

CORPORATE TRANSPARENCY ACT

NEW FEDERAL REPORTING REQUIREMENT



The Corporate Transparency Act (“**CTA**”), which is overseen by the Department of Treasury’s Financial Crimes Enforcement Network (“**FinCEN**”) requires most business entities¹ (each, a “**Reporting Company**”) to file reports with FinCEN with information about the Reporting Company.

To avoid civil and criminal penalties, these reports must be filed with FinCEN no later than the applicable deadline.

For companies formed on or after January 1, 2024:	Companies are required to file FinCEN reports within 90 days of formation.
For companies formed before January 1, 2024:	Companies are required to file FinCEN reports by January 1, 2025. We advise that you file this information as soon as is practicable. Per FinCEN, these entities will be exempt from filing the Company Applicant information.
For changes in ownership or control and corrections:	Companies are required to report (1) certain changes in ownership or control within 30 days of the change and (2) corrections to previously filed reports within 30 days of becoming aware of or having reason to know of an inaccuracy.

FinCEN requires that you report the following information within the BOI (Beneficial Ownership Information) Portal, which can be found here [BOI E-FILING \(fincen.gov\)](https://www.fincen.gov/boi). Filing through the FinCEN portal is completely free. To mitigate your risk for fraud, we recommend you file with FinCEN directly or use an authorized provider of filing services. Authorized third-party vendor information and fee schedules for CTA filings are available upon request.

For assistance in determining who the Beneficial Owners are of your entity, please visit our [CTA informational landing page](#). Still have questions? Please reach out to your relationship attorney or contact us at CTAcompliance@lplegal.com.

¹ There are several exemptions to these new reporting requirements, including an exemption for “large operating businesses” (i.e., 20+ employees at the same FEIN and \$5,000,000+ of revenue) and exemptions for other businesses that already have substantial regulatory requirements (e.g., accounting firms, SEC registered businesses, insurance companies, and publicly traded corporations). It is important to note that holding companies and most small operating businesses are not generally exempt from these BOI reporting requirements.



Step-by-Step Instructions

Beneficial Owner Information Report (BOIR) Online Filing Method

Before You Begin

FinCEN ID
3500-0000-0000

1. **Have the required identifying information (or FinCEN ID) available for beneficial owners and company applicants (if applicable)**

Collect the required information from beneficial owners and company applicants (if applicable): each individual's name, date of birth, address, a unique identifying number from an acceptable identification document, and the name of the issuing jurisdiction of that identification document. (If an individual has a FinCEN ID, that may be collected instead.)

You **must** have this information available when filing a BOIR through the web filing method because you complete and submit the web filing in real time. ***It cannot be saved and worked on later.***

2. **Obtain an electronic image of the acceptable identification document required for each company applicant and beneficial owner** unless a FinCEN ID is provided. An acceptable identification document is a non-expired: State-issued driver's license, State/local/Tribe-issued ID, U.S. passport, or foreign passport.

NOTE: A foreign passport is only acceptable if the individual does not have one of the other identifying documents.

The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.



The BOIR can be submitted as a PDF (PDF BOIR) or online through a web browser (Online BOIR).

To file the Online BOIR, follow the steps outline below:

1. Go to boiefiling.fincen.gov in the web browser (e.g., Microsoft Edge, Google Chrome)
2. Select the **File BOIR** link/icon.

The screenshot shows the homepage of the BOI E-Filing System. The browser address bar shows <https://boiefiling.fincen.gov>, which is circled with a blue circle and the number '1'. The page header includes the Financial Crimes Enforcement Network logo and the text 'FINANCIAL CRIMES ENFORCEMENT NETWORK'. Below the header is a navigation bar with 'BOI E-FILING', 'FILE BOIR', and 'HELP' links. The main content area features a large 'Welcome to the BOI E-Filing System' section with a brief description of the system. To the right, there are two boxes for 'Beneficial Ownership Information (BOI) Reporting' and 'Bank Secrecy Act (BSA) Reporting', each with a 'GET STARTED' or 'BSA E-FILING' button. At the bottom, there are two blue buttons: 'File BOIR' with an icon of a house and an upward arrow, and 'Help' with a 'GA' icon. The 'File BOIR' button is circled with a blue circle and the number '2'. A 'Newsroom & Announcements' section is also visible on the right side.

