

SOFiE FATCA EDITOR

User Guide

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1 Document Version Control

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05/02/2016	Update rebranding Cetrel - Six Payment Services	OL	1.01
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05/03/2021	Update FATCA 3	OL	4.00
2022	Update contact details	OL	4.01

Summary of changes

This document reflects changes made since the last publication.

Chapter	Description of Change
all	FATCA version 2
7 CONTACTS	added
All	FATCA version 3

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3 Introduction

The SOFiE client version 6.01 and above includes two FATCA report editors, one for version 2 and another for version 3 of the report format. The generated report does not comply with the original data format defined by the IRS, but the one modified by the ACD. The editor for version 2 is obsolete. He is only supposed to be used to display existing version 2 reports.

More information can be found on ACD's website here:

http://www.impotsdirects.public.lu/echanges_electroniques/FATCA/index.html

Amongst others, you will find

1. the document describing the information (Only available in French)
2. the document describing the file format (Only available in French)
3. a link to the "FATCA XML User Guide" on the IRS's website
4. newsletters from ACD

General information about SOFiE can be found on Six Payment Services' website at www.sofie.lu .

Feel free to contact our helpdesk should you need additional information (opened on business days during office hours).

Email: sofie.lux@worldline.com

Phone number: (+352) 3 55 66 - 600

3.1 Scope of this document

This documents aims to explain the usage of the FATA report editor embedded in the SOFiE client software version 5.15 and higher.

3.2 Out of scope

This document does not explain what FATCA and the corresponding report is, nor does it explain what information has to be filled in in such a report.

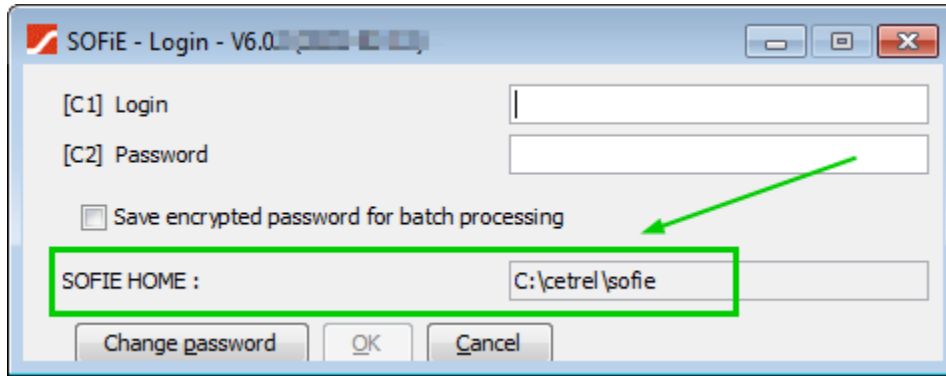
More information can be found on ACD's website here:

http://www.impotsdirects.public.lu/echanges_electroniques/FATCA/index.html

3.3 Prerequisite

You have a functional SOFiE client installation with a valid user ID and password. This user ID is linked at least to a FATS (FATCA Saisie) package. You know how to launch the GUI and how to send and receive files. You know where to find the received files once they have been decrypted.

Hint: The SOFiE home folder is displayed in the lower part of the login window.



In order to send a FATCA report, this user ID has to be linked to a FATB (FATCA Basic) package for the declarant ID assigned by the CCSS or the ACD.

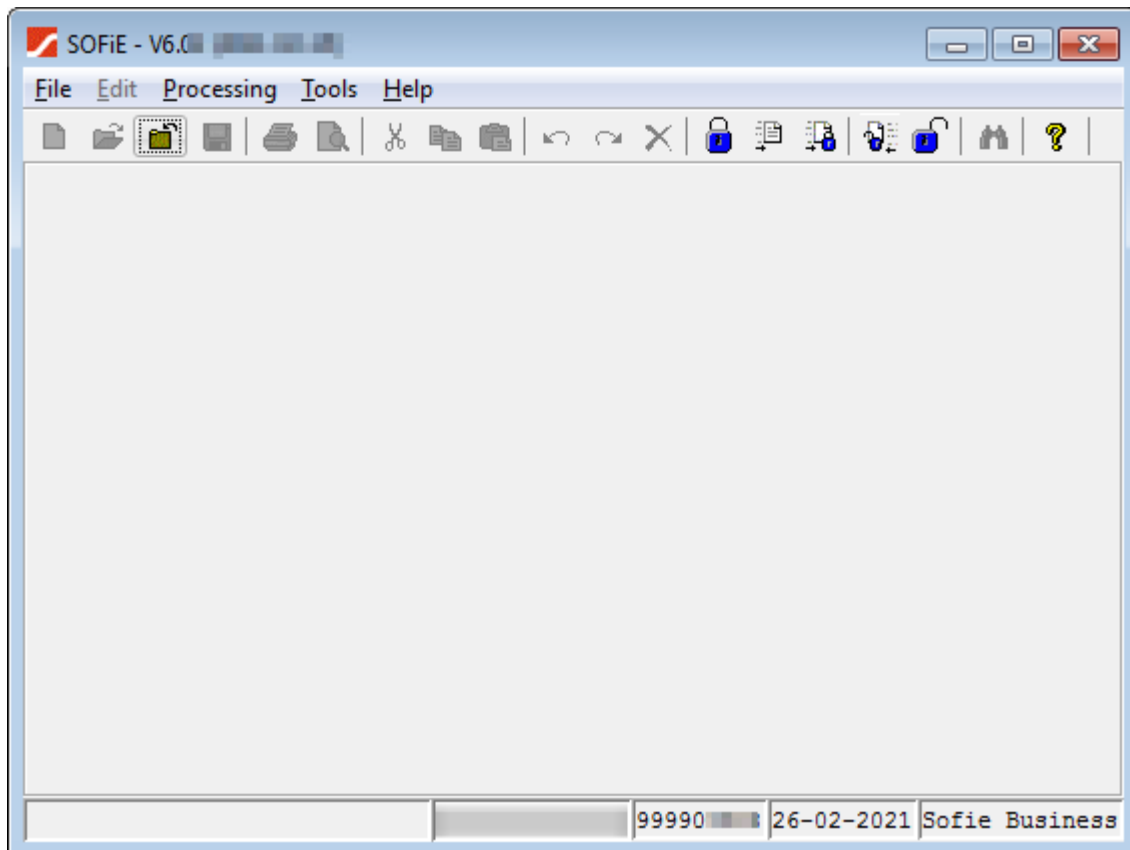
You also know the GIIN you have to report for. This id is assigned by the IRS to any registered entity. You may look for an entity's GIIN with the tool provided by the IRS on this page: <http://www.irs.gov/Businesses/Corporations/FATCA-Foreign-Financial-Institution-List-Search-and-Download-Tool>

