



Bahamas Tax Information Exchange Portal Documentation

This sub section of the Portal Documentation covers the following Topics:

- Portal Overview
- Portal Login
- Account Status
- Reportable Account File Processing
- Nil Account Reporting

Note: Some links to other sections of the complete guide may only be active in the complete portal documentation and not in the sub Section Documentation.

Contents

Tax Information Exchange Portal Overview	3
Tax Information Exchange Portal layout	3
System Requirements for using the Tax Information Exchange Portal	4
System Portal Issues	4
Help Desk Support	4
3.0 Registered Users Login	5
3.1 Registered Users Login - Forgot Password	6
3.2 Registered Users Login - Forgot Username	10
4.0 Account Status Landing Page	12
Account Status	13
About FATCA	13
Help	14
Account Management	14
Account History	14
Account Management – Manage Profile	15
5.0 Reportable Account File Processing	16
File Preparation	16
File Upload	16
Processing	19
Uploaded File Review	20
File Contains Errors	20
File does not Contain Errors	24
File Submission	24
Account Status after submitting a file	27
6.0 Nil Account Reporting	28
Submit Nil Account Report	28
Account Status after submitting Nil Account Report	30
Management Account History of Nil Report Submission	31

This system documentation is representative and for informational purposes only. Please refer to the official Government of the Bahamas web site (<http://www.taxreporting.finance.gov.bs/>) and Tax Information Exchange Portal for confirmed annual processing dates.

Tax Information Exchange Portal Overview

The Tax Information Exchange portal can be accessed through the internet at the following website: <http://portal.taxreporting.finance.gov.bs>

Tax Information Exchange Portal layout

The portal is comprised of four sections shown in screen shot below:

1. Top banner showing the Government of The Bahamas seal and portal name i.e. Tax Information Exchange Portal
 - When users click on the seal, they will return to this main page if not logged into the portal. When logged into the portal, the account status page will display.
2. Registered Users
 - Users who have successfully completed New User registration and have been approved for access will log into the portal here.
 - If the user has forgotten their Username or password, they can request it via this link as shown on the screen.
3. New Users
 - New users of the portal will need to register by clicking the Register button in this window.
4. Enter Code
 - Financial Officers who have received a user registration request notification email will need to enter the code as shown in the email notification to approve or deny the registration request.
 - Users who have requested password reset will enter the code sent to their email here to initiate the reset.

The screenshot displays the Tax Information Exchange Portal interface. At the top, a banner (1) features the Government of The Bahamas seal and the portal name. Below this, the main content area is divided into two columns. The left column (2) is for 'Registered Users' and contains fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Forgot your Password or Username?'. The right column (3) is for 'New Users' and contains a 'Register' button. At the bottom, a section (4) for 'Enter Code' includes a text prompt and an 'Enter Code' button.

System Requirements for using the Tax Information Exchange Portal

To access the Tax Information Exchange Portal, users must use one of the following supported internet browsers. Click the links below for your browser type to determine what version you are currently using:

- Chrome - version [42.0.2311.90](#) and higher
- FireFox - version [37.0.2](#) and higher
- Internet Explorer version [10](#) or higher

System Portal Issues

If you are experiencing issues with accessing the portal on your browser, first try clearing your internet cache temporary files as this is a common issue. Click on the following links below for your browser type for instructions on how to do this.

Clearing Internet Files (click the link to go to instructions for your browser):

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)

Help Desk Support

If this does not resolve your access issue or you are experiencing a specific error message you cannot resolve, send an email to helpdesk@taxreporting.finance.gov.bs with the following information and your request will be reviewed within 3 business days:

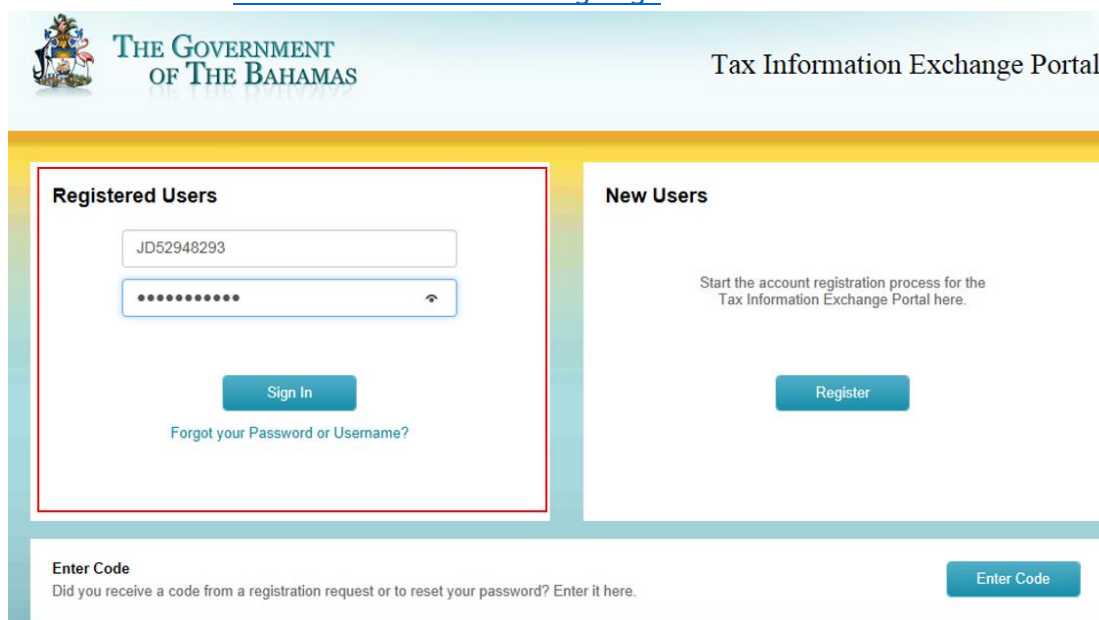
- Your name
- User ID
- GIIN
- Phone Number
- Nature of your issue / request (please provide as much detail as possible to assist the Help Desk's research and review of your issue).

Do not send passwords via email. The Competent Authority will contact you with additional information for your request via email or Phone.

3.0 Registered Users Login

After a user's registration is approved, they can now log into the Portal using the provided User ID from their approval email and the Password they had set on initial registration.

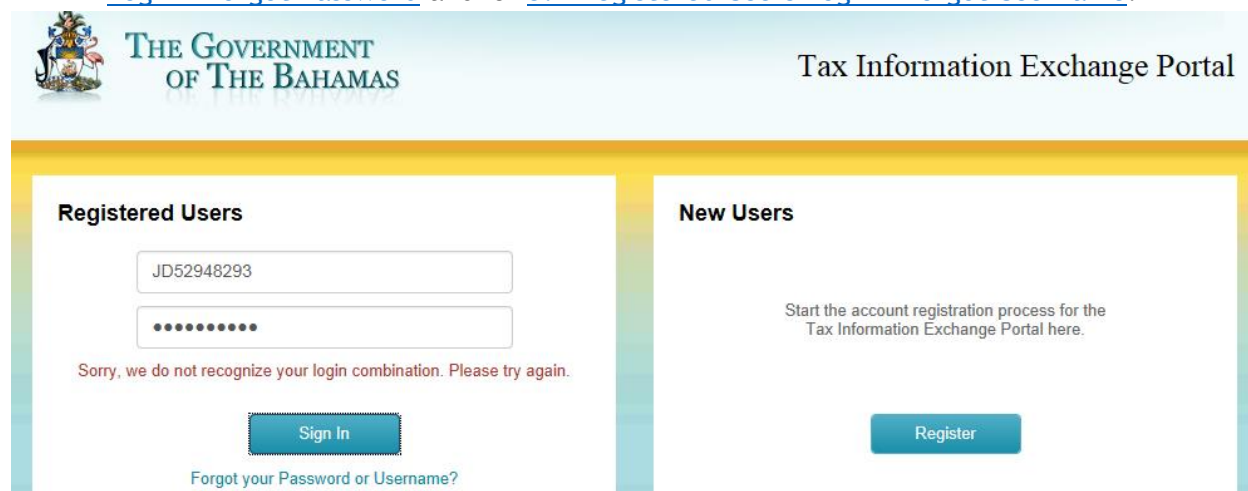
1. From the Tax Information Exchange Portal screen, enter the Username and Password created during registration and click Sign In.
 - If successful, the Account Status page will display. Continue instructions under section [4.0 Account Status Landing Page](#).



The screenshot shows the 'Tax Information Exchange Portal' for 'THE GOVERNMENT OF THE BAHAMAS'. It features two main sections: 'Registered Users' and 'New Users'. In the 'Registered Users' section, the username 'JD52948293' is entered, and the password field is masked with dots. A 'Sign In' button is visible, along with a link for 'Forgot your Password or Username?'. The 'New Users' section has a 'Register' button and text indicating the start of the registration process. At the bottom, there is an 'Enter Code' field with a button and a note about receiving a code from a registration request or to reset a password.

NOTE: If the Username/Password combination does not match, an error message will display prompting the user to try again. Four unsuccessful attempts will temporarily disable the user. Users should wait 30 minutes since the last attempt to reset their password or try again.

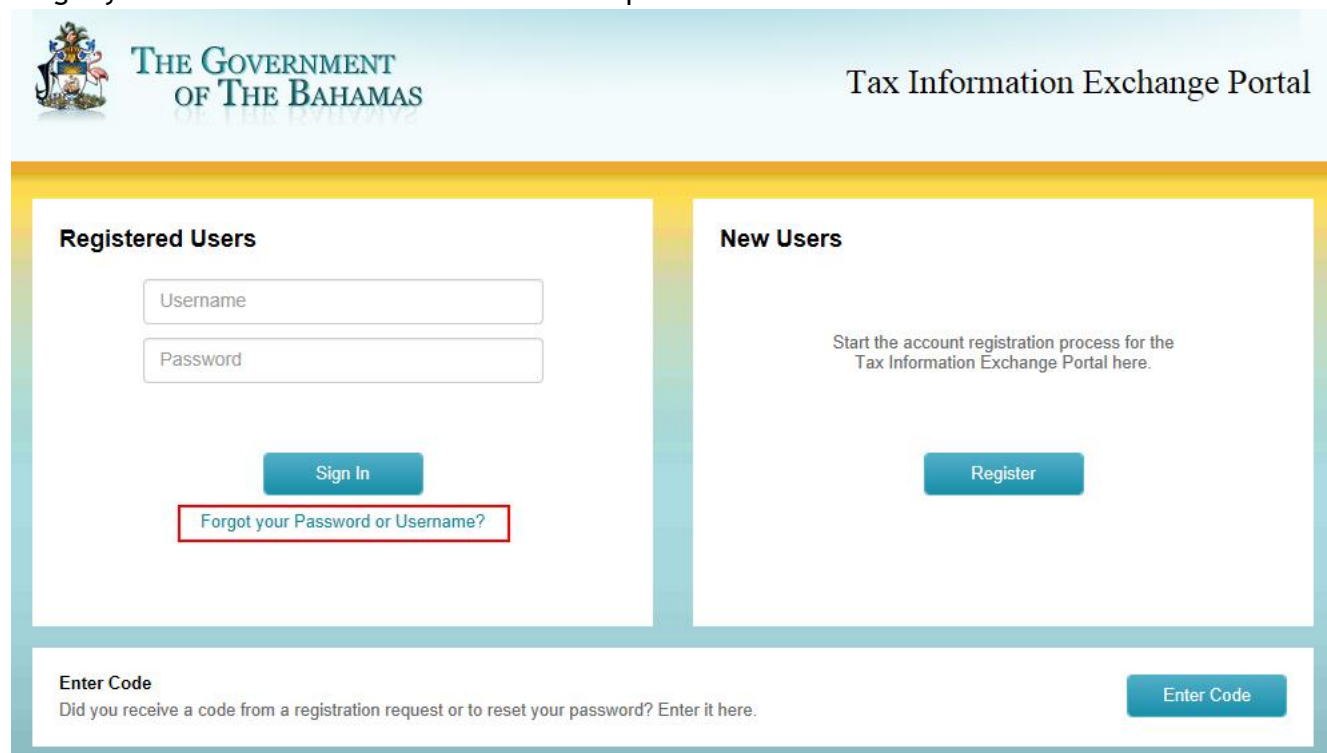
- To recover a forgotten username or password, refer to section [3.1 Registered Users Login - Forgot Password](#) and/or [3.2 Registered Users Login - Forgot Username](#).