3. Click the **Prepare & Submit BOIR** button under the *File Online BOIR* section.

BOI E-FILING | FILE BOIR | HELP

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

3 [Prepare & Submit BOIR](#)

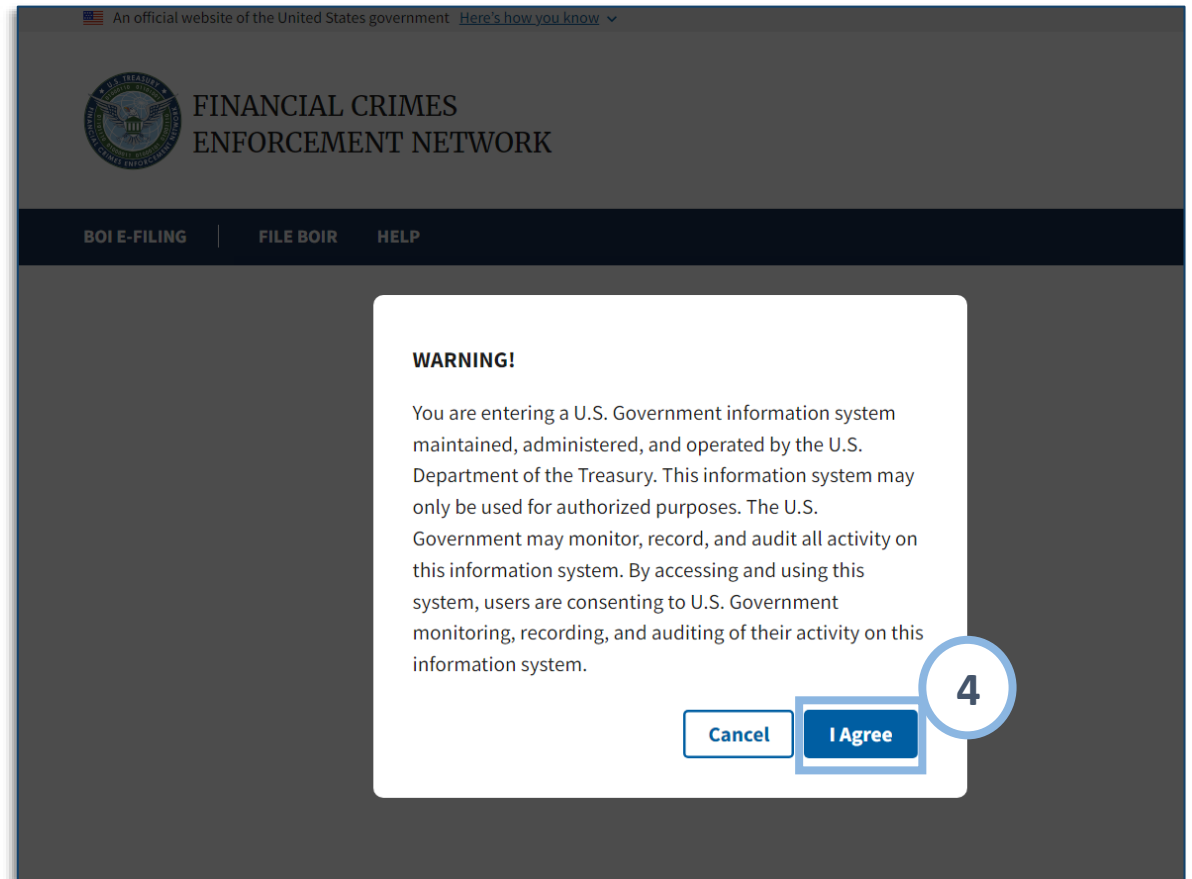
FinCEN also offers system-to-system BOIR transmission via secure Application Programming Interface (API) for those, including third-party service providers, who are interested in automating the BOIR filing process:

System-to-System API

If you are interested in this method of filing, select the button below to contact FinCEN and one of our representatives will reach out.

[Contact FinCEN for API Information](#)