4 Introduction to SOFiE's FATCA report editor

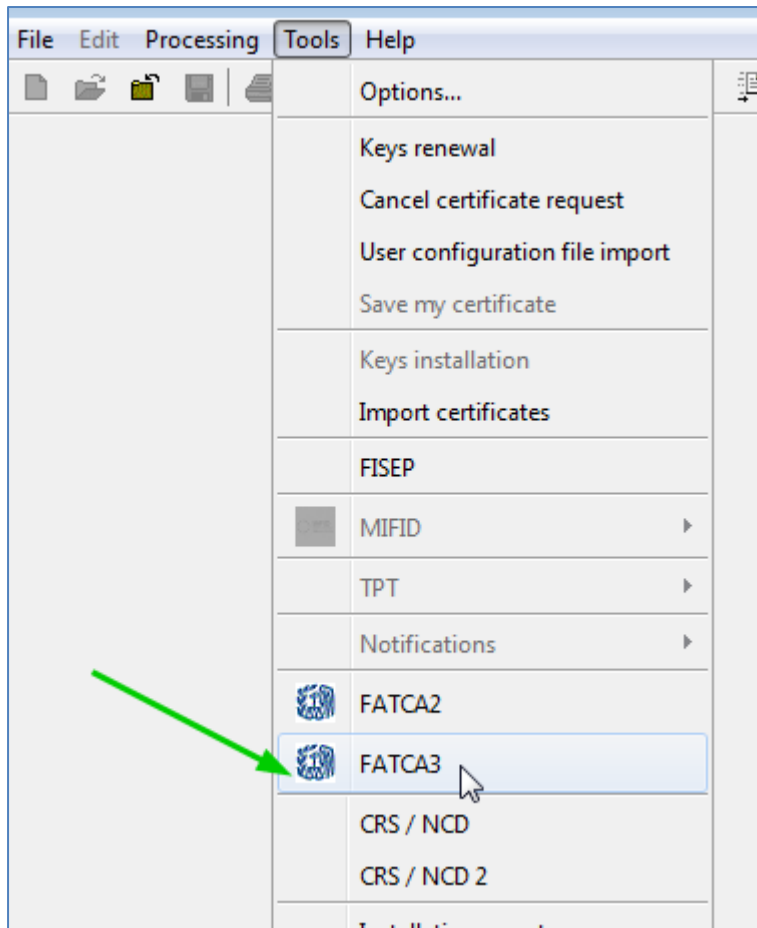
Please note that some screenshots in this document might slightly differ from those in the final version of the SOFiE client.

4.1 Access the FATCA report editor via SOFiE's main screen

Every SOFiE user will recognize the main screen, hereunder.



To access the FATCA editor click on the menu items « Tools », « FATCA3».



If none the “FATCA2” nor “FATCA3 “ items are displayed, this means either this SOFiE ID has not access to this editor or the SOFiE client software was unable to contact Six Payment Services’ server in order to get the user rights list. In any case, please contact our helpdesk.

You should only use **FATCA3** since the ACD only accepts the new format for this report.

The previous FATCA editor version is available under the name “FATCA2” to let you display a FATCA report generated with the previous version.

The main window of the FATCA3 editor looks like this:

The screenshot displays the FATCA3 editor interface. The window title is "FATCA 3". The menu bar includes "File" and "Templates". The toolbar contains icons for "New", "Open", "Save", "SaveAs", "Validate", "Show XML", and "Export as PDF", along with "Production" and "Test" buttons. The left sidebar shows a tree view with "AEOI_LUX" expanded, containing "AEOI_Depositor", "AEOI_ReportingFI", and "Report Content". The main area is a form with the following sections:

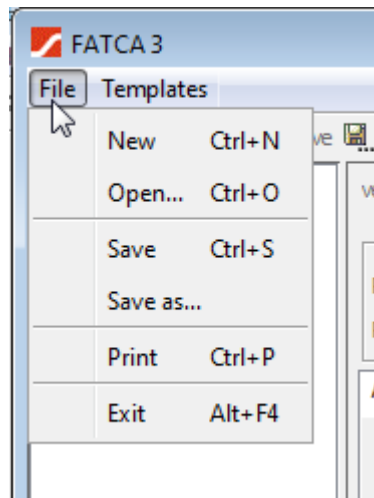
- version:** 3.0
- Fatca reporting:** RFI Identifier, Reference identifier, and a "Refresh all ref ids." button.
- AEIO_Depositor:** NameDepositor, PersonalIdentificationNu...
- AddressDepositor:** StreetPhysical, NumberPhysical, PostalCodePhysical, CityPhysical, CountryPhysical (dropdown), POBox, PostalCodePostal, CityPostal, CountryPostal (dropdown).
- PersonDepositor:** Name, FirstName, EmailPersonal, EmailOrganisation, TelephoneDirect.

At the bottom, there are tabs for "Errors", "Help", and "Feedbacks (ACD)".

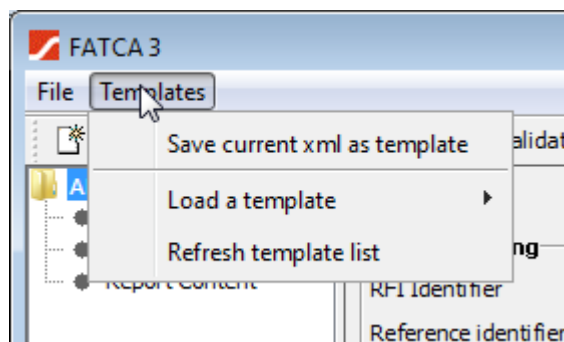
4.2 Overview of the FATCA report editor window

In the upper left corner you will see the “File” and “Templates” menu items.

The items in this menu are self-explanatory, but here is a reminder:

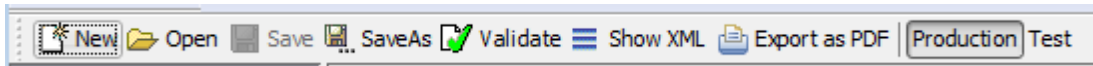


- New: creates a new FATCA report. If a report is already being edited, a new window will be opened.
- Open: opens an existing FATCA report
- Save: Saves the report being edited
- Save as: computes the filename for this report as defined by the ACD and asks the user where to save this report
- Print: opens the print dialog in order to print the report after having transformed this report into a PDF document.
- Exit: exists the FATCA editor but without closing SOFiE’s main window.



- Save current xml as template : Saves the current report as a template in the folder “SOFiE_HOME\data\USER_ID\fatca\templates », where
 - SOFiE_HOME is the folder where the SOFiE profile data is stored (see your login window).
 - USER_ID: is the ID logged in to the SOFiE client.
- Load a template: open a list with available template files from the folder “SOFiE_HOME\data\USER_ID\fatca\templates ».
- Refresh template list: refreshes the list of available template files. This is useful after having manually copied files to the template folder.

Under the main menu bar, there is the toolbar showed below:

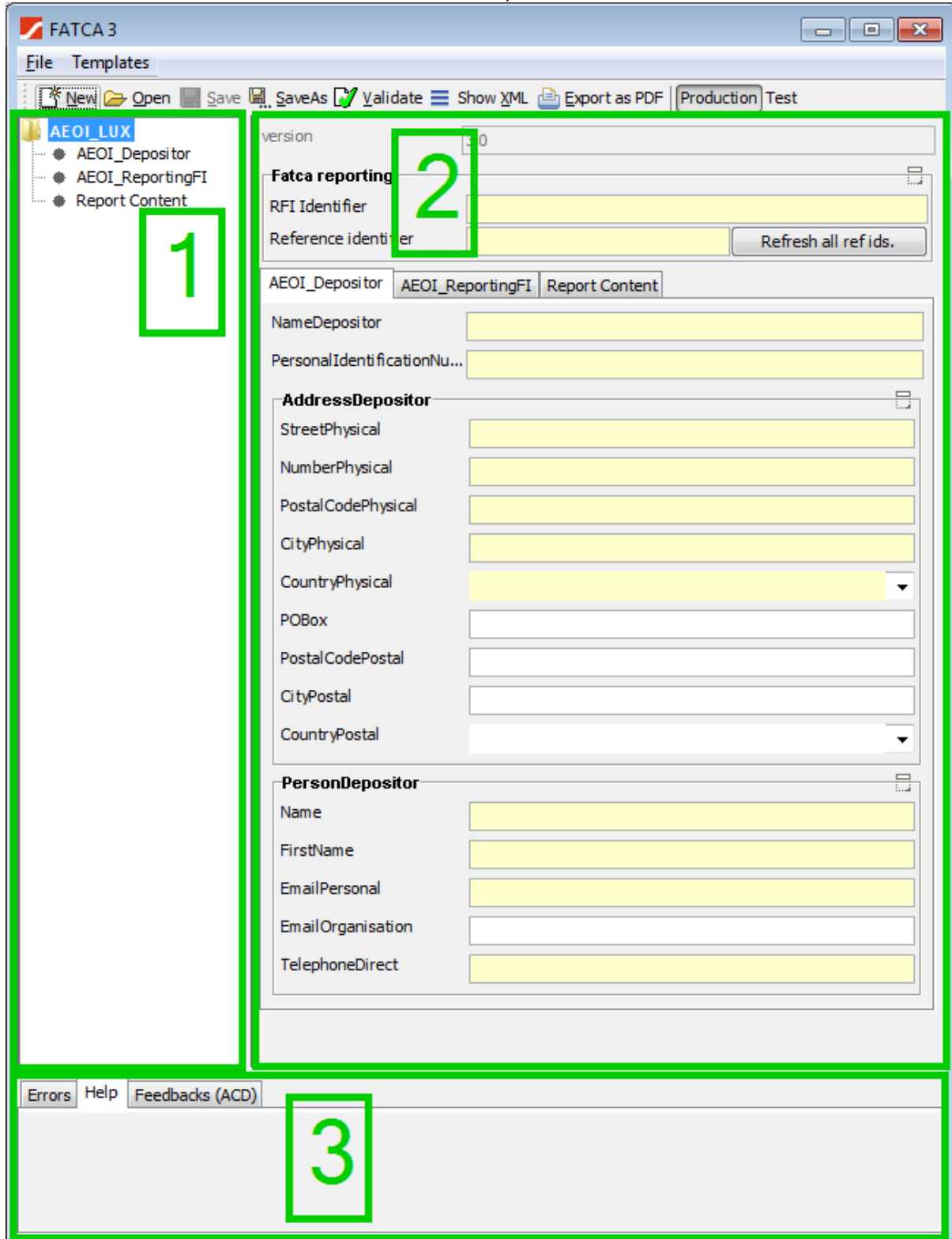


The four first items have the same function as described earlier in this chapter.

The other items are:

- **Validate:** checks the current report against the XSD, that is the file describing the data format for this report
- **Show XML:** shows the raw data for this report
- **Export as PDF:** generates a “human readable” version for this report. The report is stored as a PDF file in the folder “SOFiE_HOME\tmp”. Please note that this PDF file is not intended to be sent to the ACD.
- **Production/Test:** Allows you to specify to which environment the report is intended for:
 - **Production:** this report contains real data to be processed by the ACD in their production environment
 - **Test:** this report contains test data to be processed by the ACD in their test environment.

The rest of this window can be divided in three main parts.



Part 1 shows a tree structure of the FATCA report being edited. This tree will be populated depending on the information added. The three placeholders "Depositor", "Declarer", "Reporting person" and "Report Content" are always shown as they must exist even for a "zero report".

Part 2 shows the available field for editing for the part of the report selected in part 1.

Part 3 shows three tabs:

- Errors: displays the error messages concerning the report being edited
- Help: a help message concerning the edited field might be displayed.
- Feedbacks: The editor automatically looks for feedback files in the “SOFiE_HOME\data/SOFiE_ID/decrypted” folder and its subfolders, based on the name of the report being edited.

4.3 Important note concerning entering numbers with decimals

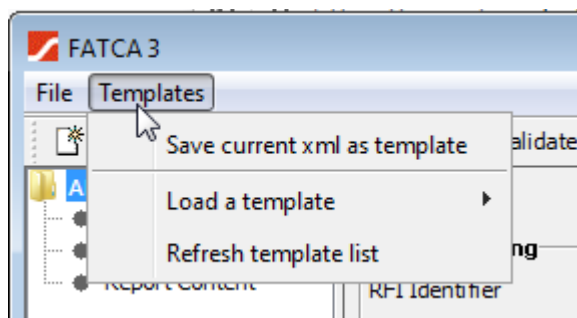


Maybe you want to use the comma sign as the decimal separator. Please be very careful. Depending on some features like the operating system language you are using, the comma may be deleted automatically but the digits after the comma remain. This means the amount is multiplied by one hundred (x 100). Please use exclusively the dot as the decimal separator.

4.4 Some basic features of this editor

4.4.1 Saving your own report templates

It is possible to save template reports, so it is not necessary to enter again the basic data like declarer’s or depositor’s information every time a new report has to be created. The available functions are available via the “Templates” menu.



- Save current xml as template : Saves the current report as a template in the folder “SOFiE_HOME\data\USER_ID\fatca\templates », where
 - SOFiE_HOME is the folder where the SOFiE profile data is stored (see your login window).
 - USER_ID: is the ID logged in to the SOFiE client.
- Load a template: open a list with available template files from the folder “SOFiE_HOME\data\USER_ID\fatca\templates ».
- Refresh template list: refreshes the list of available template files. This is useful after having manually copied files to the template folder.

You may change the filename, even if the editor suggests one.

4.4.2 Showing required fields

Required fields are shown on a yellow background, e.g.: “RFI Identifier”, “Reference identifier”, “Name Depositor”, and so on.

The screenshot displays the FATCA 3 editor interface. The window title is "FATCA 3". The menu bar includes "File" and "Templates". The toolbar contains icons for "New", "Open", "Save", "SaveAs", "Validate", "Show XML", and "Export as PDF", along with "Production" and "Test" buttons. The left sidebar shows a tree view with "AEOI_LUX" expanded, containing "AEOI_Depositor", "AEOI_ReportingFI", and "Report Content". The main area shows the "Fatca reporting" section with a "version" field set to "3.0". Below this, the "Fatca reporting" section is expanded, showing three tabs: "AEOI_Depositor", "AEOI_ReportingFI", and "Report Content". The "AEOI_Depositor" tab is active, showing fields for "NameDepositor", "PersonalIdentificationNu...", "AddressDepositor", and "PersonDepositor". The "AddressDepositor" section includes fields for "StreetPhysical", "NumberPhysical", "PostalCodePhysical", "CityPhysical", "CountryPhysical", "POBox", "PostalCodePostal", "CityPostal", and "CountryPostal". The "PersonDepositor" section includes fields for "Name", "FirstName", "EmailPersonal", "EmailOrganisation", and "TelephoneDirect". All these fields are highlighted in yellow, indicating they are required. The bottom of the window has tabs for "Errors", "Help", and "Feedbacks (ACD)".

