

# Foreign Account Tax Compliance Act

## FATCA

### Online Registration

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Volume 5 of 7



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Department of the Treasury **Internal Revenue Service** [www.irs.gov](http://www.irs.gov)

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Your new FATCA ID and temporary access code are displayed on the confirmation page. Record this information. Your new account status will be the same as your current account status. If your current account status is approved, you will be assigned a new GIIN and new branch GIINs (if applicable).

Click “OK” to be automatically logged out of the session and returned to the user log in page.

## **Step 5 – Log into new FATCA account**

Log into the new FATCA account using your new FATCA ID and access code. You will no longer be able to log in with the old FATCA ID.

**NOTE:** Single FIs that changed their FI type to lead need to complete Part 2 of the registration. See [Chapter 4.2 Registration Part 2](#) for more information.

5.6.8.1.2 Change FI Type: Single to Member and Lead to Member (Transfer to an (EAG))

- If you are a single in approved status you may change your FI type to member.
- If you are a lead in approved status you may change your FI type to member.

The figure below illustrates the process for an FI to change its FI type to member:

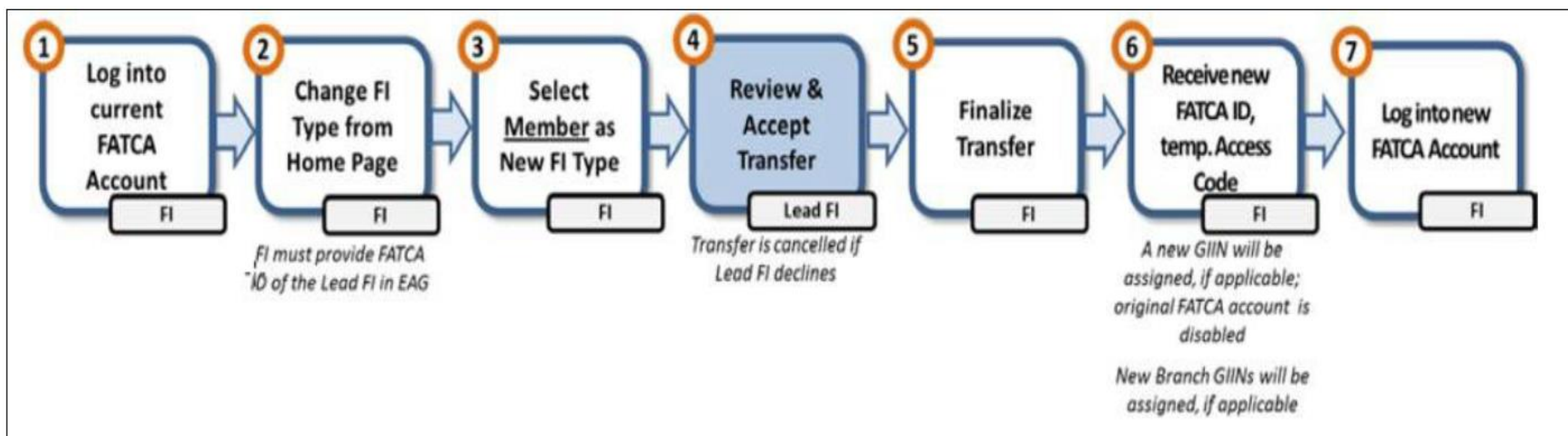


Figure 52 – Change FI type to member process

### Step 1 – Log into current FATCA Account

Log into your current FATCA account.



Step 2 – Change FI Type from Home Page

<p>- Your FI agreement has been approved. Periodic certifications are required by the FATCA regulations. You will be notified when you need to certify.</p> <hr/> <p><b>Available Account Options:</b></p> <p><a href="#">Registration - Edit - Start from My Information (Part 1)</a></p> <p><a href="#">Registration - Edit - Start from Expanded Affiliated Group Information (Part 2)</a></p> <p><a href="#">Agreement - Cancel</a></p> <p><a href="#">Challenge Questions - Edit/Review</a></p> <p><a href="#">Access Code - Change</a></p> <p><a href="#">Print Registration Information (PDF)</a></p> <p><a href="#">Download Registration Tables</a></p> <p><a href="#">Change FI Type</a></p>	<p><b>Your Information</b></p> <p><a href="#">Member Information</a></p> <p><a href="#">Branch Information</a></p> <p><a href="#">POC Information</a></p>
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Figure 53 – Change FI type to member – Home page link

Select the **change FI type** link on the home page.

### Step 3 – Select Member as New FI Type

1. Select Member (Transfer to an (EAG)) as the new FI type.

**Lead Financial Institution - Initiate a Transfer to a Group**

[my home page](#)[get help](#)[logout](#)

\* required fields

Enter the FATCA ID of the Lead FI of the Expanded Affiliated Group that you want to transfer into: \* 

☐ By checking this box, the RO or Authorizing Individual of this Financial Institution affirms that the new Lead's RO will be a point of contact (POC) for the Financial Institution and is providing the IRS with written authorization to release FATCA information to the POC. This authorization specifically includes authorization for the POC to complete this Form 8957: FATCA Registration, to take other FATCA-related actions, and to obtain access to the Financial Institution's tax information.\* 

Figure 54 – Change FI type to member – Initiate transfer to a group

2. Enter the FATCA ID of the lead FI of the (EAG) you wish to transfer into.

3. Check the box to confirm that the RO of the lead FI of the (EAG) you wish to transfer to will be a point of contact (POC) for your FI.
4. Click the “cancel” button to go back to the home page or click “continue” to proceed.

**Lead Financial Institution - Initiate a Transfer to a Group - Review**[my home page](#)[get help](#)[logout](#)

You are about to initiate a transfer. Review the details of the transfer below. If you need to make changes, click the back button.

