User Guide

BVI Financial Account Reporting System – Payment Functionality
BVIFARS

Date issued: 1st January, 2025

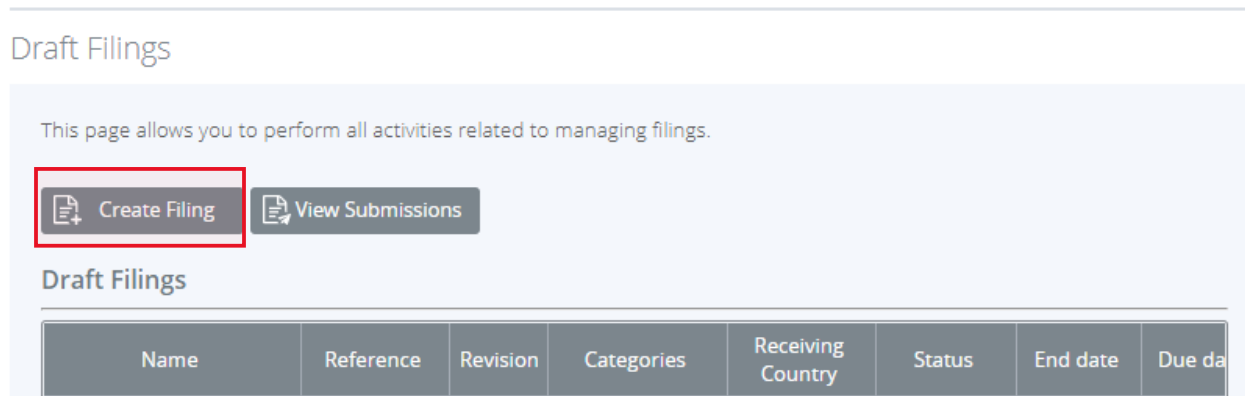Updated: 9th April 2025

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

Log into the portal bvifars.bviita.vg

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

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: dd/mm/yyyy 📅 *

Create

Back

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**.

Important Note: As the first payment is due in 2025 it is expected that the filing date will reflect the 2025 year for example Payment 2025 and the period end date will be 1st June, 2025.

If you're making a 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: Payment 2025 *

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

Period end date: 01/06/2025 📅 *

Create

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Filing Created Successfully

Your filing, named "Payment 2025" has successfully been created with the reference "P422616".

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.

View Filing

Filing name:	Payment 2025	Filing reference:	P422616
Filing end date:	01/06/2025	Filing due date:	
Filing status:	No Data	Categories:	

Please select a form to view

Payment 2025	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	Your FI
Entity ID	FI030554

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	Wil Test
Amount	185
Due by date	01/06/2025
Reference	P422616

Save As Draft   Validate & Save

Back

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

View Filing

Filing name:	Payment 2025	Filing reference:	P422616
Filing end date:	01/06/2025	Filing due date:	
Filing status:	Ready to Submit	Categories:	

Actions

Validate & Submit

Please select a form to view

Payment 2025	Status: Ready to Submit
⊘ Payment ⓘ	Clear
⊘ Payment Form Payment Form	Clear | Edit | View

Back

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.

Submit | Cancel

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.

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/yyy	Transmissio progress	Receiving Country	Status	Reporting end date (dd/mm/yyyy)	Due date
Paymen t 2025	P422616	1.0	09/04/2025		n/a	Submitted For Approval	01/06/2025	

Next click on the **Filing name**

View Filing

Filing name:	Payment 2025	Filing reference:	P422616
Filing end date:	01/06/2025	Filing due date:	
Filing status:	Submitted For Approval	Categories:	

Actions

Payments

Please select a form to view

Payment 2025	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
>	P422616	Your Fi (FI030554)	1.0	$ 185.00	Unpaid	01/06/2025	Pay

Back

View Payment Records

See below for all payment records associated with this filing

	Transaction reference	Name	Filing revision	Amount	Status	Due by	Action
∨	P422616	Your Fi (FI030554)	1.0	$ 185.00	Unpaid	01/06/2025	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	

Back

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

When the page loads, fill in the relevant information required and hit the Blue Pay button.

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.

