



VIRGIN ISLANDS
INTERNATIONAL TAX AUTHORITY
INTEGRITY | TRANSPARENCY | ACCESSIBILITY

User Guide

BVI Financial Account Reporting System – **Payment Functionality**
BVIFARS

Date issued: 1st January, 2025

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To create a payment functionality filing please take the following steps.

Log into the portal bvifars.bviita.vg

Menu

Welcome to the BVI Financial Account Reporting System

- Home
- Filings**
- Documents
- Reporting Entity Profile
- Manage Users

Successfully logged in. You can now use BVI Financial Account Reporting System to submit all required filings online.

For filing, follow the steps below:
- Create Filing" menu to generate a new filing
- Draft Filings" menu to enter or upload data
- Submission" menu to submit your filing once completed

With the BVI Financial Account Reporting System, you are also able to:

- Review your past submissions and download previously uploaded filings using the "Submission History" menu
- View key information regarding your reporting entity using the "RE Profile" menu
- View and download relevant documents using the "Documents" menu

If you require assistance, contact the BVI International Tax Authority (ITA) at 1-284-394-4415 or BVIFARS@bviita.vg.

From the home page, click **Menu** and then select **Filings**

Draft Filings

This page allows you to perform all activities related to managing filings.

[Create Filing](#) [View Submissions](#)

Draft Filings

Name	Reference	Revision	Categories	Receiving Country	Status	End date	Due date
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Next Click **Create Filing**.

Create Filing

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, except for Payments, where it should be June 1st.

Filing name: *

Filing type: CRS XML Upload Filing
 Payment
 Primary User Change Notice
 Reporting Entity Deactivation
 US FATCA Manual Entry Filing
 US FATCA XML Upload Filing *

Period end date: *

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Enter the name of the **Filing name** and for the filing type select **Payment**. Next enter the **Period end date** which is 1st June. Finally hit **Create**.

Note if you're making payment for one entity, select the option called **Payment**. If you are making payment for multiple entities select **Bulk Payment**.

Create Filing

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, except for Payments, where it should be June 1st.

Filing name: *

Filing type: Article 3 Notification
 Bulk Payment
 CbC XML Upload Filing
 Change of Reporting Entity Information
 Change of Reporting Obligations
 Payment *

Period end date: *

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Filing Created Successfully

Your filing, named **Payment 2023**, has successfully been created with the reference "P05879".

You can now access the filing in the Draft Filings area.

[Return to Manage Filings](#)

Once the filing is created successfully a message would be generated. Next click on the **payment filing name** in the message.

Draft Filings

This page allows you to perform all activities related to managing filings.

[Draft Filings](#) [View Filings](#)

Name	Reference	Entity	Category	Priority	Status	End Date	Set
Payment2023	P05879	01	tax	No Data	01/06/2023		

View Filing

Filing name: Payment 2023 Filing reference: P388332

Filing end date: 01/06/2023 Filing due date:

Filing status: No Data Categories:

Please select a form to view

Payment 2023	Status: No Data
Payment	
Payment Form Payment Form	Edit View

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The next step is to validate the payment form. To do so click on **Edit** on the payment form.

Form View

Payment Form

Entity Name	123 CTS TEST FI
Entity ID	FI001851
Payment Type	Annual submission fee
Description	Reporting Entities are required to pay an annual fee to submit filings to the International Tax Authority.
Company Name	123 CTS TEST FI
Amount	185
Due by date	01/06/2023
Reference	P05879

[Save As Draft](#) [Validate & Save](#)

[Back](#)

Make sure the information is correct on the form, then click on **Validate & Save**.

Filing name: Payment 2023 Filing reference: P05879
Filing end date: 01/06/2023 Filing due date:
Filing status: Ready to Submit Categories:

Actions



Please select a form to view

Payment 2023		Status: Ready to Submit
  Payment 	Clear	
  Payment Form Payment Form	Clear Edit View	

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Next step is to click **Validate and Submit**

Submit Filing

Your filing has been validated and can now be submitted. Once it is submitted, you cannot add or delete data from your filing, but you can still view it in your submission history. If you need to submit amended or corrected data, you must submit an additional filing with the appropriate type.

