



Beneficial Ownership Information Instructions

1. On your computer or device, go to <https://www.fincen.gov/boi> and select “File a report using the BOI E-Filing System” selection.

An official website of the United States Government

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Beneficial Ownership Questions?

BENEFICIAL OWNERSHIP INFORMATION

Many companies are required to report information to FinCEN about the individuals who ultimately own or control them. FinCEN began accepting reports on January 1, 2024. Learn more about reporting deadlines.

Prepare

- How do I file?
- Do I qualify for an exemption?
- How do I get a FinCEN ID?

File

- File a report using the BOI E-Filing System
- Create a FinCEN ID (optional)

FAQ Need More Information? View our FAQ page. Need More Information? Chat With Us Here. Stay Informed. Subscribe to FinCEN Updates.

Alert: FinCEN has been notified of recent fraudulent attempts to solicit information from individuals and entities who may be subject to reporting requirements under the Corporate Transparency Act. The fraudulent correspondence may be titled "Important Compliance Notice" and asks the recipient to click on a URL or to scan a QR code. Those e-mails or letters are fraudulent. FinCEN does not send unsolicited requests. Please do not respond to these fraudulent messages, or click on any links or

2. To start filing your report, select “Get Started” or “File BOIR”



Welcome to the BOI E-Filing System

The BOI E-Filing System supports the electronic filing of the Beneficial Ownership Information Report (BOIR) under the Corporate Transparency Act (CTA). The CTA requires certain types of U.S. and foreign entities to report beneficial ownership information to the Financial Crimes Enforcement Network (FinCEN), a bureau of the U.S. Department of the Treasury.



File BOIR

Need to file a BOIR?
Click here!



Help

Looking for more
information? Click here



Beneficial Ownership Information (BOI) Reporting

Need to file a BOIR? Click here!

GET STARTED



Bank Secrecy Act (BSA) Reporting

Need to file another type of
BSA report? Click here!

BSA E-FILING

Newsroom & Announcements

Coming soon ...

- You will have the option to File your BOIR via PDF or File Online. In this case, I chose to File Online BOIR by Selecting "Prepare & Submit BOIR". Also, once you select to file online, you'll need to Agree that you're entering a US Government information system.



File the Beneficial Ownership Information Report (BOIR)

Select the filing method that works best for you:



File PDF BOIR

- Adobe Reader is required
- Prepare report offline at your own pace, save as you go
- Reuse PDF BOIR when filing updates/corrections
- Download BOIR transcript upon submission