Remark: although the editor lets the end user enter nearly any value in the fields “Reference identifier”, please be aware that the ACD is expecting you to follow the rules defined in chapter 3.2 “CONVENTION DE NOMMAGE DES REFIDS” in their document describing the FATCA data format for Luxembourg.

The following documents are published on the DCO website in the page “[Recueil des circulaires](#)”
[Circulaire ECHA - n° 3 du 19 janvier 2017](#) sans «track changes» et [Circulaire ECHA - n° 3 du 19 janvier 2017](#) avec «track changes» à partir du 6 janvier 2021.

[Circulaire ECHA - n° 3 du 10 août 2020](#)

4.4.3 Editing multiple FATCA reports at a same time

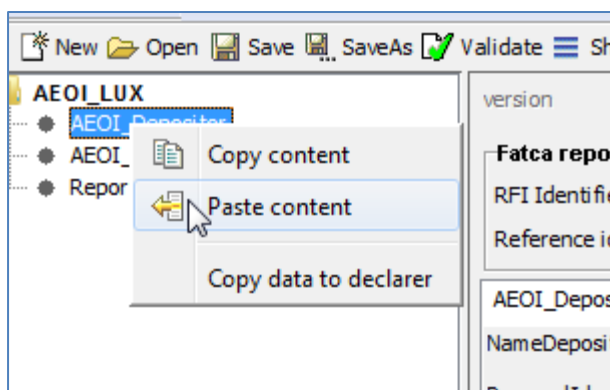
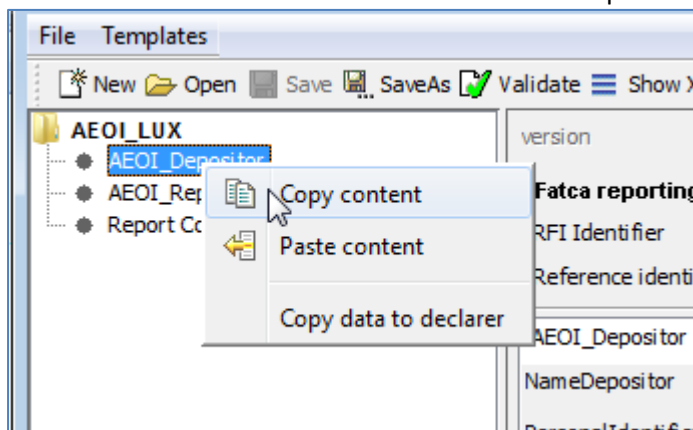
It is possible to edit more than one report at a time. You may use the menu from the main window to open a new FATCA editor window or use the “open” menu from an already opened FATCA editor window. A new window will then appear.

4.4.4 Copying and pasting data between different reports

It is possible to copy data from one window to another, not only for a single field but often also whole data structures. Click on an item in the tree view window and click on the right mouse button. A contextual menu appears.

Please note you have to select the item before clicking the right mouse button. (It has to appear on a blue background.)

This contextual menu looks like one of these examples:



4.4.5 Collapsing and expanding particular parts in the editor

Whenever you see the icon shown in the green box hereunder, you may click on it to collapse a whole part of the fields displayed.

Let's assume you are editing the "AEOI Depositor" information and you see the screen below.

The screenshot displays the SOFIE FATCA Editor interface for editing AEOI Depositor information. The interface is organized into several sections, each with a collapse icon (a small square with a downward arrow) highlighted in a green box:

- Fatca reporting**: Includes fields for RFI Identifier (TESTSX.00035.ME.442) and Reference identifier (TESTSX.00035.ME.442.2019_HL_AKSJFIFJ), along with a "Refresh all refids." button.
- AEOI Depositor**: A tabbed interface with sub-sections:
 - Name Depositor**: Name of the depositor (19960331121).
 - Address Depositor**: Fields for StreetPhysical (Depositor street), NumberPhysical (1), PostalCodePhysical (L-1234), CityPhysical (Luxembourg), and CountryPhysical (LU).
 - Person Depositor**: Fields for Name (Depositor person contact lastname), FirstName (Depositor person contact firstname), EmailPersonal (paul.alain@test.lu), EmailOrganisation (compliance@test.lu), and TelephoneDirect (+352 123 456 789).