If you need to submit amended or corrected data, you must submit an additional filing.



Once all the information is correct click **submit**.

Submit Filing

Your submission has been accepted.

[Return to Manage Filings](#)

Next, Click **Return to Manage Filings**

Draft Filings

This page allows you to perform all activities related to managing filings.



To see the filing in order to issue payment, Click **View Submissions**

Submission History

This page allows you to view the submission history.

Submission History allows you to review and print any filing that has previously been submitted to the BVI International Tax Authority (ITA).

All previously submitted filing are displayed. Click on the filing name to view the filing detail. You can also search a specific filing using the filing name, filing end date, submitted date etc.

Filing name	Reference	Revision	Submitted date (dd/mm/yyyy)	Transmissio progress	Receiving Country	Status	Reporting end date (dd/mm/yyyy)	Due date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>
Payment 2023	P05879	1.0	08/12/2023		n/a	Submitted For Approval	01/06/2023	

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Next click on the **Filing name**

View Filing

Filing name: Payment 2023 Filing reference: P05879
Filing end date: 01/06/2023 Filing due date:
Filing status: Submitted For Approval Categories:

Actions

 Payments

Please select a form to view

Payment 2023	Status: Submitted For Approval
  Payment 	
  Payment Form Payment Form	View

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Next click on Payments

View Payment Records

See below for all payment records associated with this filing

Transaction reference	Name	Filing revision	Amount	Status	Due by	Action
> P05879	123 CTS TEST FI (FI001851)	1.0	\$ 185.00	Unpaid	01/06/2023	Pay

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View Payment Records

See below for all payment records associated with this filing

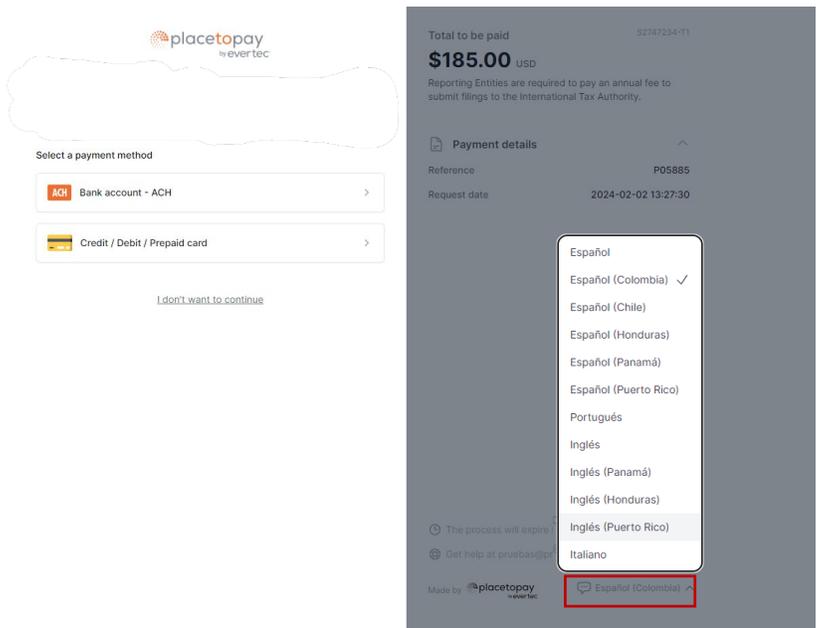
Transaction reference	Name	Filing revision	Amount	Status	Due by	Action
▼ P05879	123 CTS TEST FI (FI001851)	<u>1.0</u>	\$ 185.00	Unpaid	01/06/2023	Pay

Description:
Reporting Entities are required to pay an annual fee to submit filings to the International Tax Authority.

