St.Kitts and Nevis". A message box titled "Submit Filing" contains the text: "Your submission has been accepted." and "You can view the filing and its status in Submission history".

Questions?