This screenshot shows the same 'Tax Information Exchange Portal' but with an error message displayed below the password field: 'Sorry, we do not recognize your login combination. Please try again.' The 'Sign In' button is still present, as is the 'Forgot your Password or Username?' link. The 'New Users' section remains unchanged with its 'Register' button and registration instructions. The bottom 'Enter Code' section is also visible.

3.1 Registered Users Login - Forgot Password

If a user has forgotten their password, they can request a password reset by clicking the Forgot your Password or Username link on the portal.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Registered Users

[Forgot your Password or Username?](#)

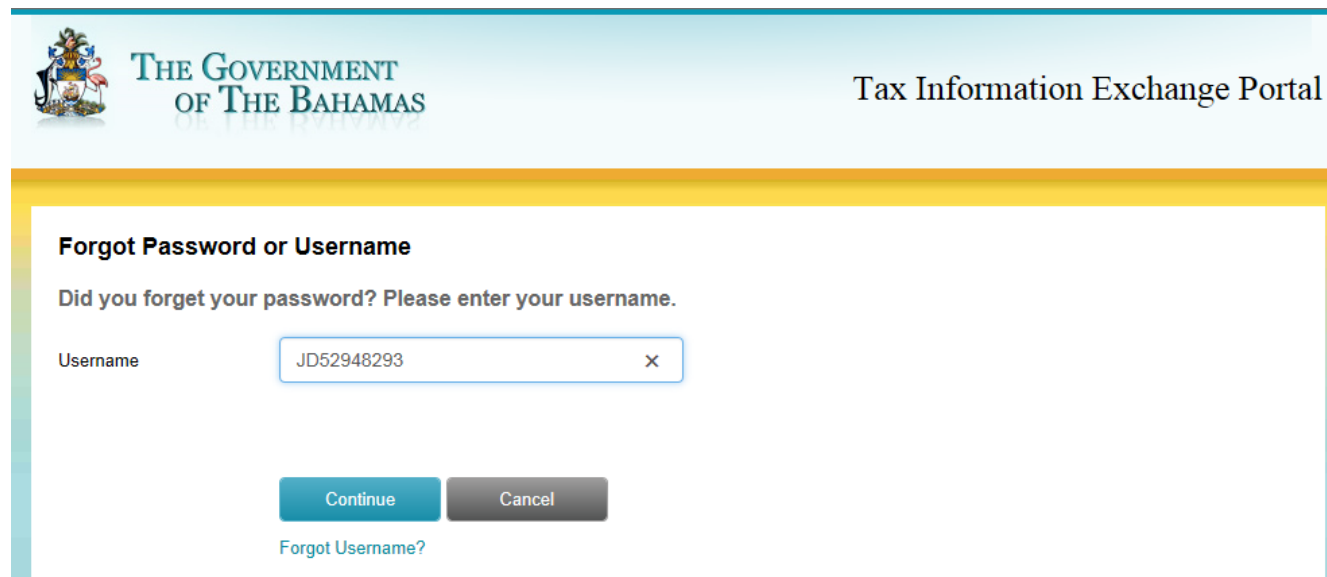
New Users

Start the account registration process for the Tax Information Exchange Portal here.

Enter Code

Did you receive a code from a registration request or to reset your password? Enter it here.

1. After clicking the Forgot Your Password or Username link, users will be prompted to enter their Username and then click Continue.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Forgot Password or Username

Did you forget your password? Please enter your username.

Username

[Forgot Username?](#)

- On the next screen, users will be presented one of their three Security Questions set up at initial Registration to confirm their identity.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Forgot Password

Please answer the following security question:

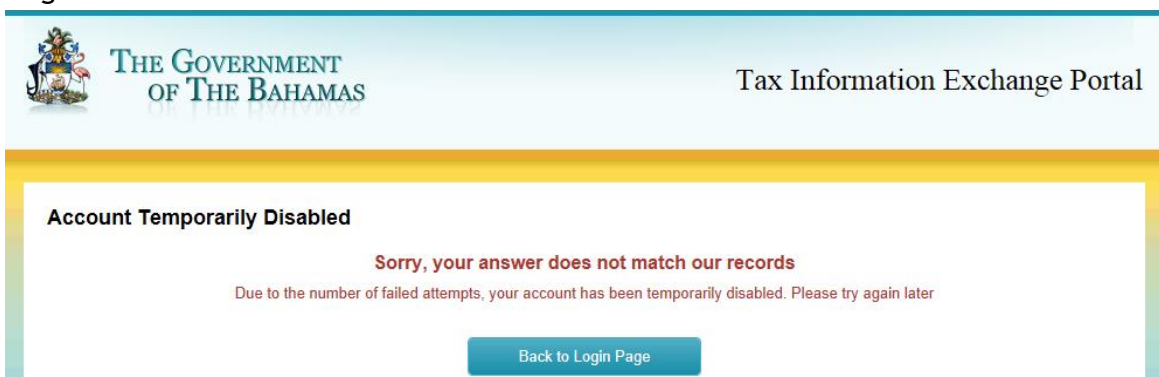
Question: To what city did you go on your honeymoon?

Answer:

[Continue](#) [Cancel](#)

If you cannot remember the answers to your security questions, you may request to have your login reset by submitting a letter on your official company letter to the Bahamas Ministry of Finance. See contact information [here](#).

NOTE: If the Security Question is not answered correctly, the user will be provided a different Security Question to answer. If multiple attempts are unsuccessful, the user will be locked out of the system for approximately 30 minutes from their last attempt with the error message below.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

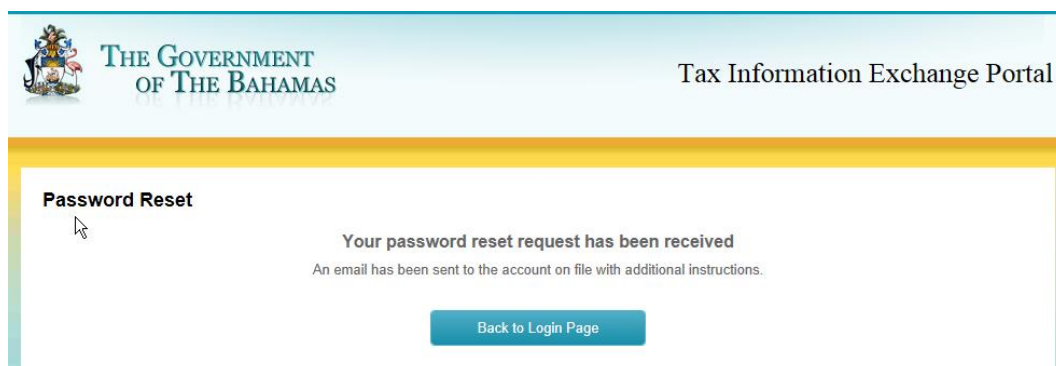
Account Temporarily Disabled

Sorry, your answer does not match our records

Due to the number of failed attempts, your account has been temporarily disabled. Please try again later

[Back to Login Page](#)

- Upon successfully answering the security question, the user will be shown the Password Reset confirmation screen and an email with further instructions will be sent to the user's email.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

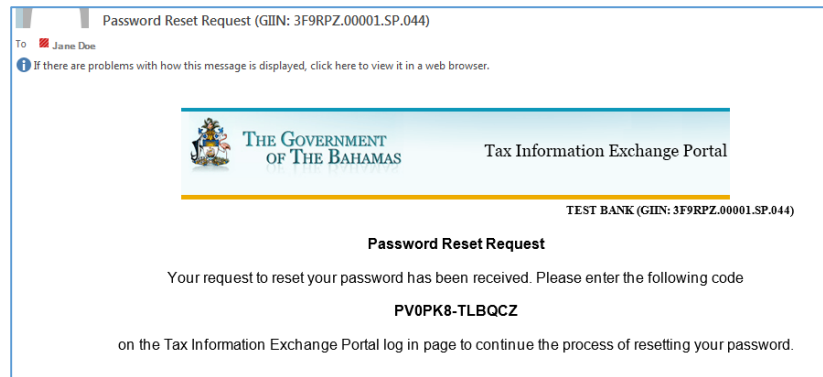
Password Reset

Your password reset request has been received

An email has been sent to the account on file with additional instructions.

[Back to Login Page](#)

Email sample showing Password reset code:



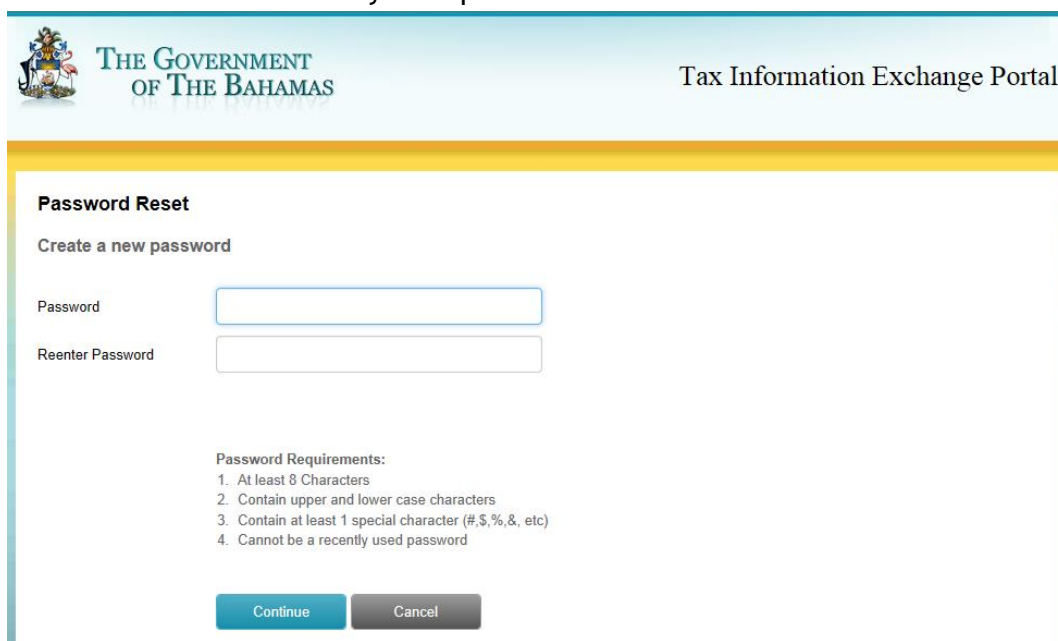
4. User must then enter the code as provided in the password reset email notification into the Tax Information Exchange Portal screen "Enter Code" section by clicking the Enter Code button.