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

View Payment Records

See below for all payment records associated with this filing

	Transaction reference	Name	Filing revision	Amount	Status	Due by
⌄	P422616	Your Fi (FI030554)	1.0	$ 185.00	Paid	01/06/2025

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

Payment date	**Payment method**	**Paid By**
09/04/2025	Online	John Doe

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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: [Bulk Payment 2025] *

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

Period end date: [01/06/2025] 🗓 *

[Create]

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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**.

Important Note: As the first payment is due in 2025 it is expected that the filing date will reflect the 2025 year for example Payment 2025 and the period end date will be 1st June, 2025.

Filing Created Successfully

Your filing, named "Bulk Payment 2025", has successfully been created with the reference "BP422627".

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 form 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.

Form View

Bulk Payment Form

Entity Name	Your Fi
Entity ID	FI030554

Description	Reporting Entities are required to pay an annual fee to submit filings to the International Tax Authority.
Amount	555
Due by date	01/06/2025
Filing Reference	BP422627

Reporting Entity Payment Details

Company Name	Reference	
All-Stars SP IV Limited (FI001 *	FI001746 *	Delete
Odyssey PanAmerica Equity N *	FI000134 *	Delete
On Wing Investments Limited *	FI001386 *	Delete

Add

Save As Draft   Validate & Save

Important note: Only entities listed under *Reporting Entity Payment Details* fees are being paid. This entity *123 CTS Test* FI fees are **NOT** being paid and is simply the filer of the bulk payment form.

Back

Enter all the companies that you are making payments for, by entering their name and reference number 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
1	**Bulk Payment Form**							
2								
3	Entity Name	XYZ Corporate Services, Ltd. (FI001676)		Notes:				
4	Entity ID	FI001676		1. This field should be the entity that you are lo...				
5				2. Enter the Entity ID (FI Number) for the Entity...				
6	Description	Bulk payment		Important note: If you are paying for this entity...				
7	Amount	740		3. This field should be maually calculated by mu...				
8	Due by date	1/6/2024		4. Enter the due date (which is usually the 1st of...				
9	Reference							
10								
11	**Reporting Entity Payment Details**							
12	Company Name	Reference						
13	SUPPORT 3767 Test Entity (FI001845)	FI001845		5. The only fields that need to be filled in are Company Name and Reference				
14	Retest Duplicate FI Email (FI001848)	FI001848		6. Each company must include both Company Name and Reference. The file will encounter errors if either of the two columns is not filled in				
15	SUPPORT 3767 Test Entity (FI001846)	FI001846						
16								

Important note: Only entities listed under *Reporting Entity Payment Details* fees are being paid. This entity *XYZ Corporate Services* fees are **NOT** being paid and is simply the filer of the bulk

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 .xbrl 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 2025	Filing reference:	BP422627
Filing end date:	01/06/2025	Filing due date:	
Filing status:	Ready to Submit	Categories:	

Actions

Validate & Submit   Upload Data

Please select a form to view

Bulk Payment 2025	Status: Ready to Submit
🗁 ● Bulk Payment ⓘ	Clear
📄 ● BPF Bulk Payment Form	Clear | Edit | View

Back

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**

Next click on the **Filing name**

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
⌄	BP422627	Your Fi (FI030554)	1.0	$ 555.00	Unpaid	01/06/2025	Pay

Description:
Bulk Payment completed by Your Fi (FI030554)

Payment date   **Payment method**   **Paid By**
                 Online

Back

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

When the page loads fill in the relevant information required and hit the Blue Pay button.

VIRGIN ISLANDS
INTERNATIONAL TAX AUTHORITY

yourfiemail@email.com
Change account

Credit / Debit / Prepaid card

Card information

1234 5678 9012 3456   MASTERCARD VISA ATH

Month / Year   CVV

Owner data

John   Doe

Mobile number

Pay $555.00

By procceding, 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 pay   S188523703-T103
$555.00 USD
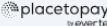Bulk Payment completed by Your Fi (FI030554)

Payment details ⌃
Reference   BP422627
Request date   2025-04-09 09:42:09

🕐 The process will expire in 4 minutes

⊕ Get help at info@bviita.vg

Made by placetopay by evertec   💬 English (Puerto Rico) ⌄

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.

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

View Payment Records

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⌄	BP422627	Your Fi (FI030554)	1.0	$ 555.00	Paid	01/06/2025

Description:
Bulk Payment completed by Your Fi (FI030554)

Payment date	**Payment method**	**Paid By**
09/04/2025	Online	John Doe

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