**FATCA ID of Lead FI:** [?](#)  
123ABC

**Legal Name of Lead FI:** [?](#)  
Lead Financial Institution 1

Figure 55 – Change FI type to member – Initiate transfer to a group review



5. Review the FATCA ID and legal name, of the lead FI of the (EAG) you wish to transfer into, displayed on the confirmation page. The legal name displayed is the legal name associated with the FATCA ID provided in Step 2.
6. Changing your FI type to member will initiate the transfer into the (EAG). Select one of the following:
  - To return to the home page without initiating the transfer:

Click the “cancel” button. No changes will be made to your status or home page.
  - To edit the FATCA ID entered:

Click the “back” button.
  - To change the FI type and initiate the transfer into the (EAG):

Click the “submit” button.

## **Step 4 – Review and Accept Transfer (Lead FI)**

The lead FI of the (EAG) you wish to transfer into will be notified of the request to transfer. You will be notified when the lead FI of the (EAG) accepts or declines the transfer. Monitor your message board for updates.

If the lead FI of the (EAG) declines the transfer request, the transfer is automatically cancelled. If the lead FI of the (EAG) accepts the transfer request, you must finalize the transfer in order to complete the transfer into the (EAG). See the Finalize Transfer instructions below for more information.

If the lead does not respond to the transfer request within 45 days, the request will expire.

You may withdraw your transfer request at any time up until the transfer is finalized; [go to the Withdraw Transfer section](#) for instructions on how to withdraw a transfer.

## **Step 5 – Finalize Transfer**

After the lead FI of the (EAG) you wish to transfer into accepts the transfer request, the **finalize transfer** link on the home page is available. You will need to finalize the transfer within 45 days of the lead's acceptance, or the transfer will expire.

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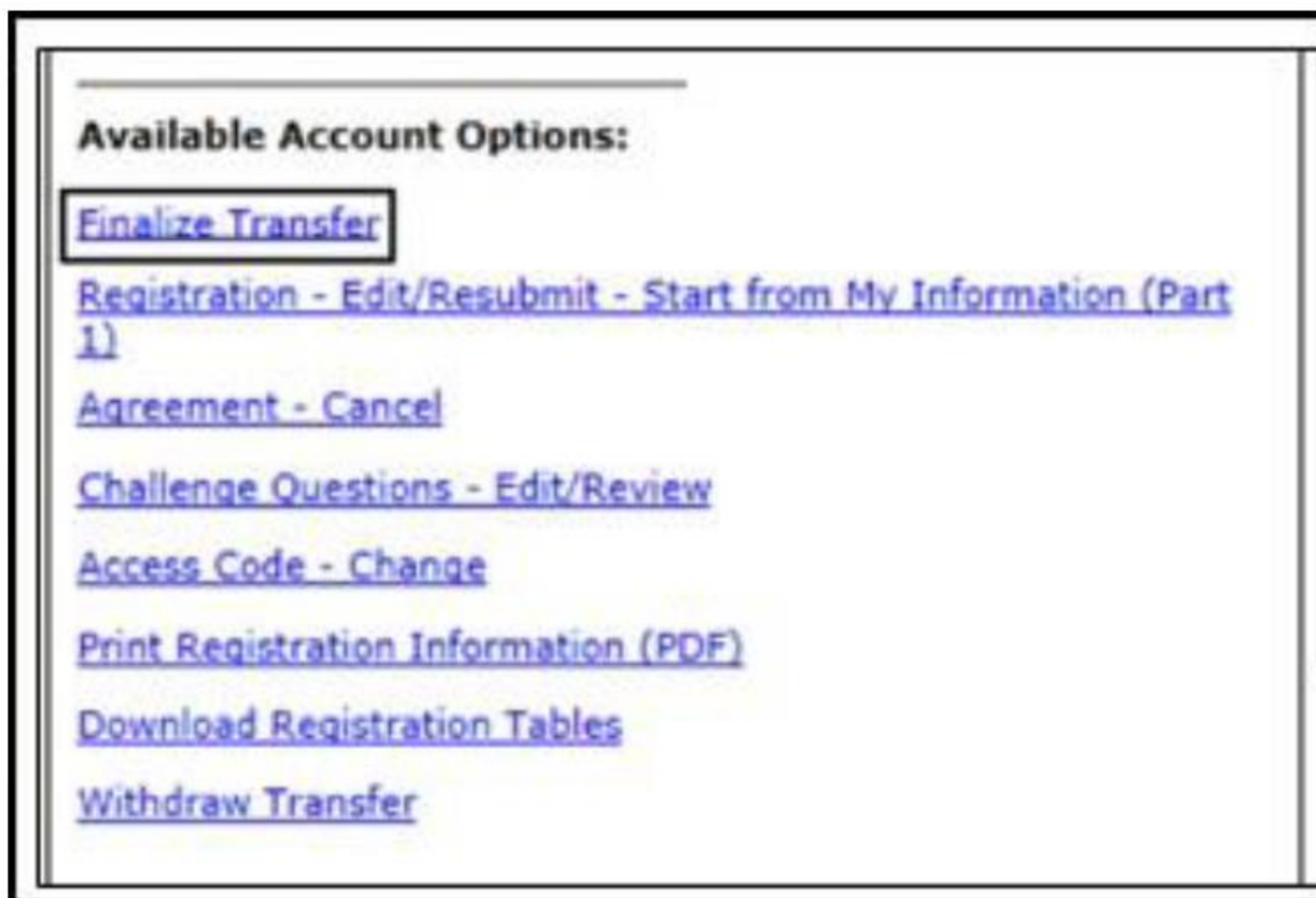


Figure 56 – Change FI type to member – Finalize transfer link on home page

1. Select the **finalize transfer** link under Available Account Options on the home page.



2. Review the FATCA ID and the Legal Name of the lead FI of the (EAG) you wish to transfer into displayed on the confirmation screen. If you finalize the transfer, you will be assigned a new FATCA account with a new FATCA ID, temporary access code, and a new FI GIIN (approved status only).