4. Review the warning language and click the **I Agree** button.

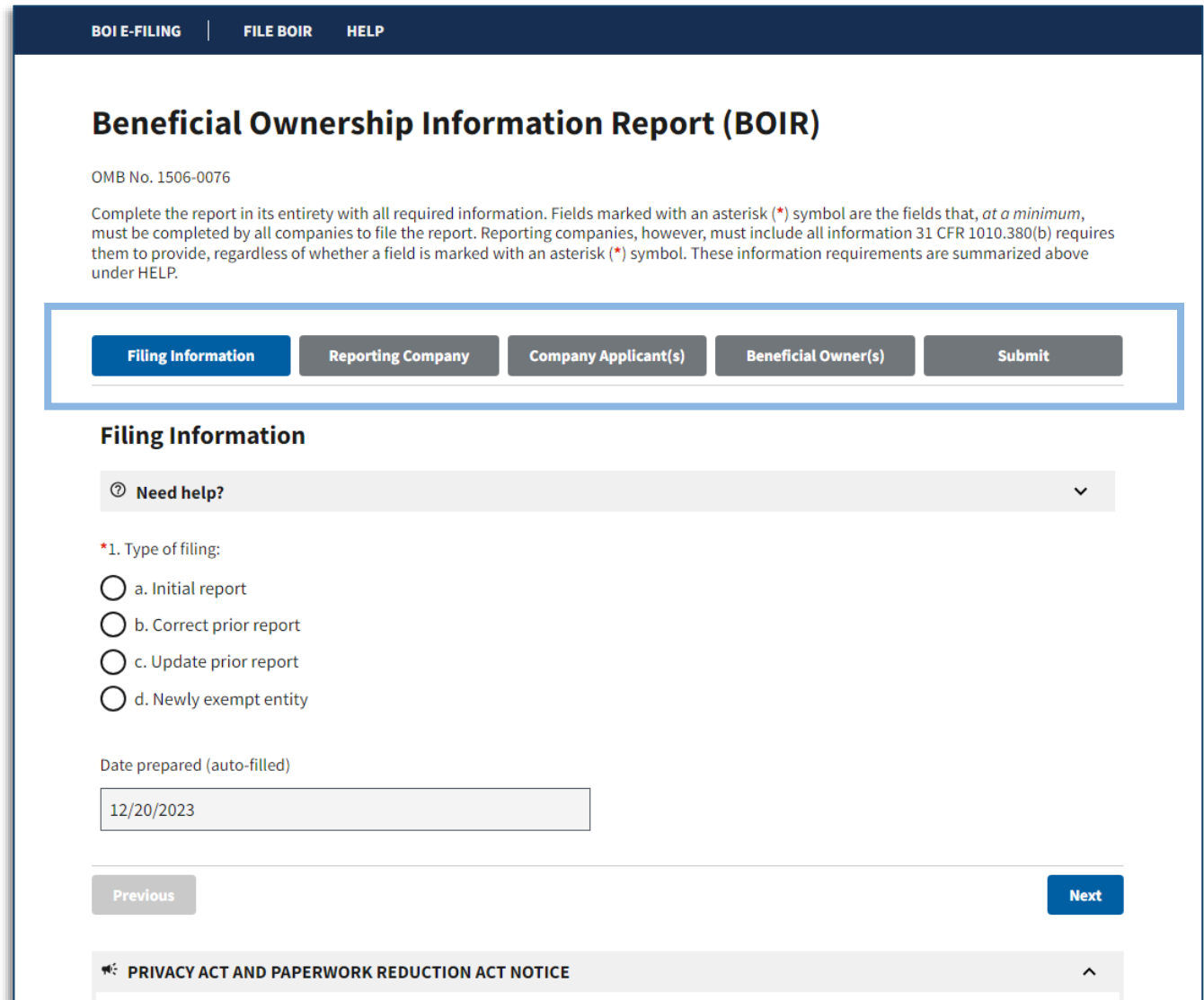


Online BOIR Navigation Tabs

- Filing Information
- Reporting Company
- Company Applicant(s)
- Beneficial Owner(s)
- Submit

The selected tab is highlighted in blue.

Navigate to a different part of the Online BOIR either by clicking the corresponding tab or by clicking the **Next** button in the bottom right corner.



The screenshot shows the Online BOIR navigation interface. At the top, there are three tabs: "BOI E-FILING", "FILE BOIR", and "HELP". Below the tabs is the main heading "Beneficial Ownership Information Report (BOIR)" and the OMB No. 1506-0076. A paragraph of text explains that fields marked with an asterisk (*) are required. Below this is a row of five navigation tabs: "Filing Information", "Reporting Company", "Company Applicant(s)", "Beneficial Owner(s)", and "Submit". The "Filing Information" tab is highlighted in blue. Below the tabs is the "Filing Information" section, which includes a "Need help?" link, a "1. Type of filing:" section with four radio button options (a. Initial report, b. Correct prior report, c. Update prior report, d. Newly exempt entity), and a "Date prepared (auto-filled)" field with the value "12/20/2023". At the bottom, there are "Previous" and "Next" buttons, and a "PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE" link.