The screenshot shows the "Tax Information Exchange Portal" interface. It has two main sections: "Registered Users" and "New Users". The "Registered Users" section contains fields for "Username" and "Password", a "Sign In" button, and a link for "Forgot your Password or Username?". The "New Users" section contains a "Register" button and text stating "Start the account registration process for the Tax Information Exchange Portal here." At the bottom, there is a red-bordered box labeled "Enter Code" with the text "Did you receive a code from a registration request or to reset your password? Enter it here." and an "Enter Code" button.

5. On the Enter Your Code screen, manually enter the code from the email or highlight the code, copy (Ctrl + C) and then paste (Ctrl + V) the code and click Enter.

The screenshot shows the "Enter Your Code" screen. It features a text input field labeled "Code" containing the text "PV0PK8-TLBQCZ". Below the input field are two buttons: "Enter" and "Cancel". The header of the page includes the Government of The Bahamas logo and the text "Tax Information Exchange Portal".

6. Enter a new Password in the Password text box and Reenter Password boxes using the Password requirements as listed on screen. These are:-
- At least 8 characters
 - Contains upper and lower case characters
 - Contain at least 1 special character (#, \$, %, & etc.)
 - Cannot be a recently used password



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Password Reset

Create a new password

Password

Reenter Password

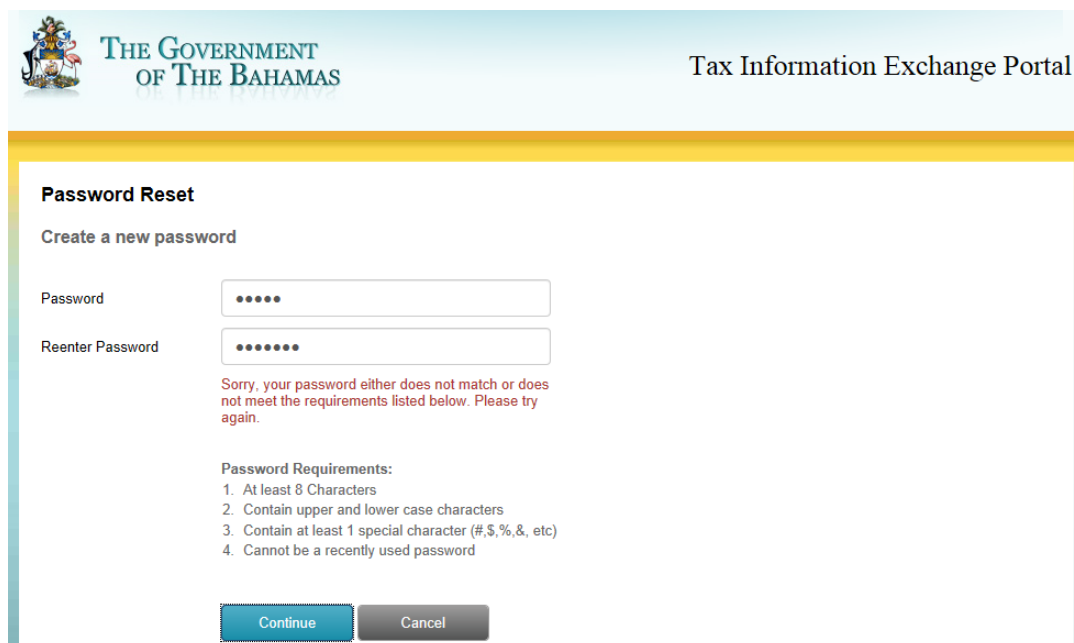
Password Requirements:

1. At least 8 Characters
2. Contain upper and lower case characters
3. Contain at least 1 special character (#,\$,%, etc)
4. Cannot be a recently used password

[Continue](#) [Cancel](#)

7. A confirmation screen will display confirming the password reset was successful.

NOTE: If the password does not match or meet the password requirements an error message will display prompting the user to confirm the entries.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Password Reset

Create a new password

Password

Reenter Password

Sorry, your password either does not match or does not meet the requirements listed below. Please try again.

Password Requirements:

1. At least 8 Characters
2. Contain upper and lower case characters
3. Contain at least 1 special character (#,\$,%, etc)
4. Cannot be a recently used password

[Continue](#) [Cancel](#)

3.2 Registered Users Login - Forgot Username

If the user cannot remember their provided username, they can request their username be provided again through the Forgot Password or Username link on the portal.

THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Registered Users

Username

Password

Sign In

[Forgot your Password or Username?](#)

New Users

Start the account registration process for the Tax Information Exchange Portal here.

Register

Enter Code
Did you receive a code from a registration request or to reset your password? Enter it here.

Enter Code

1. On the Forgot Password or Username screen that opens, click the Forgot Username? Link.

THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Forgot Password or Username

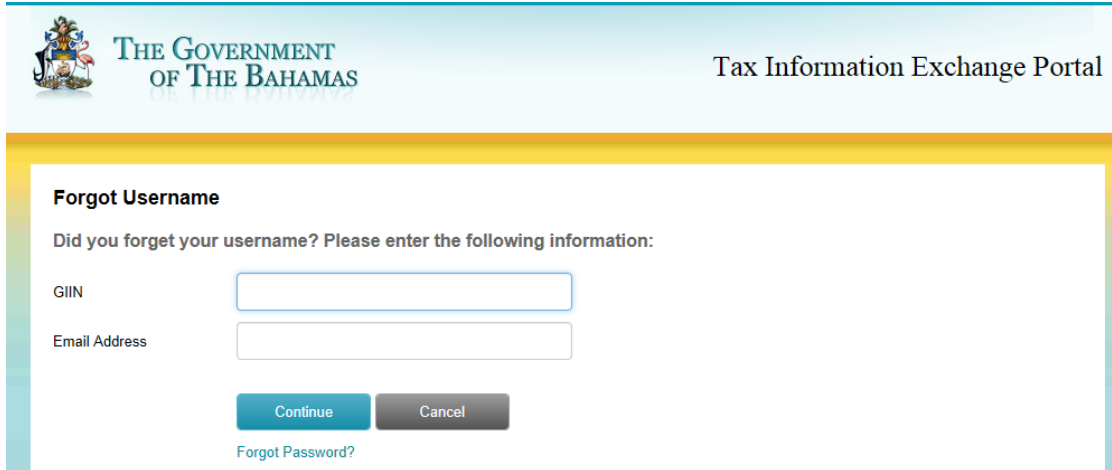
Did you forget your password? Please enter your username.

Username

Continue Cancel

[Forgot Username?](#)

2. Enter the GIIN and user's email address provided at registration to initiate an email with the Username reminder to be sent to the user. Click Continue.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Forgot Username

Did you forget your username? Please enter the following information:

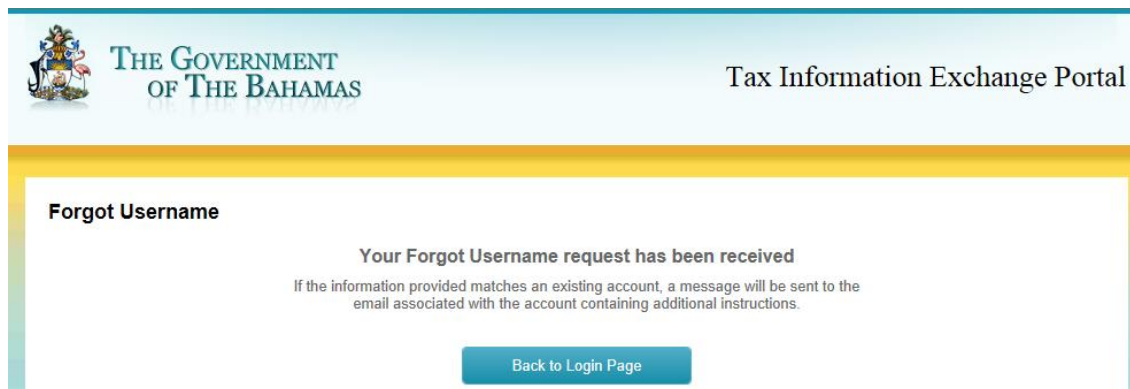
GIIN

Email Address

[Continue](#) [Cancel](#)

[Forgot Password?](#)

3. The Forgot Username request confirmation screen will display.
4. The system will then confirm the combination of provided GIIN and registered user's email address. Once confirmed, the user will receive an email containing their Username.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

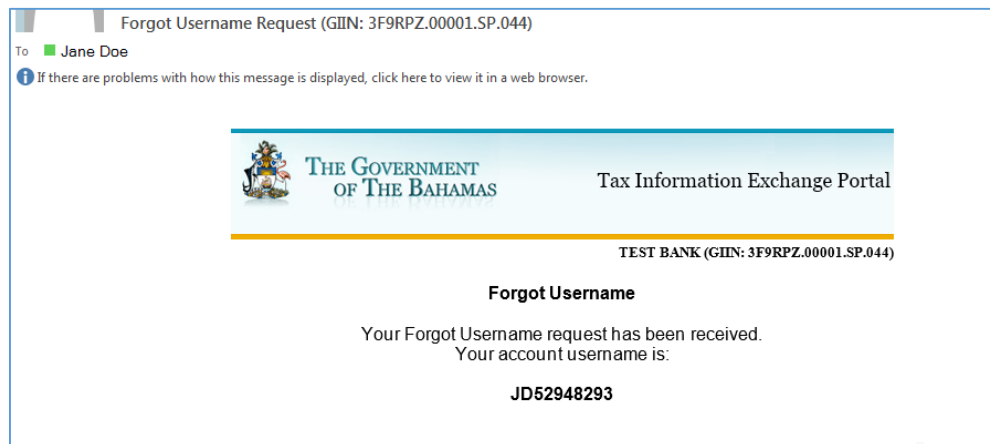
Forgot Username

Your Forgot Username request has been received

If the information provided matches an existing account, a message will be sent to the email associated with the account containing additional instructions.

[Back to Login Page](#)

Sample email with Username:



Forgot Username Request (GIIN: 3F9RPZ.00001.SP.044)

To: Jane Doe

If there are problems with how this message is displayed, click here to view it in a web browser.

THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

TEST BANK (GIIN: 3F9RPZ.00001.SP.044)

Forgot Username

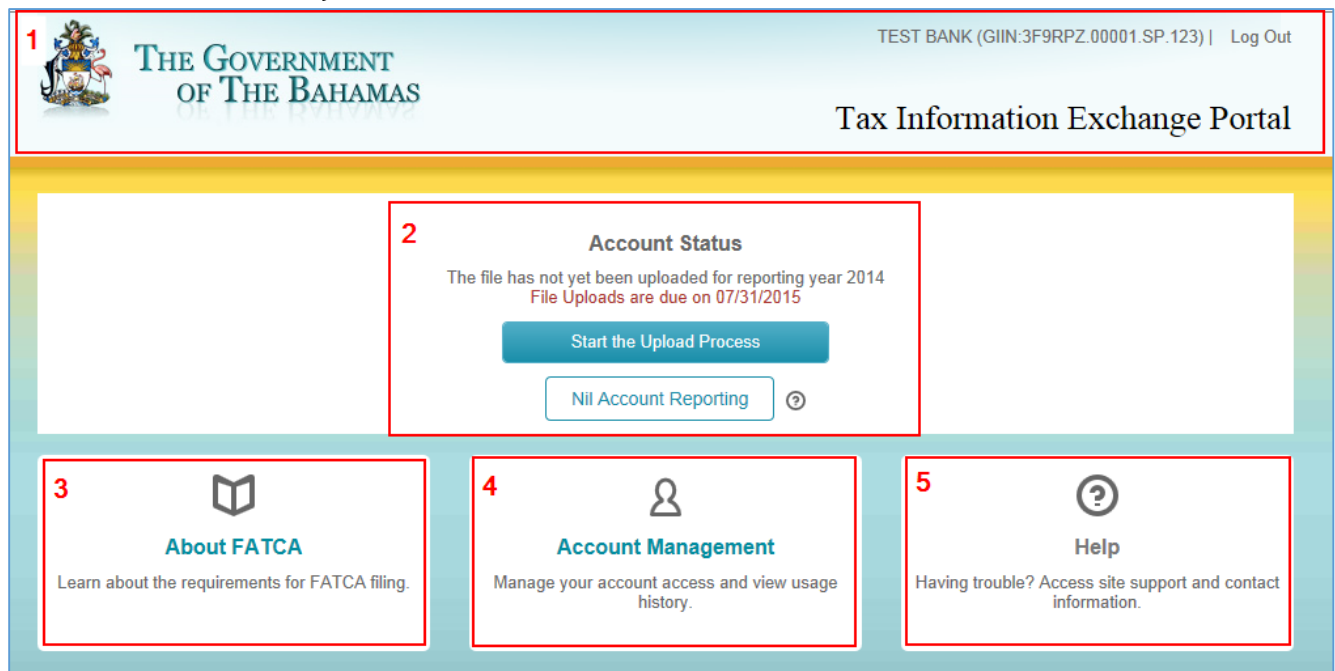
Your Forgot Username request has been received.
Your account username is:

JD52948293

4.0 Account Status Landing Page

The Account Status page is comprised of 5 sections:

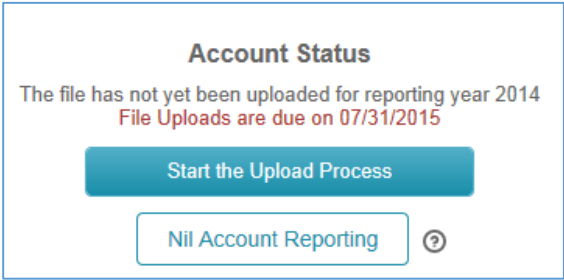
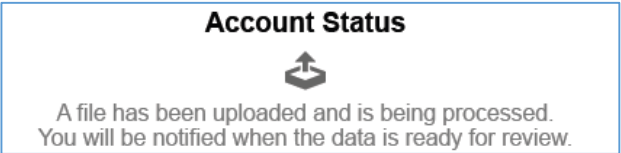
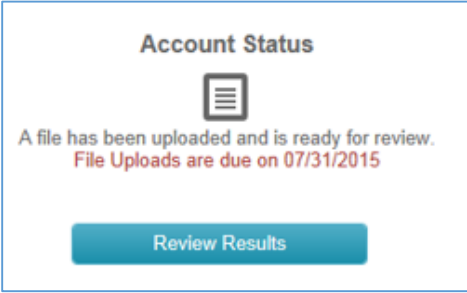
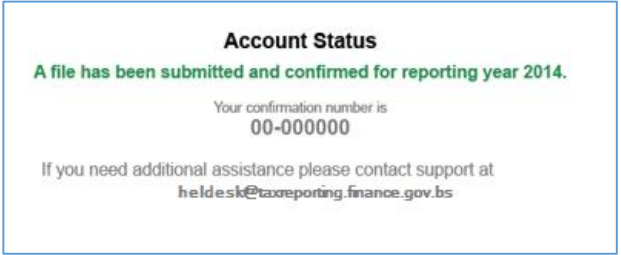
1. Informational Banner
 - Government of The Bahamas seal.
 - Clicking the seal will return users to the main Account Status page when logged into the portal.
 - Financial Institution Name (GIIN)
 - Log Out link
2. Account Status
 - Shows current status for the file processing and updates with each step.
 - Displays annual reporting deadline.
 - Link to process a Nil Account Report (To be used in place of a file upload).
3. About FATCA
 - Link to the Government of The Bahamas FATCA Information website.
4. Account Management
 - Account Status Audit trail
 - User Account Management (name, email or password reset)
5. Help Section
 - Listing of help resources
 - Common error resolution steps
 - Links to system documentation and videos



Account Status

The Account Status section will display the account's current status. The display will update depending on the file status and users can take action on the next step through links in this section. Refer to section [5.0 Reportable Account File Processing](#) for file upload, error review, file submission or section [6.0 Nil Account Reporting](#) for Nil Account reporting instructions.

Account Status examples include:

Initial display:	File uploaded and currently processing:
	
File Uploaded and ready for review:	File Submitted:
	

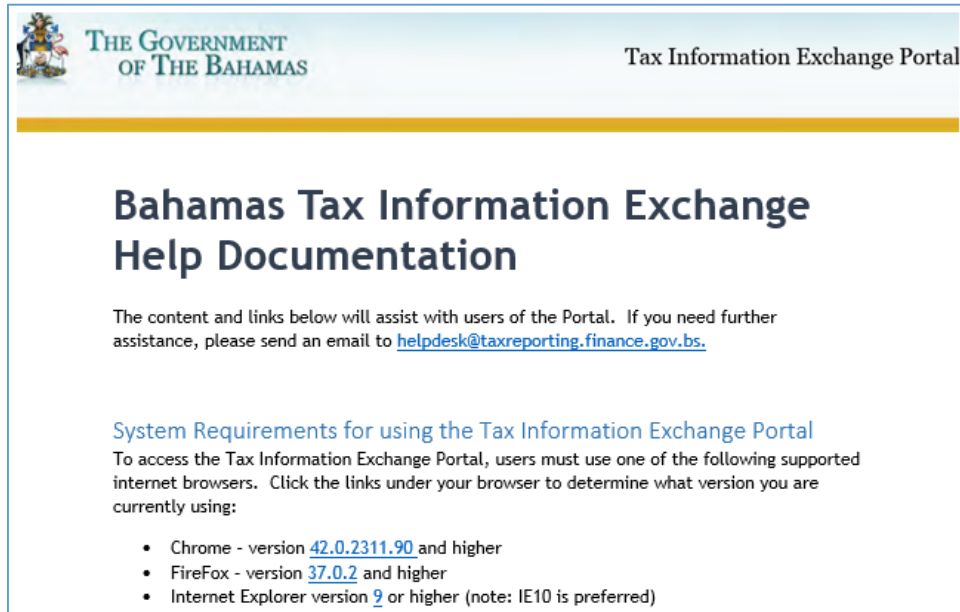
About FATCA

When this section is clicked, the Government of The Bahamas FATCA Information website will open in a new internet window: <http://www.taxreporting.finance.gov.bs/> allowing the user to review this site without impacting their portal login.



Help

Clicking this section will open a new window with links to help resources, common troubleshooting steps, system documentation, videos on using the portal and common questions for using the portal.



THE GOVERNMENT OF THE BAHAMAS Tax Information Exchange Portal

Bahamas Tax Information Exchange Help Documentation

The content and links below will assist with users of the Portal. If you need further assistance, please send an email to helpdesk@taxreporting.finance.gov.bs.

System Requirements for using the Tax Information Exchange Portal

To access the Tax Information Exchange Portal, users must use one of the following supported internet browsers. Click the links under your browser to determine what version you are currently using:


- Chrome - version [42.0.2311.90](#) and higher
- FireFox - version [37.0.2](#) and higher
- Internet Explorer version [9](#) or higher (note: IE10 is preferred)

Account Management

Allows the user to View the Account History audit trail and edit user account details.

Account History

When the Account Management section is viewed, progress details about the submitted file for the corresponding GIIN will display including the Date and User who took the action, the file name, number of rows in the file, number of errors found during processing and file status. The top record reflects the latest status.



THE GOVERNMENT OF THE BAHAMAS TEST BANK (GIIN:3F9RPZ.00001.SP.123) | Log Out

Tax Information Exchange Portal

Account Management [Manage Account](#)

Account History

Date	User	File Submitted	Rows	Errors	Status
06/02/2015 6:04PM	Jane Doe	3F9RPZ 00001 SP 044 FINAL.XLSX	2	2	File Uploaded
06/02/2015 6:03PM	John Kreger1	3F9RPZ 00001 SP 044.XLSX	10	10	Errors Found
06/02/2015 6:02PM	Jane Doe	3F9RPZ 00001 SP 044.XLSX	0	0	File Uploaded
06/02/2015 3:11PM	John Kreger	3F9RPZ 00001 SP 044.XLSX	2	2	Errors Found

Account Management – Manage Profile

Users can view and maintain their user information (name, email and password) from the Account Management section.

1. First select Account Management from the Account Status page and then clicking the Manage Account button.

2. The user's editable information will display on the next screen. To update the user information, click the Edit button to the right of the specific section.

3. The next screen will allow the user to update the information and click Save to update the data or Cancel to return to the prior screen.

5.0 Reportable Account File Processing

File Preparation

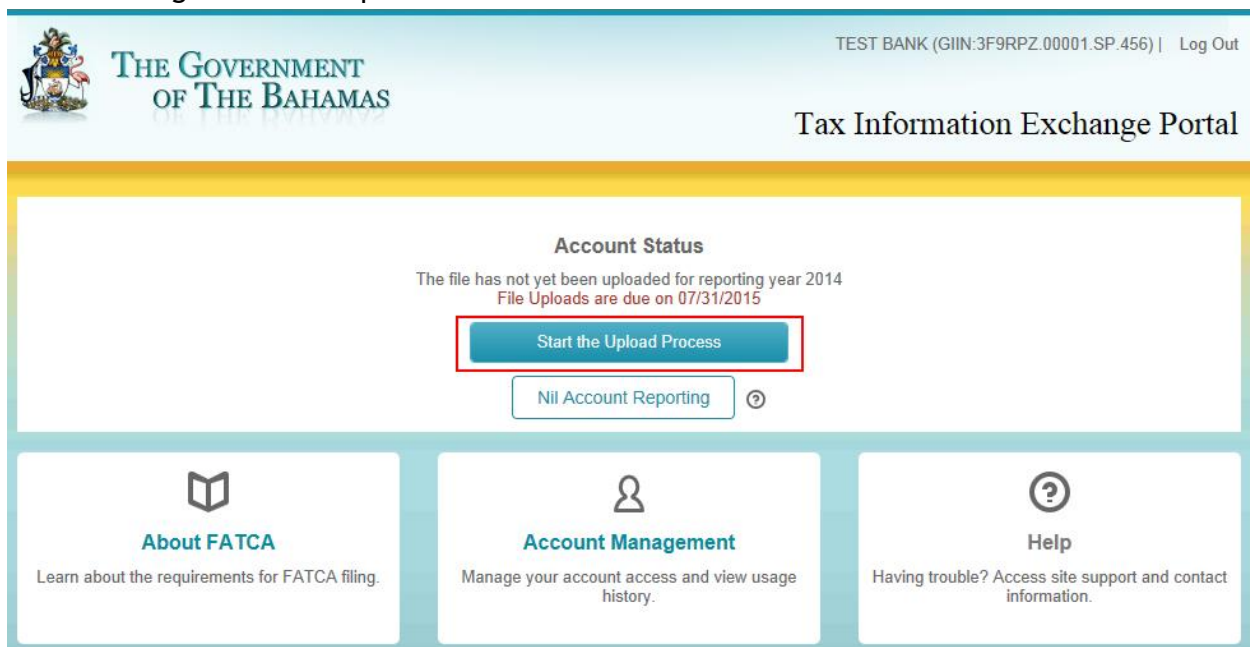
For successful upload of the Reportable Accounts to the portal, be sure to follow the instructions for the schema as listed in the Financial Institution File Creation document and file examples which are available on the Government of The Bahamas FATCA information website (<http://www.taxreporting.finance.gov.bs/fi-information/data-preparation/>). Templates are provided in the two available upload formats of Excel and CSV.