**Finalize Transfer**[my home page](#)[get help](#)[logout](#)

Your transfer into the Expanded Affiliated Group has been accepted.

**Legal Name of New Lead FI:** Lead Financial Institution 1

**FATCA ID of New Lead FI:** 123ABC

Are you sure you want to finalize the transfer?

You will be assigned a new FATCA account with a new FATCA ID and temporary access code. Your new account status will be the same as your current account status. If your current account status is Approved, you will be assigned a new GIIN.

You will no longer have access to your current account. If your financial institution is currently on the IRS FFI List, your current GIIN will remain valid and remain on the list for a short period. Both GIINs will be published on the IRS FFI List during this period.

**Figure 57 – Change FI type to member – Finalize transfer**

3. Select one of the following:
  - To return to the home page without finalizing the transfer:  
Click on the “cancel” button
  - To finalize the transfer:  
Click on the “finalize transfer” button.

**Step 6 – Receive new FATCA ID and temporary access code**

**Transfer Finalized Confirmation**

[get help](#)

You have successfully transferred into the Expanded Affiliated Group and you have been assigned a new FATCA ID and a temporary access code.

<b>New FATCA ID:</b>	<b>123ABC.00026</b>
<b>Temporary Access Code:</b>	<b>9ABDEF!</b>

**Do not forget the FATCA ID. The FATCA ID and Access Code are required for future access to your account.**

After recording your FATCA ID and temporary access code, select the "OK" button. You will automatically be logged off. You should use your new FATCA ID and access code to log on from now on.

OK

**Figure 58 – Change FI type to member – Transfer finalized confirmation**

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Your new FATCA ID and temporary access code are displayed on the confirmation page. Record this information. Your new account status will be the same as your current account status. If your current account status is approved, you will be assigned a new GIIN and new branch GIINs (if applicable).

Click “OK” to be automatically logged out of the session and returned to the user log in page.

## **Step 7 – Log into new FATCA account**

Log in to the new FATCA account using your new FATCA ID and access code. You will no longer be able to log in with the old FATCA ID.

### *5.6.8.2 Transfer to Another Expanded Affiliated Group (Member FIs only)*

A member FI in approved status can initiate a transfer to another expanded affiliated group via the **initiate transfer to another**

**expanded affiliated group** link on the home page. A member FI's transfer request can only be initiated by the member FI and cannot be initiated by a lead FI. When a member FI initiates a transfer into another (EAG), no action is needed from the lead FI of the current (EAG); However, the lead FI of the current (EAG) will receive several information- only notifications throughout the transfer process.

The figure below illustrates the process for a member to transfer to another expanded affiliated group:



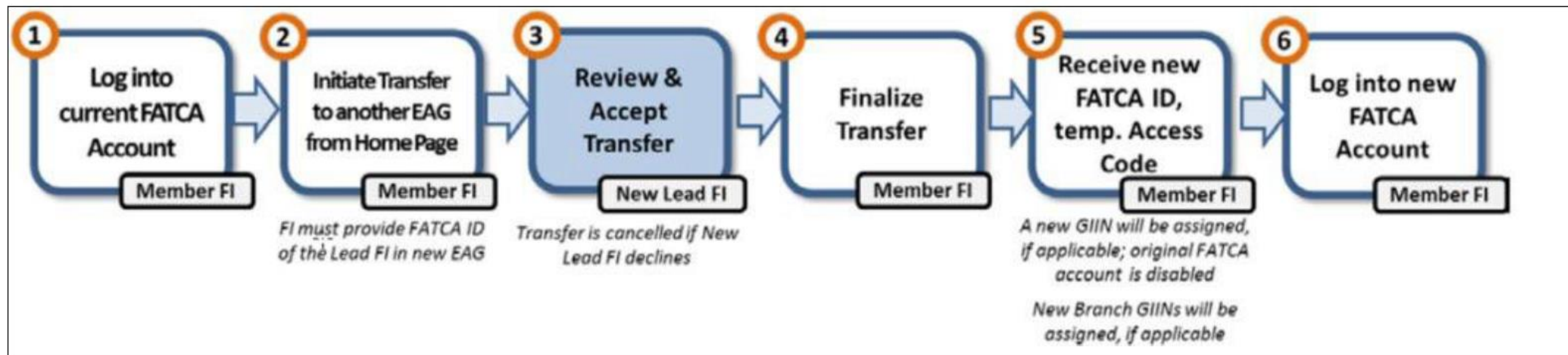


Figure 59 – Member to member transfer process

### Step 1 – Log into current FATCA account

Log into your current FATCA account.

