Bahamas FATCA Financial Institution File Creation Instructions

Tips for creating a valid Excel or CSV reporting file.

Overview

This instruction document will provide general guidance for creating a file to submit information on FATCA reportable accounts to the Tax Information Exchange (TIE) Portal. It is recommended to consult with your Financial Institution's tax advisor for direction on what must be completed for each account holder. Reporting Financial Institutions have the choice to submit files in either Excel (.xls/.xlsx) or Comma Separated Value (.csv) file formats.

Files submitted must be complete, containing all the records to be reported. If your file has errors, a new complete file must be resubmitted.

If your Financial Institution has no reportable accounts for the reportable year, perform Nil Reporting through the electronic attestation online at the TIE Portal.

1.0 General Instructions

General file creation guidelines:

- Filenames should not start with a number or special character (i.e. #, (, *).
- Do not make any changes to the header row listed in the document.
- Column header names must be exactly as shown in the schema templates and format as listed in the **3.0 Field Schema** section of this file to prevent file import errors.
- All columns in the file schema must be present and in the correct order upon submission with the field names as a header row.
- No empty rows should be included in the file.
- Follow the formats and values as listed in the **3.0 Field Schema** section later in this document.
- Amount fields must contain two decimal places without the use of any commas.

Excel specific guidelines:

- No hidden rows or columns should be present in the file.
- For best results, entire data sheet should have cells formatted as 'Text' only (not 'General', 'Amount', 'Short Date', etc.).
- File should contain only 1 tab of data.

CSV specific guidelines:

- Any commas in data fields must be surrounded with quotation marks i.e. ",".
- All data for each record should be in one row.

2.0 Notes on Using the Template

Sponsoring FI Reporting
If the FI is reporting as a sponsoring entity, the information for the sponsored entity should be included in each line of the file in the "Sponsored" fields.

Reporting Account Information
Account balance and payment information should be reported on the first line of information for a given account. If there are substantial US owners on the account, subsequent lines will be utilized to provide details on these owners. All lines for a given account will have the same account number indicating their relationship.

AccountHolderType Field Usage
To accommodate specified US person and substantial US owner information in this file schema, use one of the 6 additional account holder types (see the listing of allowable values in the **3.0 Field Schema** section that follows).

Validations / Error Checking
The system will check certain validation conditions upon processing to confirm required data is present in the file. These Validations are listed in the last column of the **3.0 Field Schema** document. "Not Null" indicates a value must be populated in the field or it will be shown on the Errors page after processing. Some Validations are based on the values in other fields (i.e. "Not null if fieldX contains a value" indicates this field cannot be blank if the referenced field contains a value).

3.0 Field Schema

Below is an explanation of the fields used in the template, formatting requirements and allowable values. If formats or values other than those listed are used, the file may not process correctly resulting in errors needing correction. Where standard coding is used (ISO Country & ISO Currency), a link is listed to sources for these allowable values.

Column	Format	Length	Description	Format notes	Validation
FIGIIN	Alphanumeric	19	GIIN of the of the reporting FI or **sponsoring** entity	XXXXXX.XXXXX.XX.XXX XXXXXX.XXXXX.SP.XXX = Sponsoring entity reporting	19 character value required, must match GIIN of user's account.
AccountNo	Alphanumeric	20	Account number of the reported account, 'NANUM' if none		Not null
AcctBal	Number		Balance of the reported account	0.00	At least 1 of the balance or payment fields must contain a value
AcctBalCC	Alpha	3	Currency code of the account balance (ISO 3 digit currency code)		Not null
IntPymt	Number		Aggregate value of interest payments	0.00	At least 1 of the balance or payment fields must contain a value
IntPymtCC	Alpha	3	Currency code of interest payments (ISO 3 digit currency code)		Not null if IntPymt contains a value
DivPymt	Number		Aggregate value of dividend payments	0.00	At least 1 of the balance or payment fields must contain a value
DivPymtCC	Alpha	3	Currency code of dividend payments (ISO 3 digit currency code)		Not null if DivPymt contains a value
GrPrPymt	Number		Aggregate value of gross proceeds payments	0.00	At least 1 of the balance or payment fields must contain a value
GrPrPymtCC	Alpha	3	Currency code of gross proceeds payments (ISO 3 digit currency code)		Not null if GrPrPymt contains a value
OthPymt	Number		Aggregate value of other payments	0.00	At least 1 of the balance or payment fields must contain a value
OthPymtCC	Alpha	3	Currency code of other payments (ISO 3 digit currency code)		Not null if OthPymtCC contains a value
AcctTIN	Alphanumeric	9	TIN of the account holder or substantial US owner		
AcctFirstName	Alphanumeric	100	Entity name if organization, first name if individual		Not null
AcctMiddleName	Alphanumeric	40	Middle name of individual		
AcctLastName	Alphanumeric	40	Last name of individual		Not null if AcctHolderType = 4,6