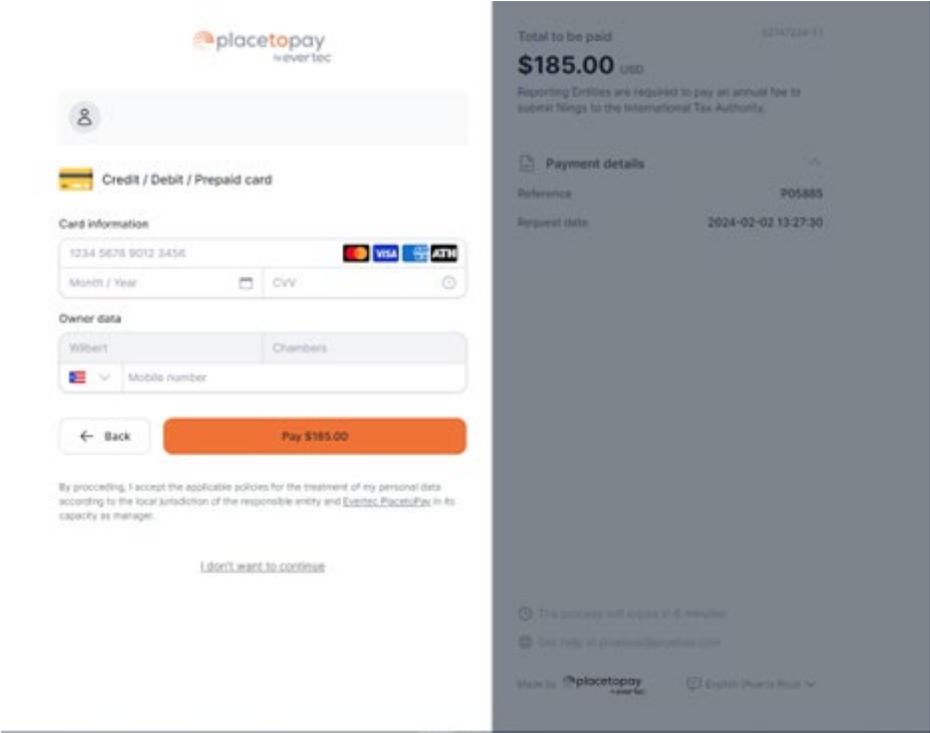
Payment date	Payment method	Paid By
	Online	

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Review the information once more then click **Pay** under the Action Column



When the page loads select your preferred payment method. Fill in the relevant information required and hit the Orange Pay button. (NOTE: If the language on the page is not in your native language select it at the bottom right of the page.)



After the transaction is completed print or save the payment voucher for your records. Please note it will also be sent to the email address linked to the account that is linked to the account.

placetopay by evertec

Approved transaction

Payment method
Visa **** 1111

Total paid **\$185.00** USD

Authorization / CUS
614761

Transaction date
2024-02-02 13:34:40

Receipt
110000515361

IP address
68.65.217.226

Response code
00

[Back to merchant](#)

The voucher will be sent to wchambers@bvitta.vg

Total paid **\$185.00** USD

Reporting Entities are required to pay an annual fee to submit filings to the International Tax Authority.

[Print](#)

Payment details

Reference **P05885**

Request date **2024-02-02 13:27:30**

The process has been finished 2 minutes ago

Get help at pruebas@pruebas.com

Made by placetopay by evertec English (Puerto Rico)

Click Back to Merchant to head back to the portal and to confirm that the status has changed.

View Payment Records

See below for all payment records associated with this filing

✔ The payment with reference 'P06010' was successful.

Transaction reference	Name	Filing revision	Amount	Status	Due by	Action
✔ P06010	ABC Corporate Services, Ltd. (F1000000)	<u>1.0</u>	\$ 185.00	Paid	01/06/2024	

Description:
 Reporting Entities are required to pay an annual fee to submit filings to the International Tax Authority.

Payment date	Payment method	Paid By
15/11/2024	Online	Portal User

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Bulk Payment Option

Bulk Payment

Create Filing

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, except for Payments, where it should be June 1st.

Filing name: *

Filing type: Bulk Payment
 Change of Reporting Entity Information
 Change of Reporting Obligations
 CRS Filing Summary
 CRS Manual Entry Filing
 CRS XML Upload Filing *

Period end date:  *

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Enter the name of the **Filing name** and for the filing type select **Bulk Payment**. Next enter the **Period end date** which is 1st June. Finally hit **Create**.