Step 2–Initiate Transfer to another (EAG) from Home Page

<p><b>Available Account Options:</b></p> <p><a href="#">Registration - Edit - Start from My Information (Part 1)</a></p> <p><a href="#">Agreement - Cancel</a></p> <p><a href="#">Challenge Questions - Edit/Review</a></p> <p><a href="#">Access Code - Change</a></p> <p><a href="#">Print Registration Information (PDF)</a></p> <p><a href="#">Download Registration Tables</a></p> <p><b><a href="#">Initiate a Transfer to Another Expanded Affiliated Group</a></b></p> <p><a href="#">Change FI Type</a></p>	<div><div>Delete</div></div> <div><p><b>Your Information</b></p><table><tr><td>Legal Name of Lead FI</td><td>Financial Institution 1</td></tr><tr><td>Lead FATCA ID</td><td>123ABC</td></tr></table><p><a href="#">Branch Information</a></p><p><a href="#">POC Information</a></p><p><a href="#">Certification History</a></p></div>	Legal Name of Lead FI	Financial Institution 1	Lead FATCA ID	123ABC
Legal Name of Lead FI	Financial Institution 1				
Lead FATCA ID	123ABC				

Figure 60 – Initiate a Transfer to Another Expanded Affiliated Group link on the home page

- 1. Select the **initiate a transfer to another expanded affiliated group** link under Available Account Options on the home page.

**Member Financial Institution - Initiate a Transfer to Another Group**

[my home page](#)[get help](#)[logout](#)

⌘ required fields

Enter the FATCA ID of the Lead FI of the Expanded Affiliated Group that you want to transfer into: ⌘ ?

☐ By checking this box, the RO or Authorizing Individual of the Member affirms that the new Lead's RO will be a point of contact (POC) for the Member and is providing the IRS with written authorization to release FATCA information to the POC. This authorization specifically includes authorization for the POC to complete this Form 8957: FATCA Registration, to take other FATCA-related actions, and to obtain access to the Financial Institution's tax information. ⌘ ?

CancelContinue

**Figure 61 – Initiate a Transfer to Another group**

2. Enter the FATCA ID of the lead FI of (EAG) you wish to transfer into.
3. Check the box to confirm that the RO of the lead FIs (EAG) you wish to transfer into will be a point of contact (POC) for your FI.
4. Click the “cancel” button to return to the home page or click “continue” to proceed.



**Member Financial Institution - Initiate a Transfer to Another Group - Review**

[my home page](#) [get help](#) [logout](#)

You are about to initiate a transfer. Review the details of the transfer below. If you need to make changes, click the back button.

**New Lead's FATCA ID:** ⓘ

123ABC

**Legal Name of New Lead FI:** ⓘ

Lead Financial Institution 1

Cancel

Back

Submit

Figure 62 – Initiate a Transfer to Another group review page

5. Review the FATCA ID and legal name, of the lead FI of the (EAG) you wish to transfer into displayed on the confirmation page. The legal name displayed is the legal name associated with the FATCA ID provided in Step 2
6. Select one of the following:
  - To return to the home page without initiating the transfer:

Click the “cancel” button. No changes will be made to your status or home page.
  - To edit the FATCA ID entered:

Click the “back” button.
  - To initiate the transfer into the (EAG):

Click the “submit” button.



## **Step 3 – Review and Accept Transfer (Lead FI)**

The lead FI of the (EAG) you wish to transfer into will be notified of the request to transfer. You will be notified when the lead FI of the (EAG) accepts or declines the transfer. Monitor your message board for updates.

If the lead FI of the (EAG) declines the transfer request, the transfer is automatically cancelled. If the lead FI of the (EAG) accepts the transfer request, you must finalize the transfer in order to complete the transfer into the (EAG). See the Finalize Transfer instructions below for more information.

If the lead does not respond to the transfer request within 45 days, the request will expire.

You may withdraw your transfer request at any time up until the transfer is finalized; [go to the Withdraw Transfer section](#) for more information on how to withdraw a transfer.