5. Complete all required fields under the *Filing Information* tab:

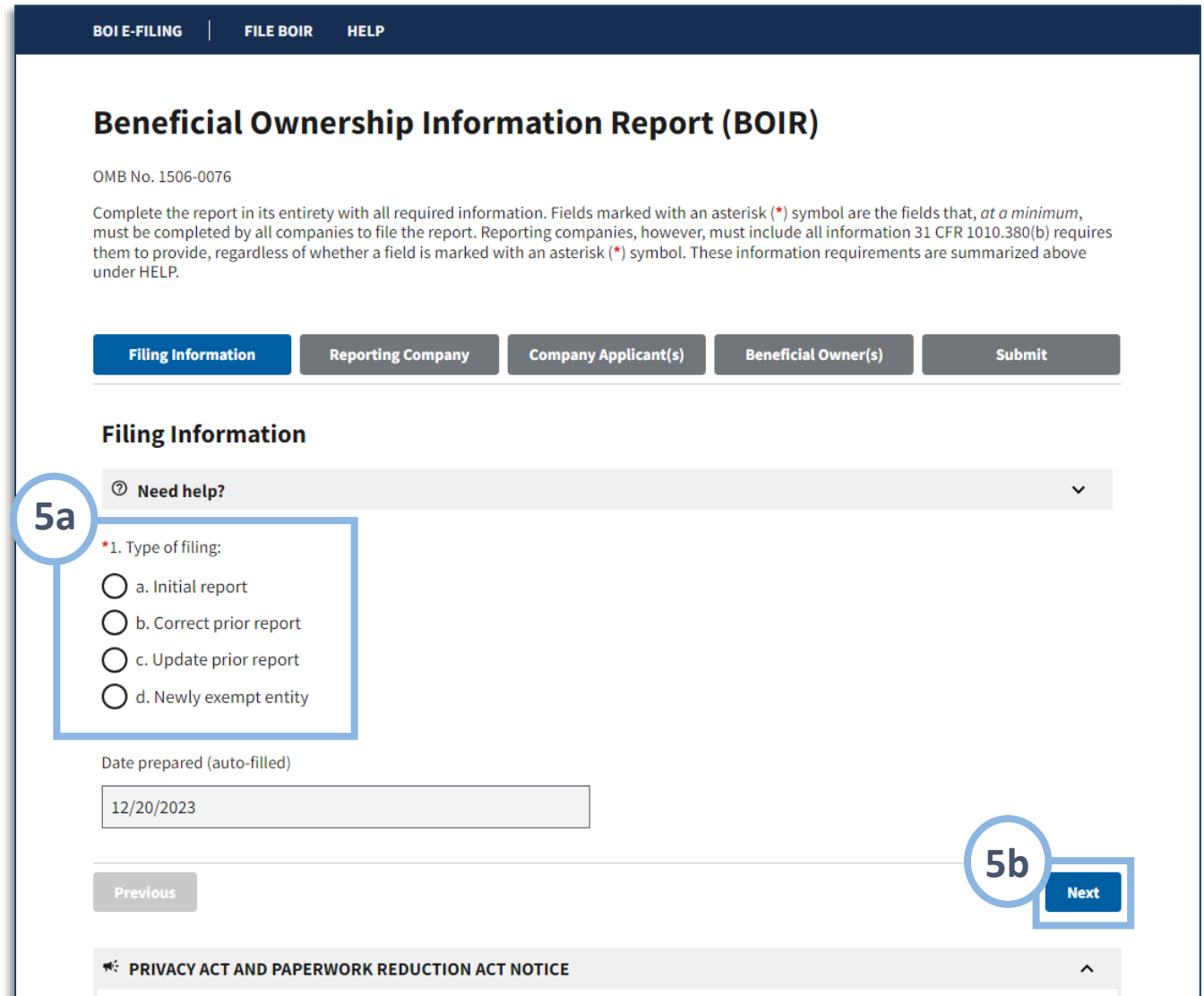
5a. **Type of filing:** Under the *Filing Information* tab, select the type of filing you wish to make (**Initial report, Correct prior report, Update prior report, Newly exempt entity**). Only one option can be selected.

When **Initial report** is selected, no further information is required in this section. When **Correct prior report, Update prior report, or Newly exempt entity** is selected, fields are activated for **Legal name, Tax identification type, and Tax identification number**.

Complete these fields with the reporting company information from the company’s most recently filed prior BOIR.

The **Date prepared** field is auto-filled with the current date.