Every time a user uploads a file, it should be a complete file for all Reportable Accounts. **Each time a file is uploaded and processed in the portal; all prior loaded data will be deleted from the system and replaced by the data in the new file.**

It is recommended that if users are uploading replacement files that they use a version naming convention.

File Upload

1. From the Account Status screen, users can select the Start the Upload Process button to begin their file upload.



THE GOVERNMENT OF THE BAHAMAS

TEST BANK (GIIN:3F9RPZ.00001.SP.456) | Log Out

Tax Information Exchange Portal

Account Status

The file has not yet been uploaded for reporting year 2014
File Uploads are due on 07/31/2015

Start the Upload Process

Nil Account Reporting ⓘ

About FATCA
Learn about the requirements for FATCA filing.

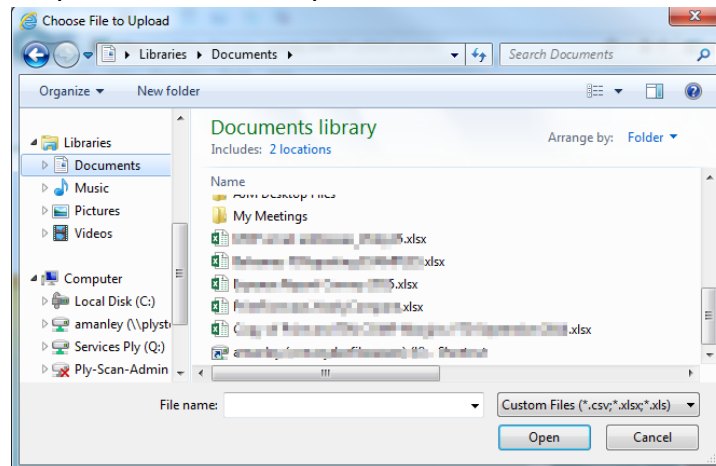
Account Management
Manage your account access and view usage history.

Help
Having trouble? Access site support and contact information.

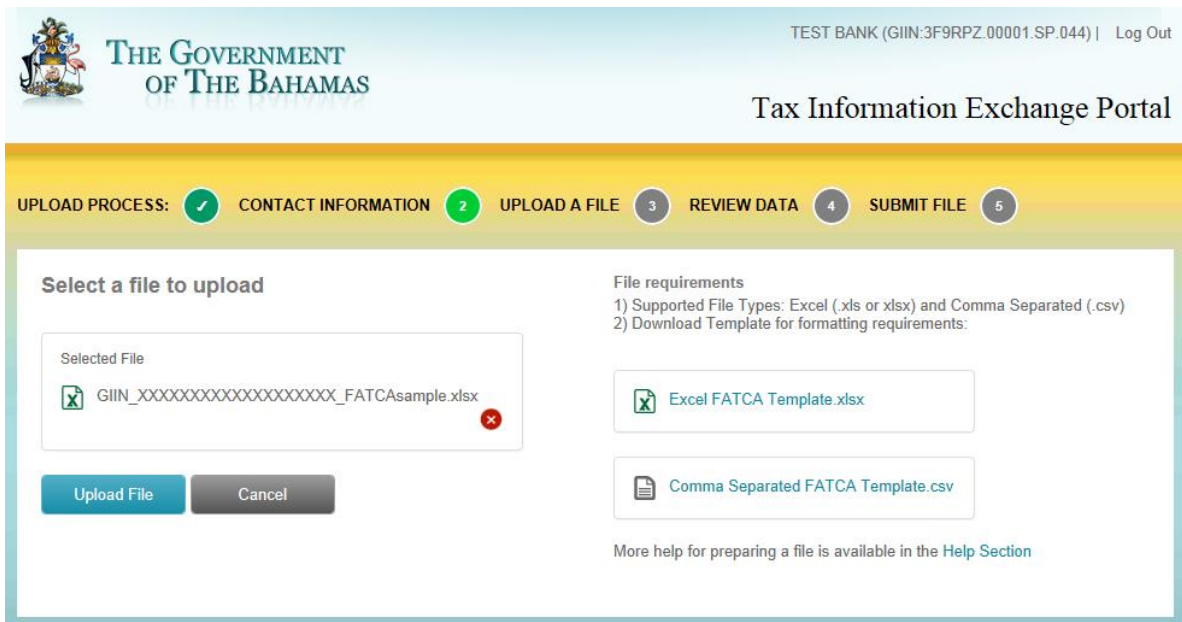
2. On the Select a file to upload screen, users can:

- View file templates
- Select the Link to the Help Section
- Select File for upload.

3. When users click Select File to upload, they will navigate to the file location in the Choose File to Upload screen that opens. User will select the file and click Open.

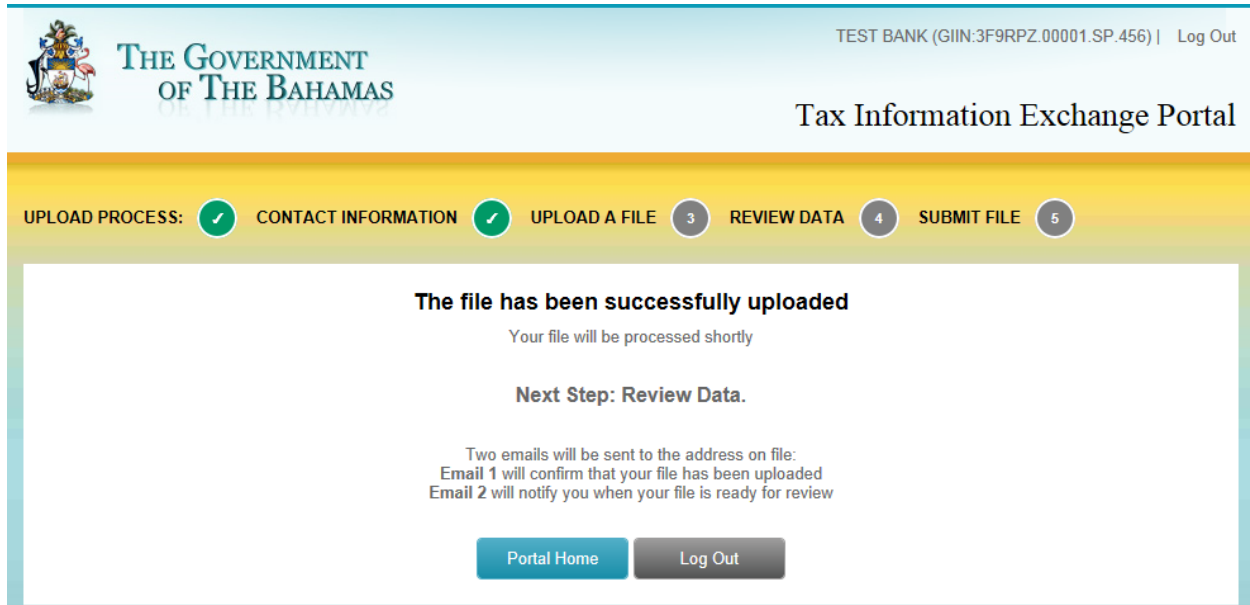


4. Portal will update displaying file name selected. To confirm this file should be uploaded, click the Upload File button.



The screenshot shows the 'Tax Information Exchange Portal' interface. At the top, the Government of The Bahamas logo is on the left, and 'TEST BANK (GIIN:3F9RPZ.00001.SP.044) | Log Out' is on the right. The main header is 'Tax Information Exchange Portal'. Below this is a progress bar with five steps: 'UPLOAD PROCESS' (checked), 'CONTACT INFORMATION' (2), 'UPLOAD A FILE' (3), 'REVIEW DATA' (4), and 'SUBMIT FILE' (5). The main content area is titled 'Select a file to upload'. It features a 'Selected File' box containing 'GIIN_XXXXXXXXXXXXXXXXXXXX_FATCAsample.xlsx' with a red 'x' icon. Below this are 'Upload File' and 'Cancel' buttons. To the right, 'File requirements' are listed: '1) Supported File Types: Excel (.xls or .xlsx) and Comma Separated (.csv)' and '2) Download Template for formatting requirements:'. Below these are two download buttons: 'Excel FATCA Template.xlsx' and 'Comma Separated FATCA Template.csv'. At the bottom right, a link says 'More help for preparing a file is available in the Help Section'.

5. Screen will update to confirm the file was successfully uploaded and an email confirmation will be sent. Users can either Log Out or return to the Account Status page by clicking the Government of The Bahamas seal in upper left.