## Step 4 – Finalize Transfer

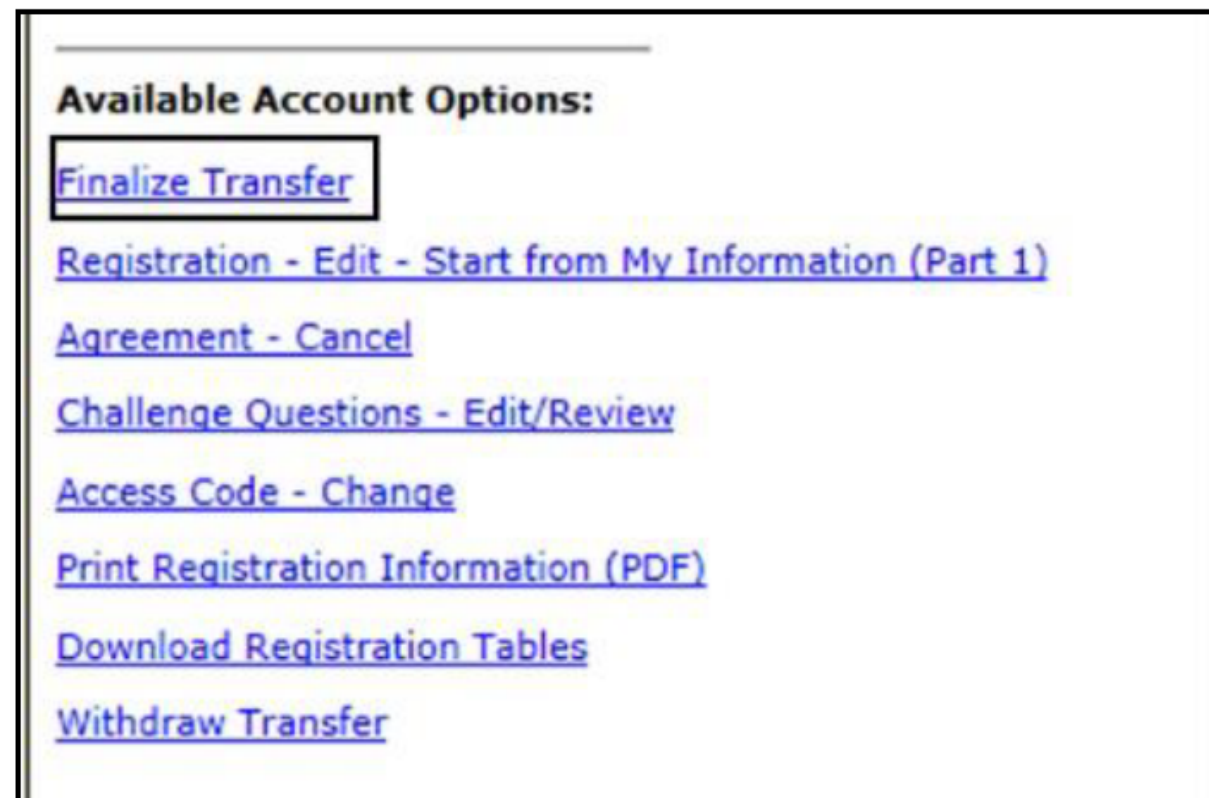


Figure 63 – Initiate a Transfer to Another group – Finalize transfer link on home page

After the lead FI of the (EAG) you wish to transfer into accepts the transfer request, the **finalize transfer** link on the home page is available. You will need to finalize the transfer within 45 days of the lead's acceptance, or the transfer will expire.

1. Select the **finalize transfer** link on the home page.

**Finalize Transfer**

[my home page](#)[get help](#)[logout](#)

Your transfer into the Expanded Affiliated Group has been accepted.

**Legal Name of New Lead FI:** Lead Financial Institution 1

**FATCA ID of New Lead FI:** 123ABC

Are you sure you want to finalize the transfer?

You will be assigned a new FATCA account with a new FATCA ID and temporary access code. Your new account status will be the same as your current account status. If your current account status is Approved, you will be assigned a new GIIN.

You will no longer have access to your current account. If your financial institution is currently on the IRS FFI List, your current GIIN will remain valid and remain on the list for a short period. Both GIINs will be published on the IRS FFI List during this period.

**Figure 64 – Initiate a Transfer to Another group – Finalize transfer review**

2. Review the FATCA ID and the Legal Name, of the lead FI of the (EAG) you wish to transfer into, displayed on the confirmation screen. If you finalize the transfer, you will be assigned a new FATCA account with a new FATCA ID, temporary access code, and a new GIIN (approved status only).

3. Select one of the following:

- To return to the home page without finalizing the transfer:  
Click on the “cancel” button.
- To finalize the transfer:  
Click on the “finalize transfer” button.

### Step 5– Receive new FATCA ID and temporary access code

**Transfer Finalized Confirmation**[get help](#)

You have successfully transferred into the Expanded Affiliated Group and you have been assigned a new FATCA ID and a temporary access code.

<b>New FATCA ID:</b>	<b>123ABC.00026</b>
<b>Temporary Access Code:</b>	<b>9ABDEF!</b>

**Do not forget the FATCA ID. The FATCA ID and Access Code are required for future access to your account.**

After recording your FATCA ID and temporary access code, select the "OK" button. You will automatically be logged off. You should use your new FATCA ID and access code to log on from now on.

OK

Figure 65 – Initiate a Transfer to Another group – Transfer finalized confirmation

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Your new FATCA ID and temporary access code are displayed on the confirmation page. Record this information. Your new account status will be the same as your current account status. If your current account status is approved, you will be assigned a new GIIN and new branch GIINs (if applicable).

Click “OK” to be automatically logged out of the session and returned to the user log in page.

## **Step 6 – Log into new FATCA account**

Log in to the new FATCA account using your new FATCA ID and access code. You will no longer be able to log in with the old FATCA ID.

### *5.6.8.3 Respond to Transfer Request (Lead FIs only)*

Lead FIs will receive a notification if an FI requests a transfer request into their (EAG).



The lead FI has 45 days to accept or decline the transfer request, or it will expire.

If the lead FI of the (EAG) accepts the transfer request, the FI requesting the transfer must finalize the transfer in order to complete the transfer into the (EAG).

If the lead FI of the (EAG) declines the transfer request, the transfer is automatically cancelled.

**NOTE:** A lead FI that has pending transfer requests into its (EAG) is unable to cancel its registration agreement or change its FI type. The lead must decline all transfer requests into its (EAG) before it can cancel its registration agreement or change its FI type.



**Figure 66 – Respond to a transfer –  
Member information link on home page**

1. Select the **member information** link under Your Information on the home page. The system will display the member information page.

Financial Institution - Member Information

[my home page](#) [get help](#) [logout](#)

View: [All Members](#) | [Pending Transfer In](#) | [Pending Transfer Out](#) | [Transfer Completed](#)

[Add Member](#)

Financial Institutions Pending Transfer Into Expanded Affiliated

Select one or more financial institutions to accept or decline their transfer.

[Download Members Pending Transfer In \(PDF\)](#) [Download Members Pending Transfer In \(CSV\)](#)

4 items, displaying all items

Select	Legal Name of Financial Institution	Country/ Jurisdiction	Classification/ Member Type	FATCA ID	Status	GIIN	Transfer Initiated	Transfer Stage
<input type="checkbox"/>	Member Financial Institution New 1	Country 10	Participating Financial Institution not covered by an IGA or a Reporting Financial Institution under a Model 2 IGA	456DEF.00001	Approved	456DEF.00001.ME.000	01/15/2014	Pending Lead Acceptance
<input type="checkbox"/>	Lead Financial Institution 1	Country 4	Participating Financial Institution not covered by an IGA or a Reporting Financial Institution under a Model 2 IGA	456XYZ	Approved	456XYZ.00000.LE.123	01/15/2014	Pending Lead Acceptance
<input type="checkbox"/>	Single Financial Institution 1	Country 5	Registered Deemed-Compliant Financial Institution (including a Reporting Financial Institution under a Model 1 IGA)	891NMP	Limited Conditional	891NMP.99999.SL.123	01/15/2014	Pending Lead Acceptance
<input type="checkbox"/>	Member Financial Institution New 2	Country 10	Participating Financial Institution not covered by an IGA or a Reporting Financial Institution under a Model 2 IGA	456DEF.00002	Approved	456DEF.00002.ME.000	01/10/2014	Pending Member Acceptance