Filing Created Successfully

Your filing, named "[Bulk Payment 2023](#)", has successfully been created with the reference "*BP05881*".

You can now access the filing in the Draft Filings area.

[Return to Manage Filings](#)

Once the filing is created successfully a message would be generated. Next click on the **payment filing name** in the message.

The next step is to enter the FI's you will be included in the bulk payment. However, at this point you have two options, which are to upload the Fis manually or upload them from an excel sheet ([Download Template Here](#)).

To upload the excel sheet click **upload** data.

To do enter the Fis manually click on **Edit** on the payment form.

View Filing

Filing name:	Bulk Payment 2023	Filing reference:	BP05881
Filing end date:	01/06/2023	Filing due date:	
Filing status:	No Data	Categories:	

Actions

 Upload Data

Please select a form to view

Bulk Payment 2023		Status: No Data
  Bulk Payment 		
  BPF Bulk Payment Form	 Edit	 View

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Form View

Bulk Payment Form

Entity Name	123 CTS TEST FI
Entity ID	FI001851
Description	Reporting Entities are required to pay an annual fee to submit filings to the International Tax Authority.
Amount	555
Due by date	01/06/2023
Filing Reference	BP05881

Reporting Entity Payment Details

Company Name	Reference	
23 CTS TEST (FI001851) *	FI001851 *	Delete
Investors L.P. (FI001620) *	FI001000 *	Delete
International Investors BVI Ltd. *	FI001100 *	Delete

Add

Save As Draft **Validate & Save**

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Enter all the companies that you are making payments for, by entering their name and reference name in the corresponding fields in the following format **Company Name (FI00000)** See **Figure 1** . To add more companies click **Add** to create more fields. Once that is completed hit **Validate & Save**.

Reporting Entity Payment Details

Company Name	Reference	
Company Name (FI00000) *	FI00000 *	Delete

Figure 1

Note (XLSX upload)

Just link in the manual method above please enter the information in the same manner, by entering their name and reference name in the corresponding fields in the following format **Company Name (FI00000)** See **Figure 1** above. ([Download Template Here](#))

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Bulk Payment Form																
2																	
3	Entity Name	ABM Corporate Services, Ltd. (FI001676)															
4	Entity ID	FI001676															
5																	
6	Description	Bulk payment															
7	Amount	555															
8	Due by date	1/6/2023															
9	Reference	BP06021															
10																	
11	Reporting Entity Payment Details																
12	Company Name	Reference															
13	SUPPORT 3767 Test Entity (FI001845)	FI001845															
14	Retest Duplicate FI Email (FI001848)	FI001848															
15	SUPPORT 3767 Test Entity (FI001846)	FI001846															
16																	

Notes:

1. The only fields that need to be filled in are Company Name and Reference
2. Each company must include both Company Name and Reference. The file will encounter errors if either of the two columns is not filled in

When using the XLSX upload option click Upload Data. Select the file with the FI information.

Upload Data

The **FormSet** below will be populated with data by uploading a file.

Bulk Payment ▼ Choose File

The file will be processed. If any validation errors are found, the user will receive an email and the errors will be available to view in the portal.

! Allowed file types are: xls,xlsx,zip,rar,7z,gz. If .xbri is a valid file type, to speed up the upload process it is recommended that XBRL/IXBRL files greater than 10Mb are compressed using the standard .zip format. No other compression formats are currently accepted.

Cancel

View Filing

Filing name:	Bulk Payment 2023	Filing reference:	BP05886
Filing end date:	01/06/2023	Filing due date:	
Filing status:	Ready to Submit	Categories:	

Actions

 Validate & Submit  Upload Data

Please select a form to view

Bulk Payment 2023	Status: Ready to Submit
  Bulk Payment 	Clear
  BPF Bulk Payment Form	Clear Edit View

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Next click Validate & Submit

Submit Filing

Your filing has been validated and can now be submitted. Once it is submitted, you cannot add or delete data from your filing, but you can still view it in your submission history. If you need to submit amended or corrected data, you must submit an additional filing with the appropriate type.