Column	Format	Length	Description	Format notes	Validation
AcctResCountryCode	Alpha	2	Tax residence country code of the account holder or substantial US owner (ISO 2 digit country code)		
AcctCountryCode	Alpha	2	Address country code of the account holder or substantial US owner (ISO 2 digit country code)		Not null
AcctAddressFree	Alphanumeric	255	Free form address of the account holder or substantial US owner	Address segments separated with space or /	Not null
AcctBirthDate	Date (YYYY-MM-DD)		Birth date of individual	YYYY-MM-DD *Excel files: TEXT Format*	

AcctountHolderType	Number	1	Account Holder Type Allowable values:
			    1 - Owner-Documented FI with specified US owner(s)
			    2 - Passive Non-Financial Entity with substantial US owner(s)
			    3 - Non-Participating FFI
			    4 - Specified US Person
			    5 - Direct Reporting NFFE
			    6 - Substantial US owner
					Not null

SponsedEIN	Alphanumeric	9	EIN of the sponsored entity		
SponsedName	Alphanumeric	100	Name of sponsored entity		Not null if GIIN contains SP indicator
SponsedResCountryCode	Alpha	2	Tax residence country code of the sponsored entity (ISO 2 digit country code)		
SponsedCountryCode	Alpha	2	Address country code of the sponsored entity (ISO 2 digit country code)		Not null if SponsedName contains a value
SponsedAddressFree	Alphanumeric	255	Free form address of the sponsored entity	Address segments separated with space or /	Not null if SponsedName contains a value
ImdyTIN	Alphanumeric	9	TIN of the intermediary		
ImdyName	Alphanumeric	100	Name of the intermediary		
ImdyResCountryCode	Alpha	2	Tax residence country code of the intermediary (ISO 2 digit country code)		
ImdyCountryCode	Alpha	2	Address country code of the intermediary (ISO 2 digit country code)		Not null if ImdyName contains a value
ImdyAddressFree	Alphanumeric	255	Free form address of the intermediary	Address segments separated with space or /	Not null if ImdyName contains a value

4.0 Data Examples

The attached Excel workbook illustrates four example data files in separate tabs using the information listed in the Key below. This samples attached are for illustrative purposes only. Use the blank template (Excel or CSV) to provide your data for upload to the TIES Portal.

Bahamas FI
Reporting EXAMPLE

Example Key

Example	Account	Lines	Description
1	11112222	2	FI reporting an account with a specified US person.
1	11113333	3	FI reporting an account with a Direct Reporting NFFE.
2	11114444	2	Sponsoring entity reporting on behalf of the sponsored FI for an account with a specified US person. Sponsoring entity indicated by a Category Code of SP in the GIIN.
2	11115555	3	Sponsoring entity reporting on behalf of the sponsored FI for a single Direct Reporting NFFE. Sponsoring entity indicated by a Category Code (third segment) of SP in the GIIN.
3	11116666	2	FI reporting an account held by a specified US person; account includes an entity acting as an intermediary on behalf of the reported financial account.
3	11117777	3	FI reporting an account held by a Direct Reporting NFFE with substantial US owners; account includes an entity acting as an intermediary on behalf of the reported financial account.
4	22221111	2 to 6	FI reporting an account with multiple substantial US owners. Line 2 represents the account holder record, lines 3 - 6 represent owner records indicated by AcctHolderType = 6.