If you click on the middle “collapse” icon, the screen will look like this:

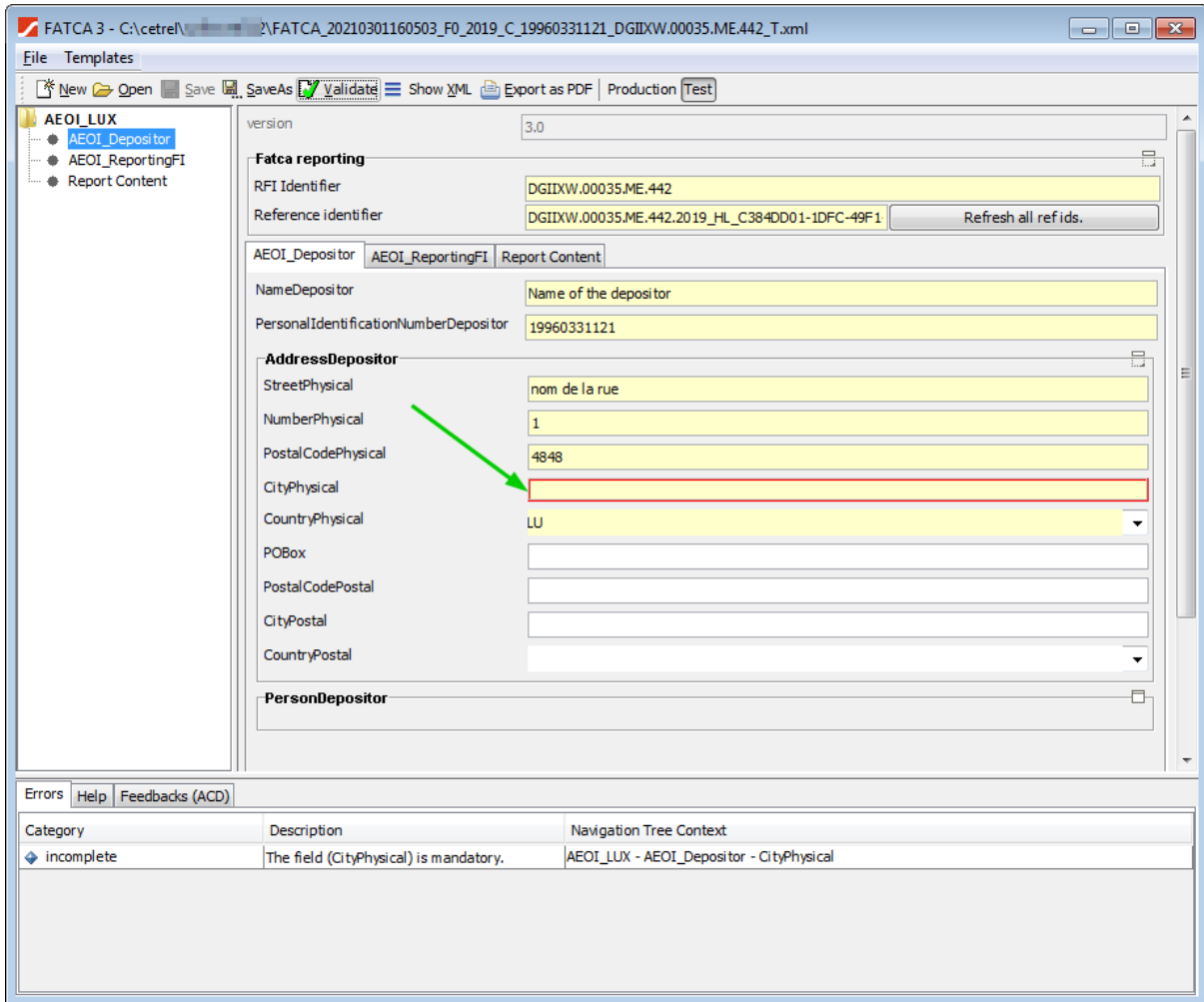
The screenshot displays the 'Fatca reporting' section of the editor. It includes the following elements:

- Fatca reporting** (Section Header)
- RFI Identifier: TESTSX.00035.ME.442
- Reference identifier: TESTSX.00035.ME.442.2019_HL_AKSJFIFJ
- Refresh all ref ids. (Button)
- Navigation tabs: AEOI_Depositor, AEOI_ReportingFI, Report Content
- Name Depositor: Name of the depositor
- Personal Identification Number De...: 19960331121
- Address Depositor (Section Header)
- Person Depositor (Section Header)
- Name: Depositor person contact lastname
- FirstName: Depositor person contact firstname
- Email Personal: paul.alain@test.lu
- Email Organisation: compliance@test.lu
- Telephone Direct: +352 123 456 789

Three collapse icons (represented by a square with a downward arrow) are highlighted with green boxes. A green arrow points from the middle collapse icon to the 'Address Depositor' section header.

4.4.6 Showing fields containing errors

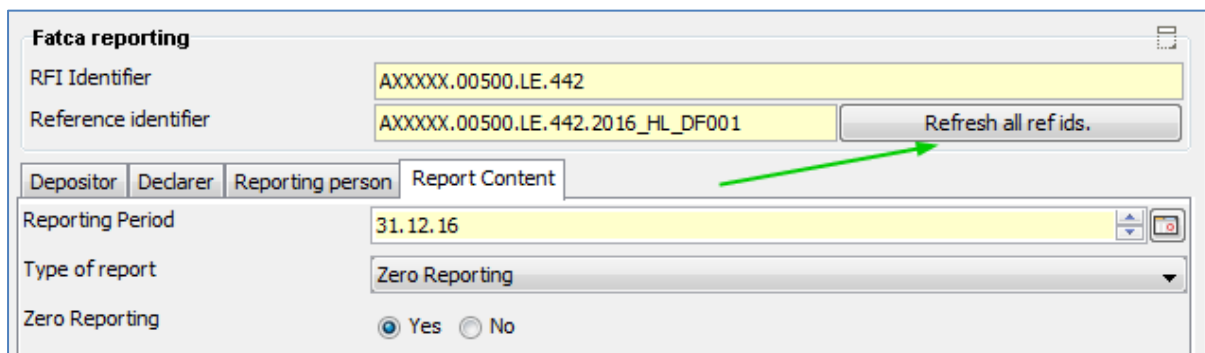
Should a field contain invalid data or the data be missing in a mandatory field, an error message is displayed in the “Error” view, at the bottom of the editor’s window. The concerned field is surrounded with a red box and, if you click on the error message, this field is displayed, even if you were not in the form it is in.