5b. Click the **Next** button.



BOIR E-FILING | FILE BOIR | HELP

Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

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

Filing Information

Need help?

5a

*1. Type of filing:

a. Initial report

b. Correct prior report

c. Update prior report

d. Newly exempt entity

Date prepared (auto-filled)

12/20/2023

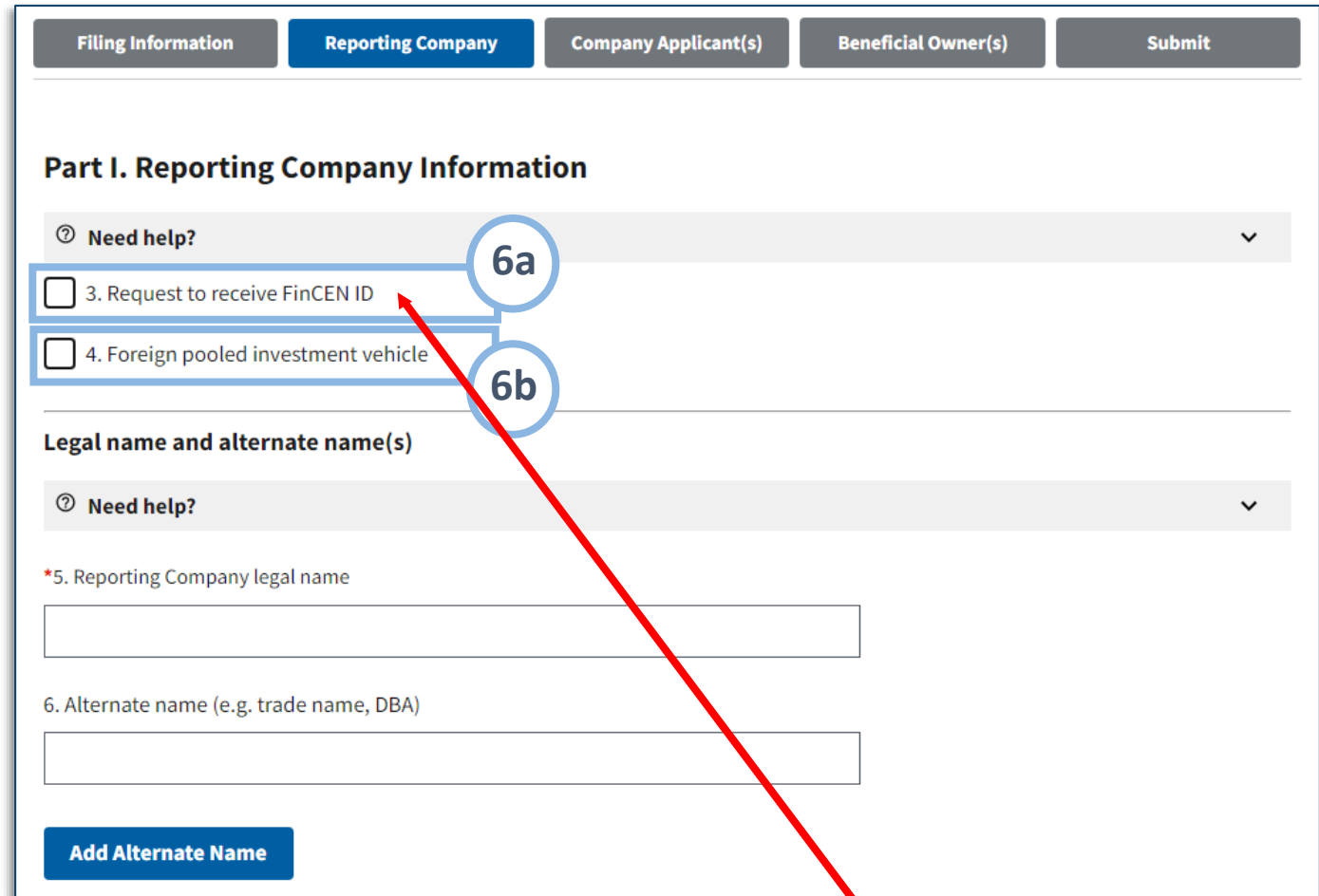
Previous

5b

Next

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

6. Under the *Reporting Company* tab, complete sections and fields as required.
- 6a. Select **Request to receive FinCEN ID** to receive a unique FinCEN identifier for the reporting company. The FinCEN identifier will be provided in the submission confirmation details provided to the filer directly after the BOIR is submitted/accepted.
- 6b. Select the **Foreign pooled investment vehicle** option if the reporting company is a foreign pooled investment vehicle.
- If this option is selected, *Company Applicant Information* is no longer required and is cleared/disabled. In addition, only one (1) beneficial owner must be reported under the *Beneficial Owner(s)* tab in this situation.