Accept Transfer

Decline Transfer

Figure 67 – Respond to a transfer – Pending transfer in view

2. Select the **pending transfers in** link.
3. To accept or decline a transfer, the transfer stage must be “pending lead acceptance.” Select the checkbox next to the legal name of each transfer you wish to accept or decline. You can select multiple records. To select all records, click the “select” checkbox in the first column. To accept the transfers of the selected records, continue to the [Accept Transfer instructions](#). To decline the transfers of the selected records, continue to the [Decline Transfer instructions](#).

**NOTE:** Transfer requests that are no longer valid will be automatically cancelled.

5.6.8.3.1 Accept Transfer

2. After selecting the transfer records on the pending transfer in page, click the “accept transfer” button.

Lead Financial Institution - Accept Transfer

[my home page](#)[get help](#)[logout](#)

Please review the details of the transfer requests below.

Legal Name of Member Financial Institution	Country/ Jurisdiction	Classification/Member Type	FATCA ID	Status	GIIN	Transfer Valid?
Member Financial Institution 10	Country 10	Participating Financial Institution not covered by an IGA; or a Reporting Financial Institution under a Model 2 IGA	456DEF.00001	Approved	456DEF.00001.ME.000	Valid for transfer
Lead Financial Institution 1	Country 4	Participating Financial Institution not covered by an IGA or a Reporting Financial Institution under a Model 2 IGA	456XYZ	Approved	456XYZ.00000.LE.123	Valid for transfer
Single Financial Institution 1	Country 5	Registered Deemed-Compliant Financial Institution (including a Reporting Financial Institution under a Model 1 IGA)	891NMP	Limited Conditional	891NMP.99999.SL.123	Valid for transfer

You are about to accept the valid transfer requests. Are you sure you want to accept the transfer of these FIs into your group?

The FIs will be notified and will need to finalize their transfer before they are added to your group.

Cancel

Accept Transfer

Figure 68 – Respond to a transfer – Accept transfer

3. A confirmation page will display. Select one of the following:

- To return to the member information page without accepting the transfer:

Click the “cancel” button.

- To accept the transfer:

Click the “accept transfer” button.

#### Next Steps:

- If you accept the transfer request, the Pending Transfer In Table will be updated with the Transfer Stage column displaying “Pending Member Acceptance.” Once the transfer is accepted, it cannot be declined.
- The FI requesting the transfer will be notified to finalize the transfer so they can be added into the expanded affiliated group.



- Monitor your message board for updates.  
You will be notified if the transfer is:
  - Finalized
  - Withdrawn
  - Expires (FI requesting the transfer must finalize within 45 days of the lead FIs acceptance)
  - Canceled

#### 5.6.8.3.2 Decline Transfer

1. After selecting the transfer records on the pending transfer in page, click the “decline transfer” button.

**Lead Financial Institution - Decline Transfer**

[my home page](#)   [get help](#)   [logout](#)

You are about to decline the transfer of the following FIs into your group. Please review the details of the FIs below.

Legal Name of Member Financial Institution	Country/ Jurisdiction	Classification/Member Type	FATCA ID	Status	GIIN
Member Financial Institution 10	Country 10	Participating Financial Institution not covered by an IGA; or a Reporting Financial Institution under a Model 2 IGA	456DEF.00001	Approved	456DEF.00001.ME.000
Single Financial Institution 1	Country 5	Registered Deemed-Compliant Financial Institution (including a Reporting Financial Institution under a Model 1 IGA)	891NMP	Approved	891NMP.99999.SL.123

Are you sure you want to decline the transfer of these FIs into your group?

The FIs will be notified that you declined their transfer and were not added to your group.

**Figure 69 – Respond to a transfer – Decline transfer**

2. A confirmation page will display.
- To return to the member information page without declining the transfer:  
Click the “cancel” button. The Pending Transfer In Table will not be updated until the transfer is accepted, declined, or expires.
  - To decline the transfer:  
Click the “decline transfer” button. The FI requesting the transfer will be notified that the request has been declined.

#### 5.6.8.4 *Withdraw Transfer*

An FI that has requested a transfer can withdraw their transfer request, at any time up until they finalize the transfer, via the **withdraw transfer** link under Available Account Options on the home page.



Figure 70 – Withdraw transfer – Home page link

1. Select the **withdraw transfer** link under Available Account Options on the home page.

**Single Financial Institution - Withdraw Transfer**

[my home page](#)[get help](#)[logout](#)

You are withdrawing the transfer to become a member of an Expanded Affiliated Group. Your FI type will not change.

Are you sure you want to withdraw your Transfer?

Cancel

Withdraw Transfer

**Figure 71 – Withdraw transfer**

2. A confirmation page will display.
  - To return to the home page without withdrawing the transfer:  
Click the “cancel” button.
  - To withdraw the transfer request:  
Click the “withdraw transfer” button.

This page is intentionally left blank

After a transfer request is withdrawn, the transfer information will no longer be displayed on the home page. The lead FI of the (EAG) you wish to transfer into and your current lead FI (applicable to member FIs only) will be notified that the transfer has been withdrawn.