Prepare BOIR

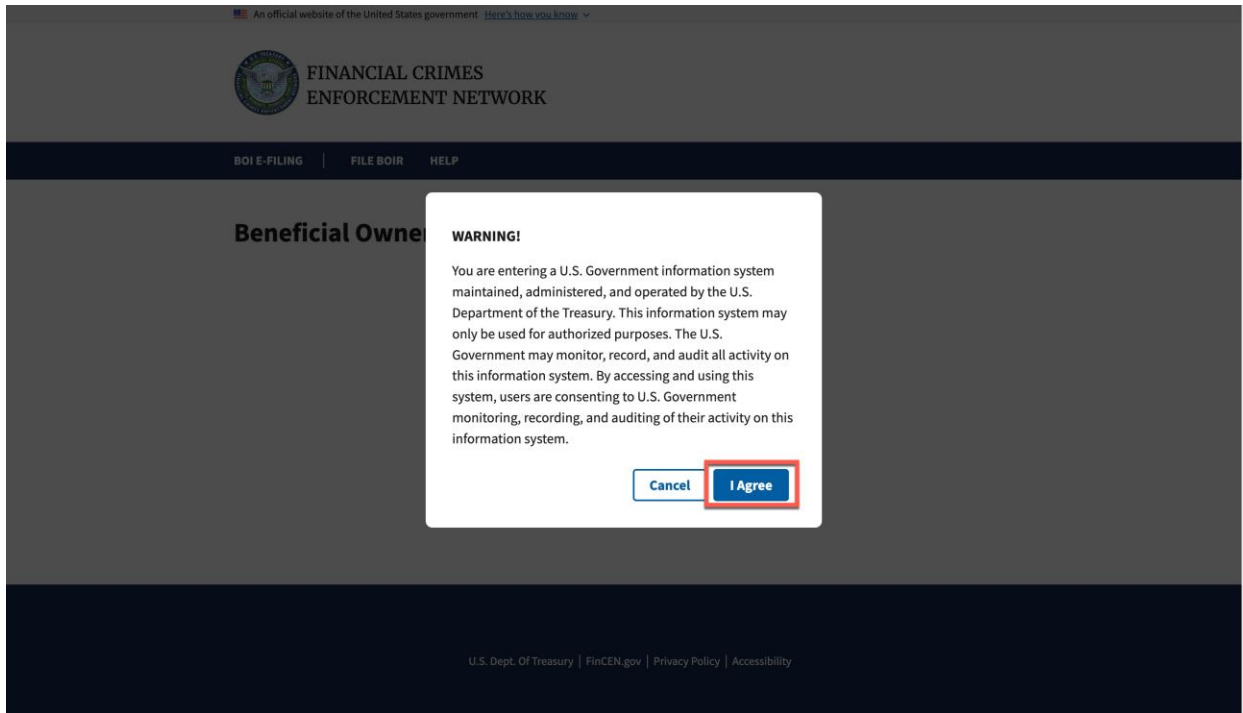
Submit BOIR



File Online BOIR

- Adobe Reader NOT required
- Prepare report online and submit now
- Prepare new Online BOIR when filing updates/corrections
- Download BOIR transcript upon submission

Prepare & Submit BOIR



4. Select the type of filing of Initial Report to file your BOI for the first time and Next. The date prepared will auto-fill.

5. If you have not previously requested a FinCEN ID, you can do so when filing by selecting “Request to receive FinCEN ID”. Otherwise, go to Step 5 to

enter your Reporting Company Legal name. If your company is doing business under a trade name or DBA, enter that information in Step 6 and select Next. Please Note: If you have more than one trade name or DBA, select Add Alternate Name to open an additional field.

BOI E-FILING | FILE BOIR | HELP

Filing Information | **Reporting Company** | Company Applicant(s) | Beneficial Owner(s) | Submit

Part I. Reporting Company Information

Need help? ⌵

3. Request to receive FinCEN ID

4. Foreign pooled investment vehicle

Legal name and alternate name(s)

Need help? ⌵

*5. Reporting Company legal name

6. Alternate name (e.g. trade name, DBA)

Add Alternate Name

Form of identification

Previous Next

6. Enter your Form of Identification by selecting an option in the Tax identification type dropdown box and the address information below.

BOI E-FILING | FILE BOIR | HELP

Filing Information | **Reporting Company** | Company Applicant(s) | Beneficial Owner(s) | Submit

Form of identification

Need help?

*7. Tax Identification type

*8. Tax Identification number

Tax ID is required

9. Country/Jurisdiction (if foreign tax ID only)

Jurisdiction of formation or first registration

Need help?

*10. a. Country/Jurisdiction of formation

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BOI E-FILING | FILE BOIR | HELP

Filing Information | **Reporting Company** | Company Applicant(s) | Beneficial Owner(s) | Submit

Current U.S. address

Need help?

*11. Address (number, street, and apt. or suite no.)

Address (number, street, and apt. or suite no.) is required

*12. City

City is required

*13. U.S. or U.S. Territory

Country is required

*14. State

State is required

*15. ZIP code

ZIP code is required

[Previous](#) [Next](#)

*: PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

7. Select “Existing Reporting Company” and it will gray out the Company Applicant fields. This option is for companies created prior to January 1, 2024. Select Next.

BOI E-FILING | FILE BOIR | HELP

Filing Information | Reporting Company | **Company Applicant(s)** | Beneficial Owner(s) | Submit

Need help?

16. Existing reporting company (check if existing reporting company as of January 1, 2024)

17. (This item is reserved for future use)

Part II. Company Applicant Information Add Company Applicant

Need help?

Company Applicant #1

Company applicant FinCEN ID

Need help?

18. FinCEN ID

Legal name and date of birth

Need help?

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BOI E-FILING | FILE BOIR | HELP

BOI E-FILING | FILE BOIR | HELP

Filing Information | Reporting Company | **Company Applicant(s)** | Beneficial Owner(s) | Submit

Need help?

16. Existing reporting company (check if existing reporting company as of January 1, 2024)

17. (This item is reserved for future use)

Part II. Company Applicant Information Add Company Applicant

Need help?

Company Applicant #1

Company applicant FinCEN ID

Need help?

18. FinCEN ID

Legal name and date of birth

Need help?

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8. You will be directed to Part III – Beneficial Owner Information. If the Beneficial Owner is a minor, select Parent/Guardian information instead of minor child. Otherwise, enter your FinCEN ID if you obtained one prior to filling out the BOI form. Do not include the dashes “-” as the system will auto-populate this for you.

9. This will close the section as you've already self-reported your information and uploaded a government issued document to prove your identity. If the system states, you're missing information when trying to submit and you've entered your FinCEN ID, go back to the previous screen, remove your FinCEN ID and manually enter the information. Once your information has been entered, select Add Beneficial Owner to attach to your report. The system will try to auto-add a 2nd beneficial owner, select remove 2nd Beneficial Owner, if not applicable.