Important note concerning fields “RFI Identifier” and “Reference identifier”: When using letters, please only use capital ones.

4.5 Basic FATCA report

The first information you want to enter when creating a new report are depositor’s and declarer’s identification number, the declarer’s “RFI identifier” and the reporting period. (See screenshot below).



If you use the “Refresh all ref ids.” button, some of the RefId’s will be updated, e.g. “Reference Identifier”, “Document Reference identifier”.

The simplest FATCA report is the “Zero reporting” type one. Here is one example.

Each FATCA report contains at least data about the depositor and the reporter.

This personal identification number of 11 or 13 characters is provided by the Luxembourg Social Security Centre, or you must if necessary contact the " Bureau de la retenue d'impôt sur les intérêts " of the ACD to receive one.

It starts with the year of constitution of your legal entity (year expressed as 4 digits), followed by your codified legal basis expressed by 2 digits (20 to 99) followed by 5 other numbers and eventually finishing with 99.

If the data about the declarer is the same as the depositor’s, it is not necessary to enter that data again. Use the “Copy data to declarer” or “Copy data to depositor”, depending on which one is the source, from the contextual menu. To open it, click onto “Depositor” or “Declarer” in the tree view. Please see chapter “Copying all Depositor’s data into the Declarant’s form” earlier in this document.

The minimal content of a “Zero reporting” is the confirmation this is such a report.

For the “Type of report”, please choose “Zero Reporting” in the corresponding list and confirm by checking “Yes” just below that list.

The reporting period should be set to December 31st of the year the data reports to.

4.6 A more complete report

A more complete FATCA report can be created. Instead of “Zero Reporting”, please choose “FATCA_LUX” as the “Type of report” in the “Report Content” form.

On the left view, the tree view, all the possible complex sub-elements appear.

You may navigate through them, expand and collapse them as needed.

4.7 Editing complex data lists


To edit complex data lists, such as e.g. the addresses for a ReportFI or ReportingGroup’s Sponsor, the following form has been created.

	Legal Address Type	Country Code	Select type of address
1	OECD303: business	Belarus	Display address block, RepFIAddress Fix Type Street, RepFIAddress Fix Type Building identifier, RepFIAddress Fix Ty
2	OECD302: residential	Belgium	Display address block, RepFIAddress Fix Type Street copy, RepFIAddress Fix Type Building identifier copy, RepFIAdd
3	OECD305: unspecified	Bouvet Island	Enter address as one string of bytes with delimiters., Babla street, 13F, BI-20394 SmallTown, Isla de Bouvet

There are three buttons on the right side:

- Add: to add a new item
- Copy: to copy an existing item to this same list
- Delete: to delete the selected item form the list


There is a useful function accessible via the icon surrounded in green in the screenshot hereunder.

Residence country code	Tax Identification numbers	Name	Address	Document specification
	Legal Address Type	Country Code	Select type of address	
1	OECD301: residential or business	BD: Bangladesh	Enter address as one string of bytes with delimiters., sdfgsdfgs	
2	OECD301: residential or business	AL: Albania	Enter address as one string of bytes with delimiters., sdfgsdfg	
3	OECD305: unspecified	AF: Afghanistan	Enter address as one string of bytes with delimiters., dfgdsfg	

It changes the width of the columns in order for them to show their full content.

Please note that since the columns may contain long data sets, the width of a standard window may not be enough to display all data. A horizontal scrollbar appears automatically, the same way a vertical one appears each time it is necessary.

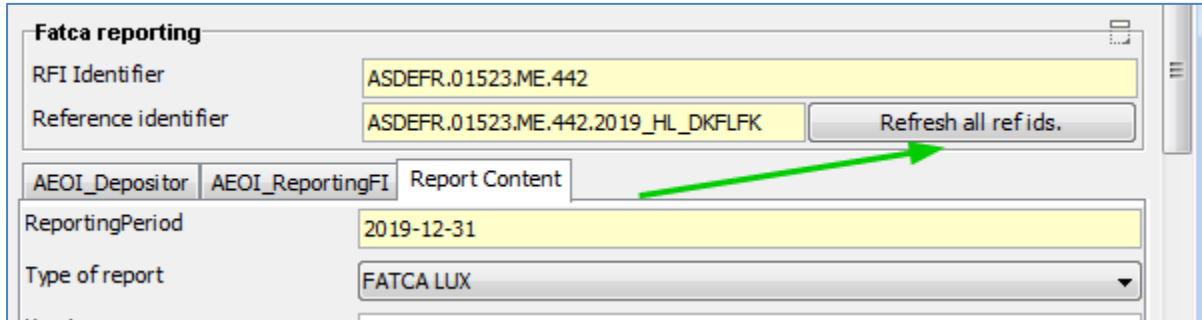
The details of a list’s item is displayed in a form underneath it

Residence country code	Tax Identification numbers	Name	Address	Document specification
	Legal Address Type	Country Code	Select type of address	
1	OECD301: residential or business	BD: Bangladesh	Enter address as one string of by	<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
2	OECD301: residential or business	LU: Luxembourg	Enter address as one string of by	
3	OECD305: unspecified	AF: Afghanistan	Enter address as one string of by	
<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ← → </div> </div>				
<div style="border: 1px solid gray; padding: 5px;"> <p>Address</p> <p>Legal Address Type: OECD301: residential or business</p> <p>Country Code: LU: Luxembourg</p> <p>Select type of address: Enter address as one string of bytes with delimiters.</p> <p>Address Free: rue du test, 14, L-1234 Luxembourg</p> </div>				

You may notice the “expand/collapse” icons the green arrows are pointing too. As described earlier in this document, they allow expanding or collapsing a subset of data in this form.