During the transfer process FIs may receive updates through email notifications and messages board messages. The following table provides a list of possible messages an FI may receive during the initiate transfer, lead FI response, and finalize transfer steps.



**Table 23 – Transfer to an expanded affiliated group (EAG) steps**

Transfer Steps	Type of Message Board Message*	Next Steps
FI initiates transfer into an (EAG):		
FI requests transfer into an (EAG)	FI Requesting Transfer and Current Lead FI: Information	New Lead FI responds to the transfer request.
	New Lead FI: Action Required	
New Lead FI responds to the transfer request:		

Accept Transfer	<b>FI Requesting Transfer:</b> Action Required	<b>FI requesting transfer</b> finalizes the transfer.
	<b>New Lead FI and Current Lead FI:</b> Information	
Decline Transfer	<b>FI Requesting Transfer, New Lead FI, and Current Lead FI:</b> Information	<b>None.</b> The transfer is cancelled.
<b>FI requesting transfer finalizes the transfer:</b>		
Finalize Transfer	<b>FI Requesting Transfer:</b>  Message board message posted	FI requesting transfer records new login information and

	to new FATCA account, Information	logs into new FATCA account.
	<b>New Lead FI and Current Lead FI:</b> Information	

\*Current lead FI information in this table is only applicable if the FI requesting the transfer is a member of an (EAG). The new lead FI refers to the lead FI of the (EAG) the FI wishes to transfer into

During the transfer process, certain items may interrupt the transfer, and in some cases result in the transfer not being finalized. The following table provides a list of possible messages an FI may receive when the transfer process is interrupted.

**Table 24 – Items that may interrupt transfer to an expanded affiliated group (EAG)**

Item	Type of Message Board Message*	Next Steps
<b>Transfer is Withdrawn</b>		
Withdraw Transfer  Transfer request is withdrawn by the FI requesting transfer.	<b>FI Requesting Transfer, New Lead FI, and Current Lead FI:</b>  Information	<b>None.</b> The transfer is withdrawn.
<b>Transfer Expires</b>		

<b>Transfer Expiration Warning (New lead FI)</b>  Deadline to accept transfer is approaching. If transfer is not accepted soon, it will expire.	<b>FI Requesting Transfer:</b> Information	<b>New Lead FI</b> logs into FATCA account to accept or decline the transfer.
	<b>New Lead FI:</b> Action Required	
	<b>Current Lead FI:</b> N/A	
<b>Transfer Expiration Warning (FI requesting transfer)</b> Deadline to finalize transfer is approaching. If transfer is not	<b>FI Requesting Transfer:</b> Action Required	<b>FI Requesting Transfer</b> logs into FATCA account to finalize the transfer.
	<b>New Lead FI:</b> Information	

finalized soon, it will expire.	<b>Current Lead FI:</b> Information	
<b>Transfer Expiration</b>  Transfer request into an (EAG) has expired because it was not accepted by the new lead within 45 days or was not finalized by the FI requesting the transfer.	<b>FI Requesting Transfer, New Lead FI, and Current Lead FI:</b>  Information	<b>None.</b> The transfer is cancelled.



## Transfer is Cancelled

<b>Invalid Transfer Request</b>	FI Requesting Transfer,	None. The transfer is cancelled.
FI requesting the transfer or the new lead FI has changed to a status that no longer allows transfers.	<b>New Lead FI, and Current Lead FI:</b> Information	
<b>New (EAG) is Full</b> (EAG) has reached the maximum number of members allowed.	<b>FI Requesting Transfer, New Lead FI, and Current Lead FI:</b> Information	

<b>Transfer Cancellation</b>  FIs request to transfer into the (EAG) has been cancelled by the IRS.	<b>FI Requesting Transfer, New Lead FI, and Current Lead FI:</b>  Information
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\***Current lead FI** information in this table is only applicable if the FI requesting the transfer is a member of an (EAG). The **new lead FI** refers to the lead FI of the (EAG) the FI wishes to transfer into

## 5.7 Message Board



An FI is able to view system-generated messages sent to its account via the Message Board section of the home page.

**Message Board**  
4 items, displaying all items.

Check all	Date	Type	Message
<input type="checkbox"/>	5/15/2015	Information	<a href="#">Transfer to group initiated</a>
<input type="checkbox"/>	8/15/2013	Information	<a href="#">Approved</a>
<input type="checkbox"/>	8/09/2013	Information	<a href="#">Registration Submission successful</a>
<input type="checkbox"/>	6/29/2013	Information	<a href="#">Account Created</a>

Delete

Figure 72 – Message board on home page

This page is intentionally left blank

## **Open a message:**

1. Select the message title link and a new window will open with the content of the message.
2. Click the "close" button to close the message and return to the home page.

## **Delete a message:**

1. To delete a message, click on the checkbox next to the desired message. The "delete" button will be disabled until you click on a checkbox. To delete all the messages, click on the "Check All" checkbox.
2. Click the "delete" button below the message table.
3. A confirmation message will be displayed. To keep the message and go back to the home page, click "Cancel."

**NOTE:** You will be unable to delete messages from the message board if your account is in registration under review, registration rejected/denied, agreement canceled or agreement terminated status.

## 5.8 Your Information



An FI is able to access information and links to registration information via the Your Information section of the homepage. Available options are based on the FI type and current account status.

The table below contains the list of information and links that may be available under the Your Information section.



**Table 25 – Links that may be available under Your Information on the home page**

<b>Information/Link Description Availability</b>		
Lead FI Information	Displays the member's lead FI information.	Member FIs only.
Member Information	Link to member FI information, including pending transfer requests.	Lead FIs only.
Branch Information	Link to branch information.	Displays when the FI has answered

		yes to Question 7 (not available to sponsoring entities).
POC Information	Link to POC information	Displays when the FI has answered Question 11B
Manage Sponsored Entities	Link to sponsored entities information.	Sponsoring entities only (only available when registration status is Approved).