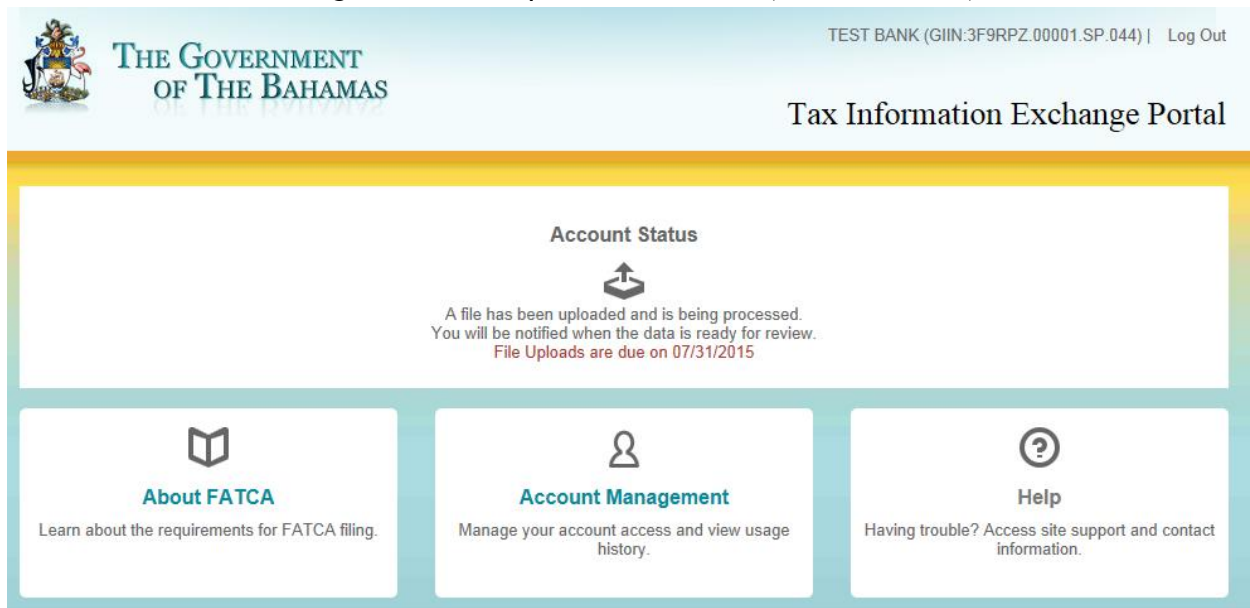
The screenshot shows the 'Tax Information Exchange Portal' interface after successful upload. The progress bar now shows 'UPLOAD PROCESS' (checked), 'CONTACT INFORMATION' (checked), 'UPLOAD A FILE' (3), 'REVIEW DATA' (4), and 'SUBMIT FILE' (5). The main content area is titled 'The file has been successfully uploaded' and includes the text 'Your file will be processed shortly'. Below this is the heading 'Next Step: Review Data.' and a message: 'Two emails will be sent to the address on file: Email 1 will confirm that your file has been uploaded. Email 2 will notify you when your file is ready for review'. At the bottom are two buttons: 'Portal Home' and 'Log Out'.

Sample Upload Confirmation email:

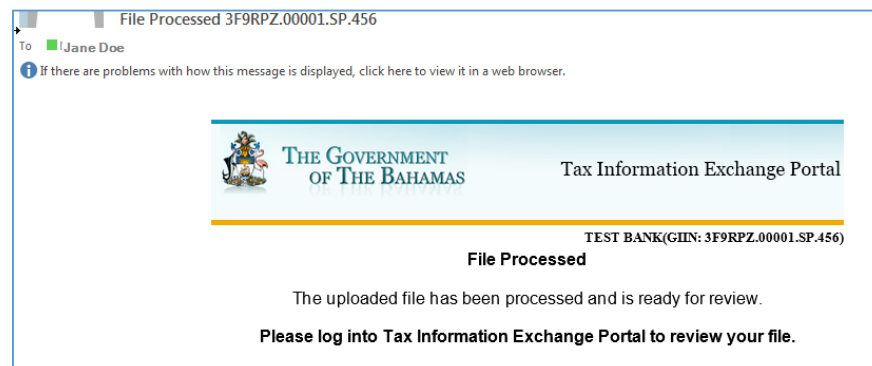


Processing

1. While the file is processing, the Account Status screen will display the following status. Processing time is anticipated to be short (within an hour).

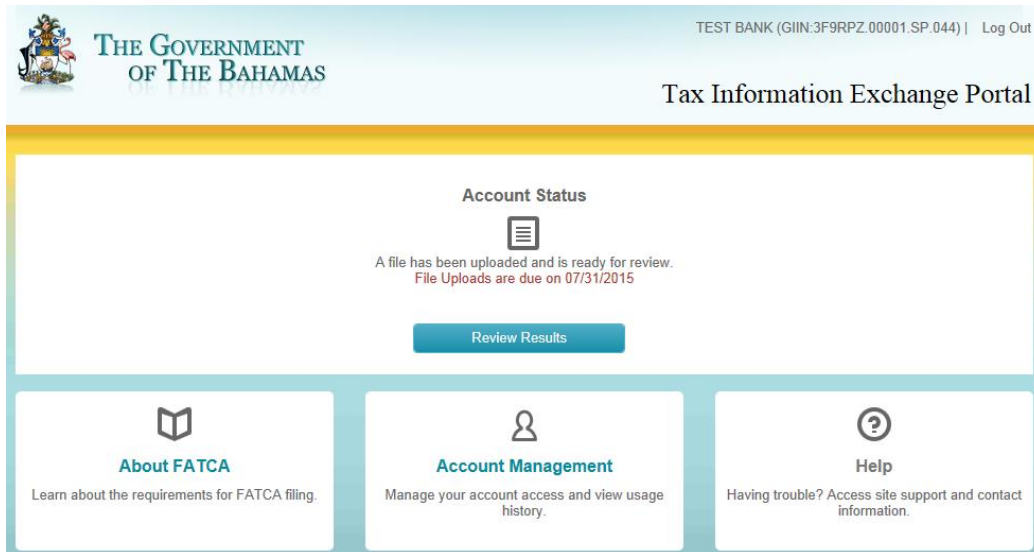


2. Once the file has been processed, the user will receive an email confirmation that their file has been processed and is ready for review.



Uploaded File Review

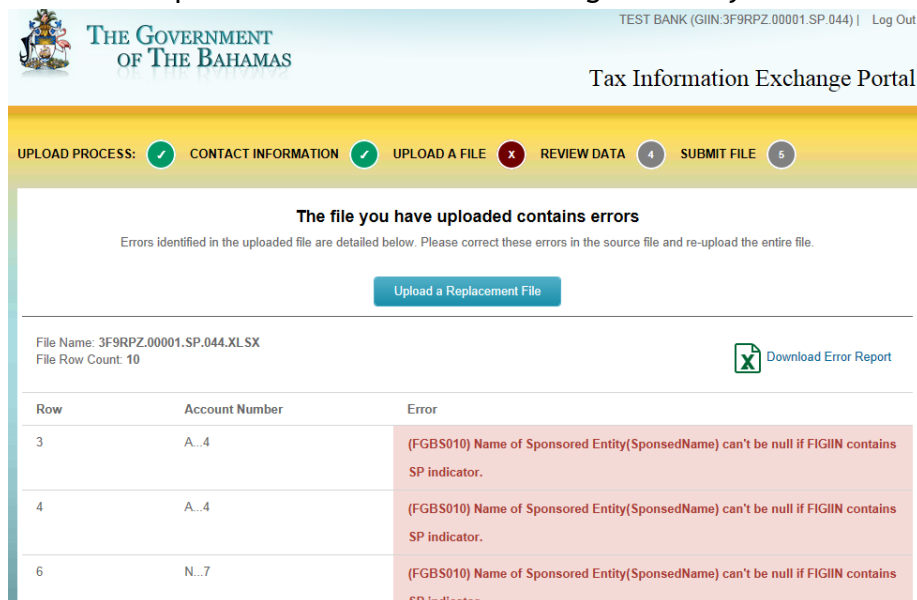
After the file has been uploaded and processed, the Account Status will update to display the screen below. To continue to the File Review stage, click the Review Results button.



File Contains Errors

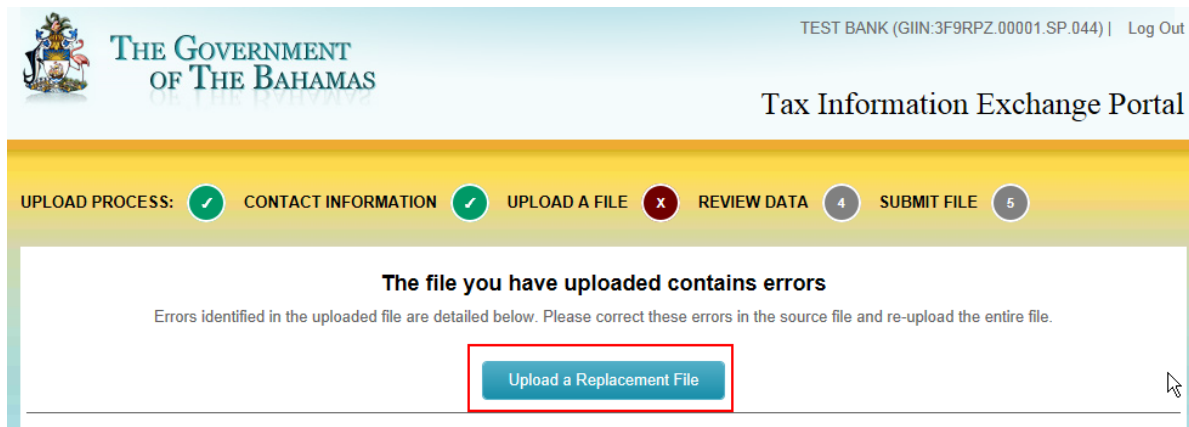
If the uploaded file contained errors, the error detail will be listed as shown in the following screen.

1. Users can view errors on screen or by downloading an Error Report by clicking the Download Error Report button. The downloaded report will open in Excel showing only the record row number, masked Account Number (first and last character shown) and the error message(s). No other account data will display.
 - a. **NOTE:** For using in Internet Explorer, a pop up might appear when you try to download the error report. Select to first SAVE the report to your computer and then open it from that location. Using OPEN may cause errors to appear.



Row	Account Number	Error
3	A...4	(FGBS010) Name of Sponsored Entity(SponsoredName) can't be null if FIGIIN contains SP indicator.
4	A...4	(FGBS010) Name of Sponsored Entity(SponsoredName) can't be null if FIGIIN contains SP indicator.
6	N...7	(FGBS010) Name of Sponsored Entity(SponsoredName) can't be null if FIGIIN contains SP indicator.

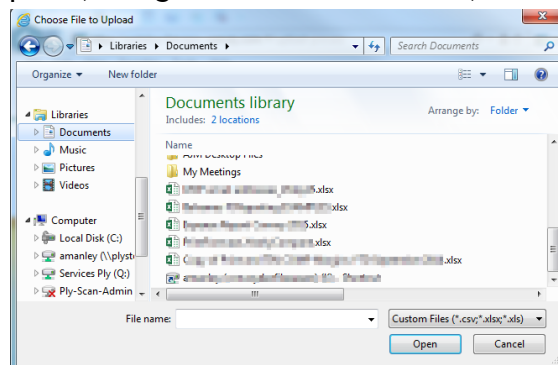
- Errors will need to be corrected in the data file and the complete data file (all reportable accounts) must be uploaded by clicking Upload a Replacement File.