4.8 Check needed before saving the FATCA report

When using the “Refresh all ref ids” function, several ids are computed that might be useless and generate data elements in the final report that may cause an error when trying to send them.



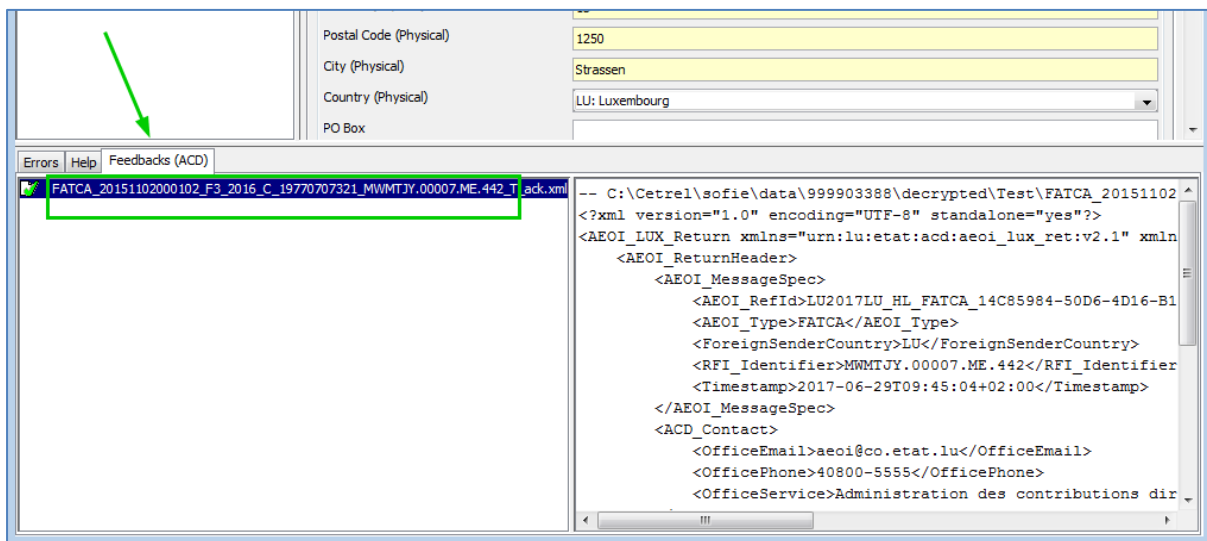
Before definitely saving your report, please review the “Sponsor” and “Intermediary” data. If one of these is not necessary, please delete the corresponding id field.

4.9 Displaying feedback reports

The SOFiE client looks for feedback file concerning the report being edited. It looks in the folder “SOFIE_HOME/data/SOFIE_ID/decrypted” and all its subfolders. The search is based on the initial report.

In the example below, the SOFiE client found and “acknowledge” feedback file.

Its content is displayed in the small window on the right side. The raw data is displayed.



5 Defined Terms

This table defines the used terms in this document.

ACD	Administration de Contributions Directes (Luxemburg's tax administration)
CCSS	Centre Commune de la Sécurité Sociale (
IRS	Internal Revenue Service (USA's tax administration)
FATCA	Foreign Account Tax Compliance Act
AEOI	Automatic Exchange of Information
Matricule national	This personal identification number of 11 or 13 characters is provided by the Luxembourg Social Security Centre, or you must if necessary contact the " Bureau de la retenue d'impôt sur les intérêts " of the ACD to receive one.
GIIN	Global Intermediary Identification Number
PDF	Portable document format, (© Adobe Acrobat)
Reporting Fi	Reporting Financial Institute
RFI	See Reporting Fi

6 References

ACD's FATCA dedicated page:

http://www.impotsdirects.public.lu/echanges_electroniques/FATCA/index.html

FATCA home page on the IRS web portal: <http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA>

FATCA Information for Foreign Financial Institutions and Entities:

<http://www.irs.gov/Businesses/Corporations/Information-for-Foreign-Financial-Institutions>

GIIN search tool provided by the IRS: <http://www.irs.gov/Businesses/Corporations/FATCA-Foreign-Financial-Institution-List-Search-and-Download-Tool>

IRS "Foreign Financial Institution" FAQ: <http://www.irs.gov/Businesses/Corporations/IRS-FFI-List-FAQs>

GIIN composition

<https://www.irs.gov/businesses/corporations/fatca-online-registration-system-and-ffi-list-giin-composition-information>

7 CONTACTS

7.1 SOFiE Business

- Contract sales or technical questions :
 - Tel : (+352) 355 66 - 600
 - Email : sofie.lux@worldline.com