Certification History	Link to summary of submitted certifications for the FI. Includes link to view certifications submitted by the FI.	Only when registration status is Initiated, Registration Incomplete, Registration Submitted or Approved.
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## **5.8.1 Your Lead FI Information (Member FI Only)**

A member FI is able to view its lead FIs FATCA ID and legal name on the home page.

**Your Information**

Legal Name of Lead FI	Financial Institution 1
Lead FATCA ID	123456

[Branch Information](#)

[POC Information](#)

Figure 73 – Member FI Home Page – Lead FI Information (Member Only)

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## 5.8.2 Member FI Information for Lead FI

A lead FI can view, and add member FIs registration information, as well as manage transfers into its (EAG), via the **member information** link on the home page. The lead FI can view member FIs information if the lead FI is in initiated, registration incomplete, registration submitted, or approved status.

To view member FIs information, select the **member information** link on the home page. The FI – member information page will display with the following page views available:

- **All Members** (default view): displays current member FIs
- **Pending Transfer In**: displays FI requests to transfer into your (EAG)



- **Pending Transfer Out:** displays current member FI requests to transfer out of your (EAG)
- **Transfer Completed:** displays former member FIs who transferred out of your (EAG)
- **Add Member:** displays (EAG) Information (Part 2) of the FI registration.

5.8.2.1 All Members View

Financial Institution - Member Information

[my home page](#) [get help](#) [logout](#)

View: [All Members](#) | [Pending Transfer In](#) | [Pending Transfer Out](#) | [Transfer Completed](#)

[Add Member](#)

All Members

Click on the legal name of the Member to view more information/options related to that Member:

[Download Complete Member List \(PDF\)](#) [Download Complete Member List \(CSV\)](#)

23 items, displaying 1 to 10.  
[First/Prev] 1, 2, 3[Next/Last]

Legal Name of Member Financial Institution	Country/ Jurisdiction	Member Type	FATCA ID	Temp. Access Code	Status	GIIN	COPA Date	Last Periodic Certification
<a href="#">Member Financial Institution 1</a>	Country 1	Participating FFI, including a Reporting Financial Institution under a Model 2 IGA	123ABC.0001	1Abcdef!	Initiated			
<a href="#">Member Financial Institution 2</a>	Country 2	Registered Deemed-Compliant FFI that is a Local FFI	123ABC.0002	*****	Registration Submitted			
<a href="#">Member Financial Institution 3</a>	Country 3	Registered Deemed-Compliant FFI that is a Local FFI	123ABC.0003	*****	Registration Submitted			

Figure 74 – Member Information – All members view

The all members view has all current member FIs. To view and manage a member’s account information, click on the legal name of the member FI.

**NOTE:** If the member or lead are currently viewing the account, the other will not be able to and receives an error message another user is logged into the account.

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The system displays the member’s account information page.

**Financial Institution - Member Account Information**

**Account Information**

Responsible Officer

John Salem

POC Name

John Jackson

Legal Name of FI


Member Financial Institution 6

FI Type


Member

FATCA ID


123ABC.00006

GIIN 


123ABC.00006.ME.000

Account Status 

Approved


Effective Date 

06/30/2014


Transfer Out Initiated 

01/16/2015


**Renewal of FFI Agreement Information**

Renewal Effective Date 


01/01/2017

Renewal Status 

Due


Original Due Date 

07/31/2017


Extended Due Date 

08/31/2017


**Certification of Pre-existing Accounts (COPA) Information**

COPA Status 

Due


Original Due Date 

07/01/2018


Extended Due Date 

08/01/2018


**Periodic Certification (Periodic) Information**

Certification Period 


01/01/2015 to 12/31/2017

Periodic Status 

Due

Original Due Date 

07/01/2018

Extended Due Date 

08/01/2018

**Available Account Options:**

[Registration - Edit - Start from My Information \(Part 1\)](#)

[Print Registration Information \(PDF\)](#)

[Download Registration Tables](#)

Back to Member FI Information

Figure 75 – Member Information – Member account information page

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### 5.8.2.1.1 Print Member FI Registration Information

Select the **print registration information (PDF)** link to download the member FIs complete registration information. The PDF copy will exclude all tables except for the POC table. The member FIs account status must be in registration submitted or approved status for the **print registration information (PDF)** link to be available.

### 5.8.2.1.2 Download Member FI Registration Tables

Select the **download registration tables** link to access the member FIs registration tables. For more information on how to download a registration table, see [Chapter 5.6.7 Download Registration Tables](#).

### 5.8.2.1.3 Edit Member FI Registration

To edit the member FIs registration, see box below for user guide section references which will provide further instructions.

**Table 26 – Member FI home page links**

<b>Member FI Home Page Link</b>	<b>Member FIs Status*</b>	<b>User Guide Section</b>
Registration – Edit – Start from My Information (Part 1)	Approved	Chapter 5.6.1.1.
Registration – Edit/Resubmit – Start from My Information (Part 1)	<ul style="list-style-type: none"> <li>• Registration submitted</li> </ul>	Chapter 5.6.1.2.
Registration – Edit/Complete/Submit	<ul style="list-style-type: none"> <li>• Registration Incomplete,</li> <li>• Initiated</li> </ul>	Chapter 5.3.1.3.



\*If the member FI is in registration under review, registration rejected/denied, agreement cancelled, or agreement terminated status, the lead FI cannot edit the member FI's registration.

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