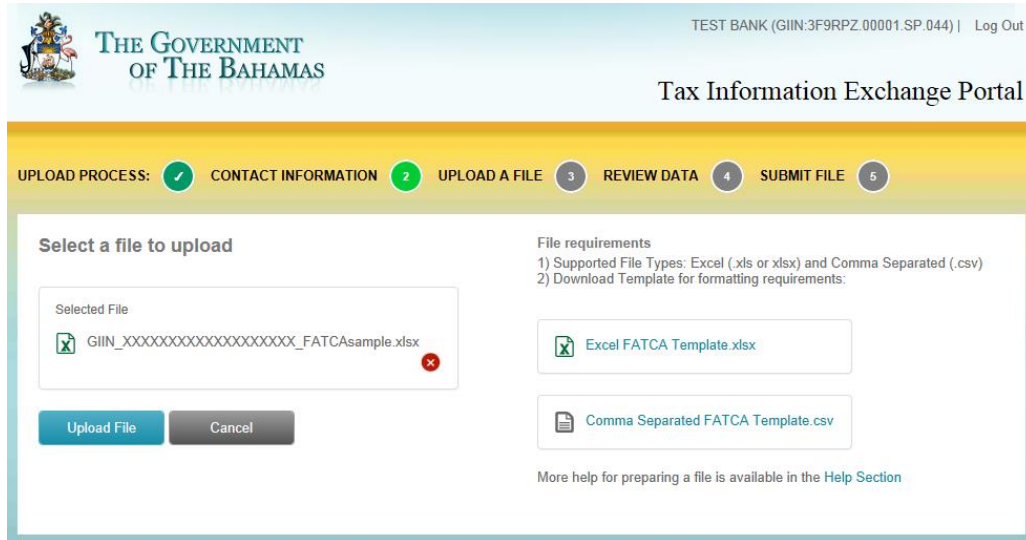
- The user will then select the file to upload from their computer or network drive by clicking Select File button. This file will completely replace any previously loaded data so it is important the replacement file contains all records - not just the records that had errors.



- In Choose File to Upload, navigate to the file location, select the file and click Open.

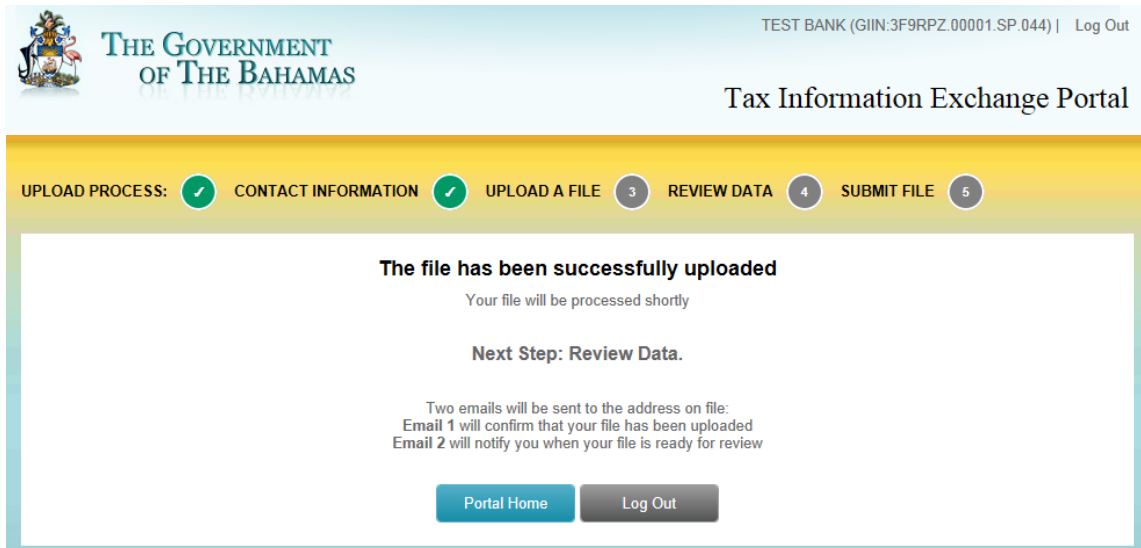


5. Portal will update displaying file name selected. To confirm this file should be uploaded, click the Upload File button.



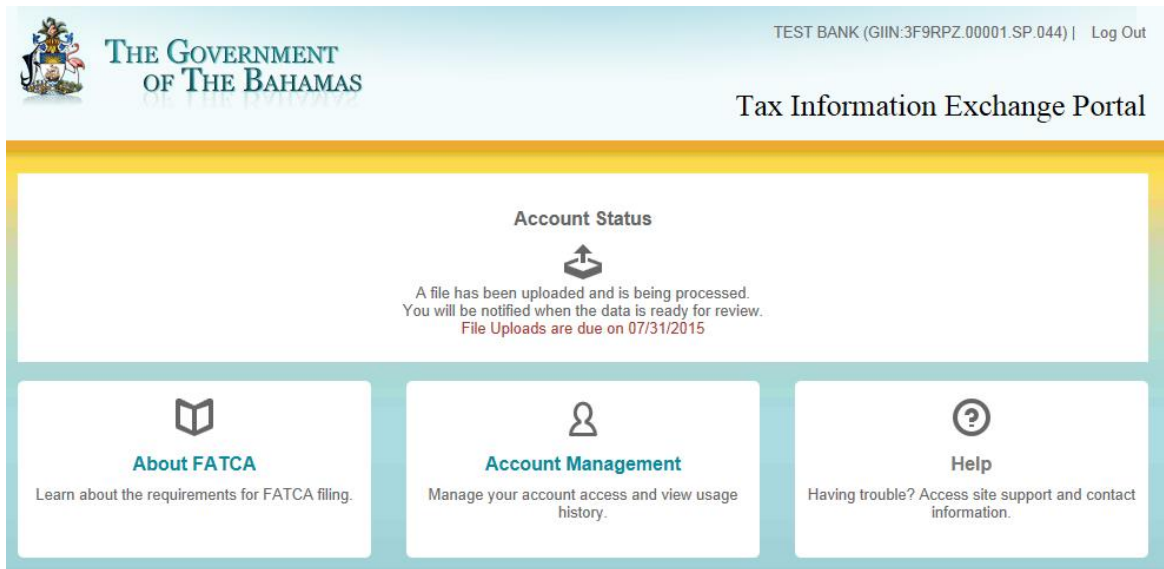
The screenshot shows the 'Tax Information Exchange Portal' interface. At the top, the Government of The Bahamas logo is on the left, and 'TEST BANK (GIIN:3F9RPZ.00001.SP.044) | Log Out' is on the right. The main header is 'Tax Information Exchange Portal'. Below this is a progress bar with five steps: 'UPLOAD PROCESS' (checked), 'CONTACT INFORMATION' (checked), 'UPLOAD A FILE' (active), 'REVIEW DATA' (disabled), and 'SUBMIT FILE' (disabled). The main content area is titled 'Select a file to upload'. It features a 'Selected File' box containing 'GIIN_XXXXXXXXXXXXXXXXXX_FATCAsample.xlsx' with a red 'x' icon. Below this are 'Upload File' and 'Cancel' buttons. To the right, 'File requirements' are listed: '1) Supported File Types: Excel (.xls or .xlsx) and Comma Separated (.csv)' and '2) Download Template for formatting requirements:'. Below these are two download links: 'Excel FATCA Template.xlsx' and 'Comma Separated FATCA Template.csv'. At the bottom, a link states 'More help for preparing a file is available in the Help Section'.

6. Screen will update to confirm the file is being prepared for processing. Users can either Log Out or return to the Account Status page by clicking the Government of The Bahamas seal in upper left.



The screenshot shows the 'Tax Information Exchange Portal' interface after a successful upload. The progress bar now shows 'UPLOAD PROCESS' (checked), 'CONTACT INFORMATION' (checked), 'UPLOAD A FILE' (checked), 'REVIEW DATA' (active), and 'SUBMIT FILE' (disabled). The main content area is titled 'The file has been successfully uploaded'. It states 'Your file will be processed shortly' and 'Next Step: Review Data.' Below this, it says 'Two emails will be sent to the address on file: Email 1 will confirm that your file has been uploaded' and 'Email 2 will notify you when your file is ready for review'. At the bottom are 'Portal Home' and 'Log Out' buttons.

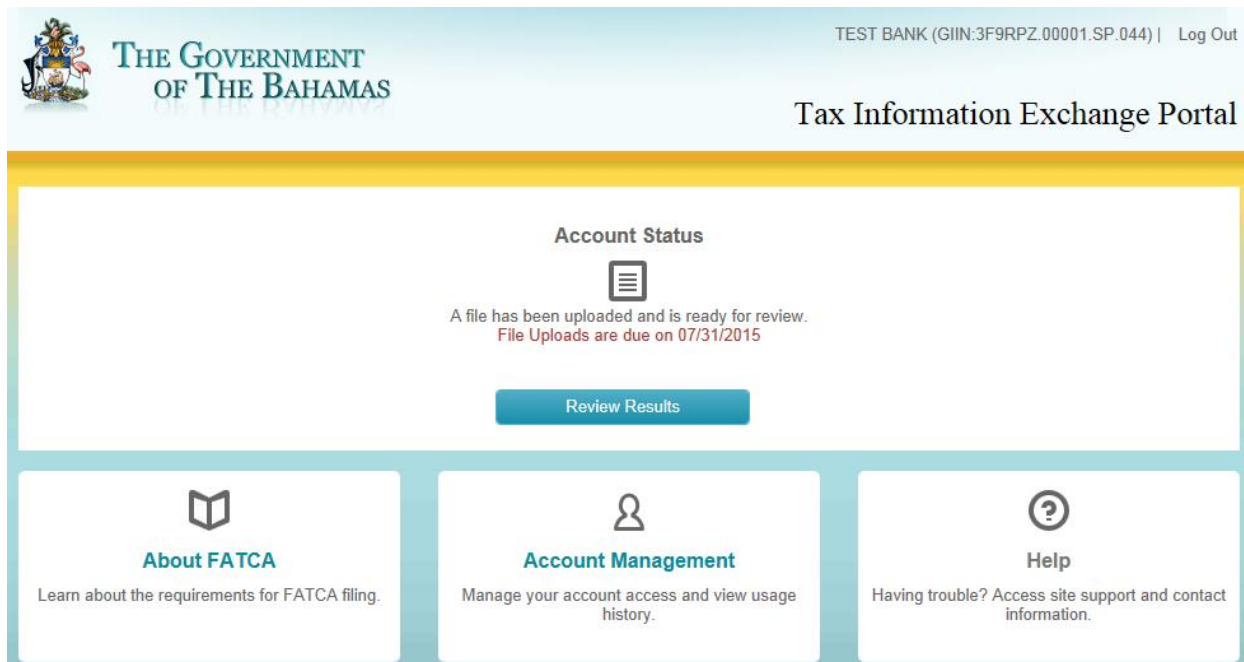
7. While the file is processing, the Account Status screen will display the following status. The user will also receive an email confirmation that their file has been uploaded.



Sample Upload Confirmation email:



8. Once the file has processed, the user will receive an email notification that the processing is complete and the Account Status will be updated similar to below:



9. Users can repeat the File Upload review steps until the file is error free. Users can upload as many files as needed to confirm the data is error free but should always upload a complete data file each time.

File does not Contain Errors

If the processed file does not contain any errors, the user can choose to Submit the file from the Review screen or upload a new file.

- To Submit the file, follow instructions under File Submission below.
- If the user would like to upload a different file prior to finalizing the data to Submit, click the Replace with a different file button and follow the steps for [File Upload](#).

File Submission

To confirm the file is complete and ready for final submission, the user will choose to Submit the file from the file review screen. Once a file has been submitted it cannot be replaced so users should verify all the data in the final file uploaded is complete and correct.

1. The user must first read and agree to the listed Terms and Conditions by checking the box stating they agree to the terms and conditions and then click the Submit File button.

