

## Enter GIIN and Register for a User Account



The screenshot shows the 'Tax Information Exchange Portal' for 'THE GOVERNMENT OF THE BAHAMAS'. The main heading is 'Register for a User Account'. Under 'Financial Institution Information', there are two input fields: 'Financial Institution Name' and 'GIIN'. A note on the right states: 'Financial institution name must match the name provided to the IRS during FATCA registration.' At the bottom, there are 'Continue' and 'Cancel' buttons.

- New users enter the legal entity name and GIIN for their Financial Institution.
- Any entry that does not match the database record will trigger an error message.
- If the GIIN is valid, the user will be prompted to enter further user information.
- Users will be able to select if they are reporting for their own organization or as a third party.

## FI Registration - Important Points

- Each GIIN will require user accounts.
- Key officers' email addresses have been collected from the respective FI regulators.
- These key contacts will be used to approve new users.
- Key officers need to be aware of the process and their responsibility to the user registration process.

## Reporting template and file upload



UPLOAD PROCESS: 1 CONTACT INFORMATION 2 UPLOAD A FILE 3 REVIEW DATA 4 SUBMIT FILE

### Select a file to upload

Select File

This file will completely replace any existing file that has been uploaded

#### File Requirements

- 1) Supported File Types: Excel (.xls or .xlsx) and Comma Separated (.csv)
- 2) Download Template for formatting requirements:

 Excel FATCA Template.xlsx

 Comma Separated FATCA Template.csv

More help for preparing a file is available in the [Help Section](#)

- A file template can be downloaded on the file upload page.

**Note:** The template files are also available on the [Data Preparation](#) section of this information site.

- The FI will populate the template file with their data.

Once completed, the FI will click "select file" to upload

- A training video showing an overview of the portal will be made available in June.