

Instructions on submitting EUSD information to the International Tax Authority:

- ✓ Once form has been downloaded from www.finance.gov.vg, save form as [PayingAgent's Name] EUSD Savings Disclosure [Reporting year].
- ✓ Enter information in accordance with the Guidance Notes on Automatic Exchange of Information under the EU Savings Directive.
- ✓ Once information has been entered, go to "Review" tab.
- ✓ Click on "Protect Sheet".
- ✓ Ensure "Protect worksheet and contents of locked cells" is checked.
- ✓ Type password to protect worksheet.
- ✓ Next, Zip File with WinZip program or PKZip program.
- ✓ Secure with a password.
- ✓ If such programs are not available please do the following:
 - Save form according to the step 1.
 - Go to where the form is located on the C Drive.
 - Right-Click on form and click Compress (zipped) Folder.
 - To password protect the zipped file, double-click on folder.
 - On the File Menu, click Add a Password.
 - Secure with a password
- ✓ Forward the encrypted zip file to BVITA@gov.vg.