If you don't have a FinCEN ID, enter your information in the next step below.

The screenshot displays the BOI E-FILING system interface. At the top, there is a navigation bar with links for BOI E-FILING, FILE BOIR, and HELP. Below this, a progress bar shows five steps: Filing Information, Reporting Company, Company Applicant(s), Beneficial Owner(s) (highlighted with a red box), and Submit. The main content area is titled "Part III. Beneficial Owner Information" and includes a "Need help?" dropdown menu. Below this, there is a section for "Beneficial Owner #1" with another "Need help?" dropdown. A checkbox labeled "35. Parent/Guardian information instead of minor child" (highlighted with a red box) is present, with a note below it: "(check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)". Below this is a section for "Beneficial Owner FinCEN ID" with a "Need help?" dropdown and a text input field labeled "36. FinCEN ID" (highlighted with a red box). At the bottom of the form, there are "Previous" and "Next" buttons.

10. {If you obtained a FinCEN ID prior to this application, skip this step} If you're an exempt entity, select "Exempt Entity". Otherwise, enter your Legal Name and DOB and residential address and upload a form of identification. Once your information has been entered, select Add Beneficial Owner to attach to your report. The system will try to auto-add a 2nd beneficial owner, select remove 2nd Beneficial Owner, if not applicable.

BOI E-FILING | FILE BOIR | HELP

Filing Information | Reporting Company | Company Applicant(s) | **Beneficial Owner(s)** | Submit

Need help?

37. Exempt entity Only select this field if you're an exempt entity.

Legal name and date of birth

Need help?

*38. Individual's last name or entity's legal name *39. First name

40. Middle name 41. Suffix *42. Date of birth 📅

Residential address

Need help?

*43. Address (number, street, and apt. or suite no.) *44. City

*45. Country/Jurisdiction *46. State *47. ZIP/Foreign postal code

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BOI E-FILING | FILE BOIR | HELP

Filing Information | Reporting Company | Company Applicant(s) | **Beneficial Owner(s)** | Submit

Form of identification and issuing jurisdiction

Need help?

*48. Identifying document type *49. Identifying document number

*50. Identifying document issuing jurisdiction

a. Country/Jurisdiction b. State

c. Local/Tribal d. Other local/Tribal description

*51. Identifying document image

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11. On the next screen, enter your email address, confirm your email address, First Name/Last Name and Agree that you are authorized to file this BOIR on behalf of the reporting company. Also confirm that you are a human by selecting the I am a human box. Submit the BOIR.

Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol are the fields that, *at a minimum*, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requirements are summarized above under HELP.

Filing Information | Reporting Company | Company Applicant(s) | Beneficial Owner(s) | **Submit**

Complete all fields below before submitting. Directly after submission, a processing page will be displayed, followed by a page confirming the status of your report. This confirmation page will also give you an opportunity to download a transcript of your report.

*Email

*Confirm Email

*First Name

*Last Name

***I certify that I am authorized to file this BOIR on behalf of the reporting company. I further certify, on behalf of the reporting company, that the information contained in this BOIR is true, correct, and complete.**

I agree

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Filing Information | Reporting Company | Company Applicant(s) | Beneficial Owner(s) | **Submit**

***I certify that I am authorized to file this BOIR on behalf of the reporting company. I further certify, on behalf of the reporting company, that the information contained in this BOIR is true, correct, and complete.**

I agree

COMPLIANCE REMINDER: The willful failure to report complete beneficial ownership information to FinCEN, the willful failure to update beneficial ownership information provided to FinCEN when previously reported information changes, or the willful provision of false or fraudulent beneficial ownership information to FinCEN, may result in civil or criminal penalties. A person may also be subject to civil or criminal penalties for willfully causing a reporting company to report incomplete or false beneficial ownership information to FinCEN.



Submit BOIR

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12. Once it has been successfully submitted, you will receive a confirmation status and have the option to download below. You've completed the process!



Submission Status Confirmation

SUBMISSION INFORMATION

Status	FILING SUCCESSFUL. You may download the transcript below.
BOIR ID	[REDACTED]
Submission Tracking ID	[REDACTED]
Received Timestamp (UTC)	2024-01-04T02:15:41Z
Reporting Company FinCEN ID	

SUBMITTER INFORMATION

First name	Willean
Last name	Guiden
E-mail address	[REDACTED]

IMPORTANT! Before closing this page, we strongly recommend downloading your transcript below.

[Download Transcript](#)