THE GOVERNMENT OF THE BAHAMAS

TEST BANK (GIIN:3F9RPZ.00001.SP.044) | Log Out

Tax Information Exchange Portal

UPLOAD PROCESS: ✓ CONTACT INFORMATION ✓ UPLOAD A FILE ✓ REVIEW DATA 4 SUBMIT FILE

The file you have uploaded has been reviewed and no errors were found

The file File Name: GIIN_XXXXXXXXXXXXXXXX_FATCA_Template.xlsx does not contain any errors.
Row Count: 541

To submit the file, agree to the terms and conditions and choose Submit File to send the file to The Government of the Bahamas.

Disclaimer

We and/or our agent certify that the information submitted to The Competent Authority of The Bahamas for onward transmission to the USA IRS is in keeping with the terms and conditions of The Bahamas – USA FATCA Model 1 IGA and applicable law, that the information is true to the best of our knowledge and belief, and represents our final submission for the reporting period.

☐ I agree to the terms and conditions

Submit File

Replace with a different file

2. Users will need to enter their password to verify their identity before the file submission can be completed.

THE GOVERNMENT OF THE BAHAMAS

TEST BANK (GIIN:3F9RPZ.00001.SP.456) | Log Out

Tax Information Exchange Portal

UPLOAD PROCESS: ✓

Verify Identity

Please Reenter Your Password

.....

Submit Cancel

NOTE: If an incorrect password is entered, an error message will display and the user will be able to correct their password and Submit again.

Verify Identity

Please Reenter Your Password

Sorry, we do not recognize your password. Please try again.

Submit
Cancel

- After the user's password is successfully entered, the confirmation for the File Submission will display and a confirmation email showing the same details will be sent to the user.



**THE GOVERNMENT
OF THE BAHAMAS**

TEST BANK (GIIN:3F9RPZ.00001.SP.456) | [Log Out](#)

Tax Information Exchange Portal

UPLOAD PROCESS: ✔
CONTACT INFORMATION: ✔
UPLOAD A FILE: ✔
REVIEW DATA: ✔
SUBMIT FILE: ✔

The file **BAHAMAS FI REPORTING EXAMPLES V2.XLSX** containing **2 rows** has been successfully submitted for reporting year 2014.

Your confirmation number is
14-005013

You will receive an email confirmation of your file submission.
Thank you for using The Government of the Bahamas Tax Information Exchange Portal.

Log Out
Portal Home


File Submitted email sample:

File Submission Confirmation (GIIN: 3F9RPZ.00001.SP.456)

To: ■ Jane Doe

! If there are problems with how this message is displayed, click here to view it in a web browser.

TEST BANK (GIIN: 3F9RPZ.00001.SP.456)



**THE GOVERNMENT
OF THE BAHAMAS**

Tax Information Exchange Portal

UPLOAD PROCESS: ✔
CONTACT INFORMATION: ✔
UPLOAD A FILE: ✔
REVIEW DATA: ✔
SUBMIT FILE: ✔

File Submission Confirmation


The file **BAHAMAS FI REPORTING EXAMPLES V2.XLSX** with 2 rows has been successfully submitted by Jane Doe for reporting year 2014.

Submission confirmation number is
14-005013

Thank you for using The Government of the Bahamas Tax Information Exchange Portal.

Account Status after submitting a file

The Account Status page will display the confirmation number and confirm the file was submitted similar to below.



THE GOVERNMENT
OF THE BAHAMAS

TEST BANK (GIIN:3F9RPZ.00001.SP.456) | [Log Out](#)


Tax Information Exchange Portal

Account Status

A file has been submitted and confirmed for Reporting year 2014.


Your confirmation number is
14-005013

If you need additional assistance please contact support at HelpDesk@taxreporting.finance.gov.bs




About FATCA

Learn about the requirements for FATCA filing.



Account Management

Manage your account access and view usage history.



Help


Having trouble? Access site support and contact information.

6.0 Nil Account Reporting

If the GIIN does not have any reportable accounts to upload, then Nil Account Reporting must be completed. **Note:** Financial Institutions must either submit a Nil Account Report or upload a file of Reportable Accounts, not both.

Submit Nil Account Report

1. In the Account Status section, select the Nil Account Reporting link.



THE GOVERNMENT OF THE BAHAMAS

TEST BANK (GIIN:3F9RPZ.00001.SP.123) | Log Out

Tax Information Exchange Portal

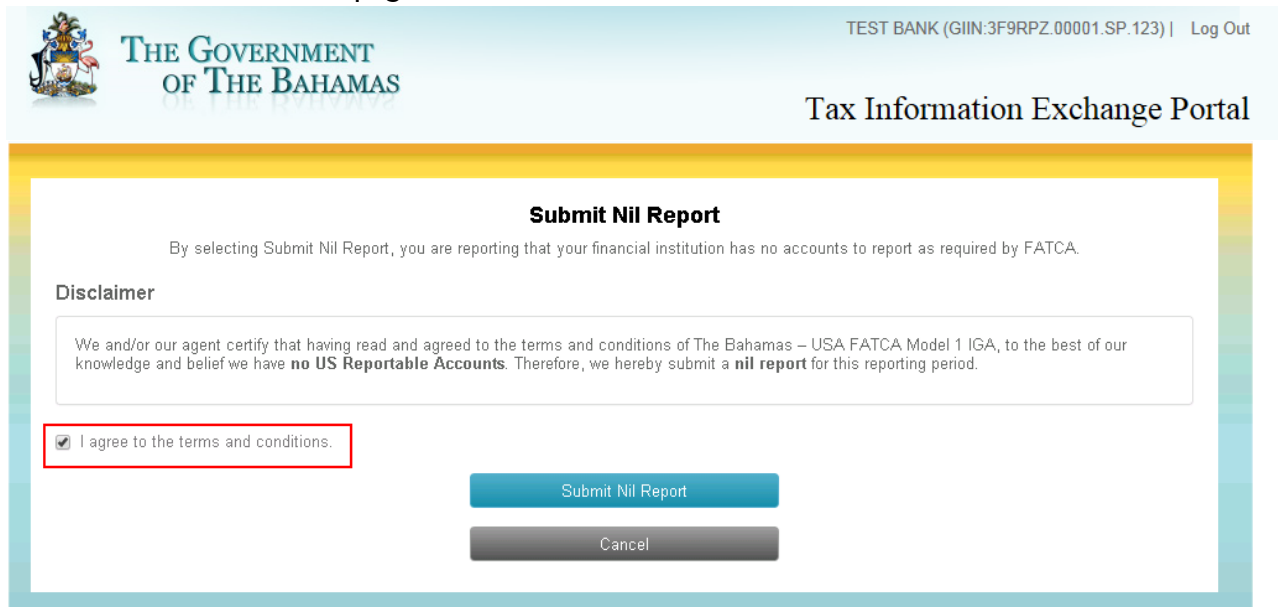
Account Status

The file has not yet been uploaded for reporting year 2014
File Uploads are due on 07/31/2015

Start the Upload Process

Nil Account Reporting

2. On the screen that opens, review the Disclaimer and confirm that the terms and conditions are agreed to by checking the box stating the user agrees to the terms and conditions listed.
 - o **Note:** The Submit Nil Report button cannot be clicked until the user reviews and agrees to the terms and conditions listed.
 - o If Nil Account Reporting was selected by accident, click Cancel to return to the Account Status page.



THE GOVERNMENT OF THE BAHAMAS

TEST BANK (GIIN:3F9RPZ.00001.SP.123) | Log Out

Tax Information Exchange Portal

Submit Nil Report

By selecting Submit Nil Report, you are reporting that your financial institution has no accounts to report as required by FATCA.

Disclaimer

We and/or our agent certify that having read and agreed to the terms and conditions of The Bahamas – USA FATCA Model 1 IGA, to the best of our knowledge and belief we have **no US Reportable Accounts**. Therefore, we hereby submit a **nil report** for this reporting period.

☒ I agree to the terms and conditions.

Submit Nil Report

Cancel

- Users will need to enter their password to verify their identity before the Nil Report submission can be completed.

The screenshot shows the 'Tax Information Exchange Portal' for 'THE GOVERNMENT OF THE BAHAMAS'. The page header includes 'TEST BANK (GIIN:3F9RPZ.00001.SP.123) | Log Out'. A modal titled 'Verify Identity' is displayed in the center, with the text 'Please Reenter Your Password' and a password input field. Below the field are 'Submit' and 'Cancel' buttons. In the background, a 'Disclaimer' section is visible, including a checkbox for 'I agree to the terms and conditions' and a 'Submit Nil Report' button.

NOTE: If an incorrect password is entered, an error message will display and the user will be able to correct their password and Submit again.

This screenshot shows the 'Verify Identity' modal after an incorrect password entry. It features the title 'Verify Identity', the prompt 'Please Reenter Your Password', and an empty password input field. Below the field, a red error message reads: 'Sorry, we do not recognize your password. Please try again.' At the bottom, there are 'Submit' and 'Cancel' buttons.

- After the user's password is successfully entered, the confirmation for the Nil Report Submission will display and an email with the same detail will be sent to the user.



THE GOVERNMENT
OF THE BAHAMAS

TEST BANK (GIIN: 3F9RPZ.00001.SP.123) | [Log Out](#)

Tax Information Exchange Portal

Your report has been successfully submitted for reporting year 2014

Your confirmation number is
14-005012

You will receive an email confirmation of your zero account submission.
Thank you for using The Government of the Bahamas Tax Information Exchange Portal.

[Log Out](#) [Portal Home](#)

Email confirmation sample:

Report Submission Confirmation (GIIN: 3F9RPZ.00001.SP.123)

To:  Jane Doe

 If there are problems with how this message is displayed, click here to view it in a web browser.



THE GOVERNMENT
OF THE BAHAMAS

Tax Information Exchange Portal

TEST BANK (GIIN: 3F9RPZ.00001.SP.123)

Report Submission Confirmation

The nil report has been successfully submitted by Jane Doe for reporting year 2014.

Submission confirmation number is
14-005012

Thank you for using The Government of the Bahamas Tax Information Exchange Portal.

Account Status after submitting Nil Account Report

The Account Status page will display the confirmation number and confirm the Nil Report was submitted similar to below.



THE GOVERNMENT
OF THE BAHAMAS

TEST BANK (GIIN: 3F9RPZ.00001.SP.123) | [Log Out](#)

Tax Information Exchange Portal

Account Status

A nil report has been submitted and confirmed for Reporting year 2014.

Your confirmation number is
14-005012

If you need additional assistance please contact support at HelpDesk@taxreporting.finance.gov.bs




About FATCA

Learn about the requirements for FATCA filing.



Account Management

Manage your account access and view usage history.



Help

Having trouble? Access site support and contact information.

Management Account History of Nil Report Submission

The Nil Report submission will be shown on the Account History screen similar to below:

The screenshot displays the 'Tax Information Exchange Portal' interface. At the top, the logo for 'THE GOVERNMENT OF THE BAHAMAS' is on the left, and the text 'TEST BANK (GIIN:3F9RPZ.00001.SP.123) | Log Out' is on the right. Below the header, the 'Account Management' section is highlighted in yellow, with a 'Manage Account' button on the right. The 'Account History' section contains a table with the following data:

Date	User	File Submitted	Rows	Errors	Status
06/02/2015 8:03PM	Jane Doe	<<<NIL>>>	0	0	Nil Report Submitted