If you need to submit amended or corrected data, you must submit an additional filing.

Submit

Cancel

Click **Submit** to submit the information.

Submit Filing

Your submission has been accepted.

[Return to Manage Filings](#)

Next, Click **Return to Manage Filings**

Draft Filings

This page allows you to perform all activities related to managing filings.



Create Filing



View Submissions

To see the filing in order to issue payment, Click **View Submissions**

Submission History

This page allows you to view the submission history.

Submission History allows you to review and print any filing that has previously been submitted to the BVI International Tax Authority (ITA).

All previously submitted filing are displayed. Click on the filing name to view the filing detail. You can also search a specific filing using the filing name, filing end date, submitted date etc.

Filing name	Reference	Revision	Submitted date (dd/mm/yyyy)	Transmission progress	Receiving Country	Status	Reporting end date (dd/mm/yyyy)	Due date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bulk Payment 2023	BP05881	1.0	13/12/2023		n/a	Submitted For Approval	01/06/2023	

Next click on the **Filing name**

Filing name: Bulk Payment 2023 Filing reference: BP05881
Filing end date: 01/06/2023 Filing due date:
Filing status: Submitted For Approval Categories:

Actions


Payments

Please select a form to view

Bulk Payment 2023	Status: Submitted For Approval
  Bulk Payment 	
  BPF Bulk Payment Form	View

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Next click on **Payments**

View Payment Records

See below for all payment records associated with this filing

Transaction reference	Name	Filing revision	Amount	Status	Due by	Action
▼ BP05881	123 CTS TEST FI (FI001851)	<u>1.0</u>	\$ 555.00	Unpaid	01/06/2023	Pay
Description: Bulk Payment completed by 123 CTS TEST FI (FI001851)						
Payment date		Payment method	Paid By			
		Online				

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Review the information once more then click **Pay** under the Action Column



Portaluser@email.com

Select a payment method



Bank account - ACH



Credit / Debit / Prepaid card



[I don't want to continue](#)

Total to be paid

S2747250-T1

\$555.00 USD



Payment details



Reference

BP05886

Request date

2024-02-02 14:58:46

The process will expire in 9 minutes

Get help at pruebas@pruebas.com

Made by

English (Puerto Rico)

When the page loads select your preferred payment method. Fill in the relevant information required and hit the Orange Pay button.



 Portaluser@email.com

 Credit / Debit / Prepaid card

Card information

1234 5678 9012 3456 

Month / Year  CVV 

Owner data

 Mobile number

[← Back](#) [Pay \\$555.00](#)

By proceeding, I accept the applicable policies for the treatment of my personal data according to the local jurisdiction of the responsible entity and [Evertec PlacetoPay](#) in its capacity as manager.

[I don't want to continue](#)

Total to be paid S2747250-T1
\$555.00 USD
 Bulk Payment completed by All-Stars Black Hill (FI000000)

Payment details

Reference BP05886
 Request date 2024-02-02 14:58:46

The process will expire in 5 minutes
 Get help at pruebas@pruebas.com

Made by  English (Puerto Rico)





Approved transaction

Payment method
 •••• 1111

Total paid	Authorization / CUS
\$555.00	614761
Transaction date	Receipt
2024-02-02 15:05:07	11000080560
IP address	Response code
	00

[Back to merchant](#)

The voucher will be sent to Portaluser@email.com

Total paid S2747250-T1
\$555.00 USD

[Print](#)

Payment details

Reference BP05886
 Request date 2024-02-02 14:58:46

The process has been finished 1 minute ago
 Get help at pruebas@pruebas.com

Made by  English (Puerto Rico)

Click Back to Merchant to head back to the portal and to confirm that the status has changed.

See below for all payment records associated with this filing

Transaction reference	Name	Filing revision	Amount	Status	Due by	Action
▼ BP05886	All-Stars Black Hill (FI000000)	<u>1.0</u>	\$ 555.00	Paid	01/06/2023	
Description: Bulk Payment completed by All-Stars SP IV Limited (FI001746)						
Payment date		Payment method	Paid By			
02/02/2024		Online	Portal User			

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