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

Part I. Reporting Company Information

3. Request to receive FinCEN ID **6a**

4. Foreign pooled investment vehicle **6b**

Legal name and alternate name(s)

Need help?

*5. Reporting Company legal name

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

Add Alternate Name

Optional: Obtain a FinCEN ID for the Reporting Company

Obtaining a FinCEN ID for the Reporting Company allows a Reporting Company to review its current BOIR and seamlessly update relevant sections of its current BOIR. We recommend obtaining a FinCEN ID for the entity if the entity itself is beneficial owner of multiple other entities or is anticipated to have many other additional filings/updates as a reporting company in the future. If a Reporting Company does not obtain a FinCEN ID, the Reporting Company is required to fill out this application for any updated or corrected BOIRs.

- 6c. Complete the fields under the **Legal name and alternate name(s)** section as applicable.
- 6d. To add more than one alternate name for the reporting company, click the **Add Alternate Name** button to add additional alternate reporting company names (up to 99 alternate names can be added).

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? ▾

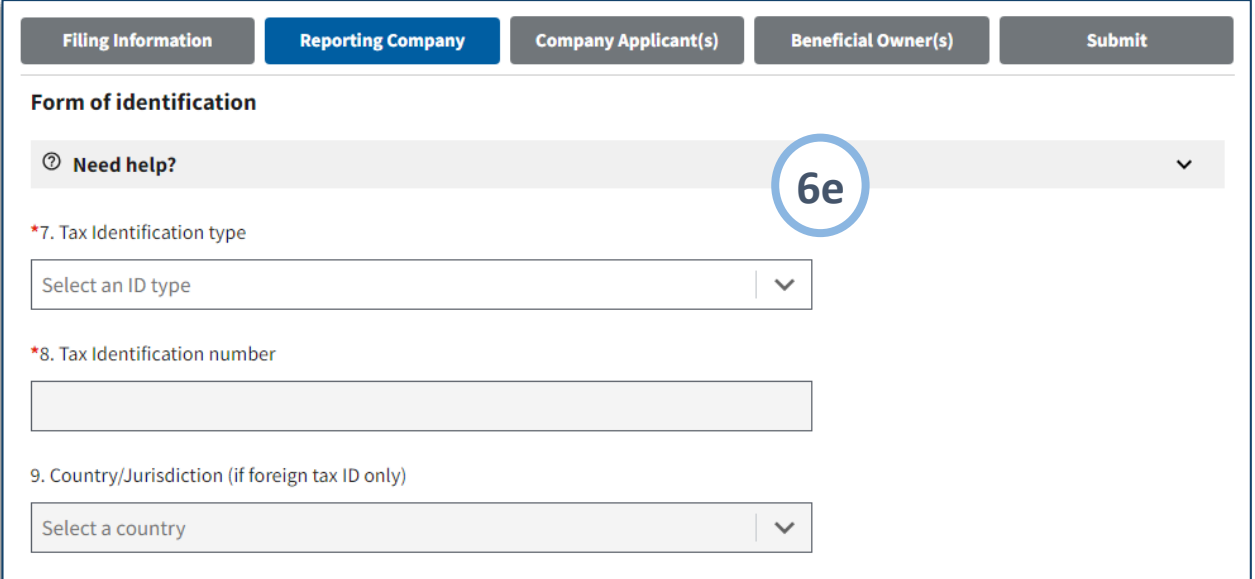
*5. Reporting Company legal name

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

Add Alternate Name

- 6e. Select the **Tax identification type** dropdown menu. EIN, SSN/ITIN, or Foreign may be selected. If the Foreign option is selected, the **County/Jurisdiction** field is enabled and required.

NOTE: An EIN or SSN/ITIN is required unless a foreign reporting company does not have one. In that case, the foreign reporting company may report its foreign tax identification number and the issuing jurisdiction.



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

Form of identification

[Need help?](#) **6e**

*7. Tax Identification type
Select an ID type | v

*8. Tax Identification number
[Text input field]

9. Country/Jurisdiction (if foreign tax ID only)
Select a country | v

6f. Select the **Country/Jurisdiction of formation** dropdown menu.

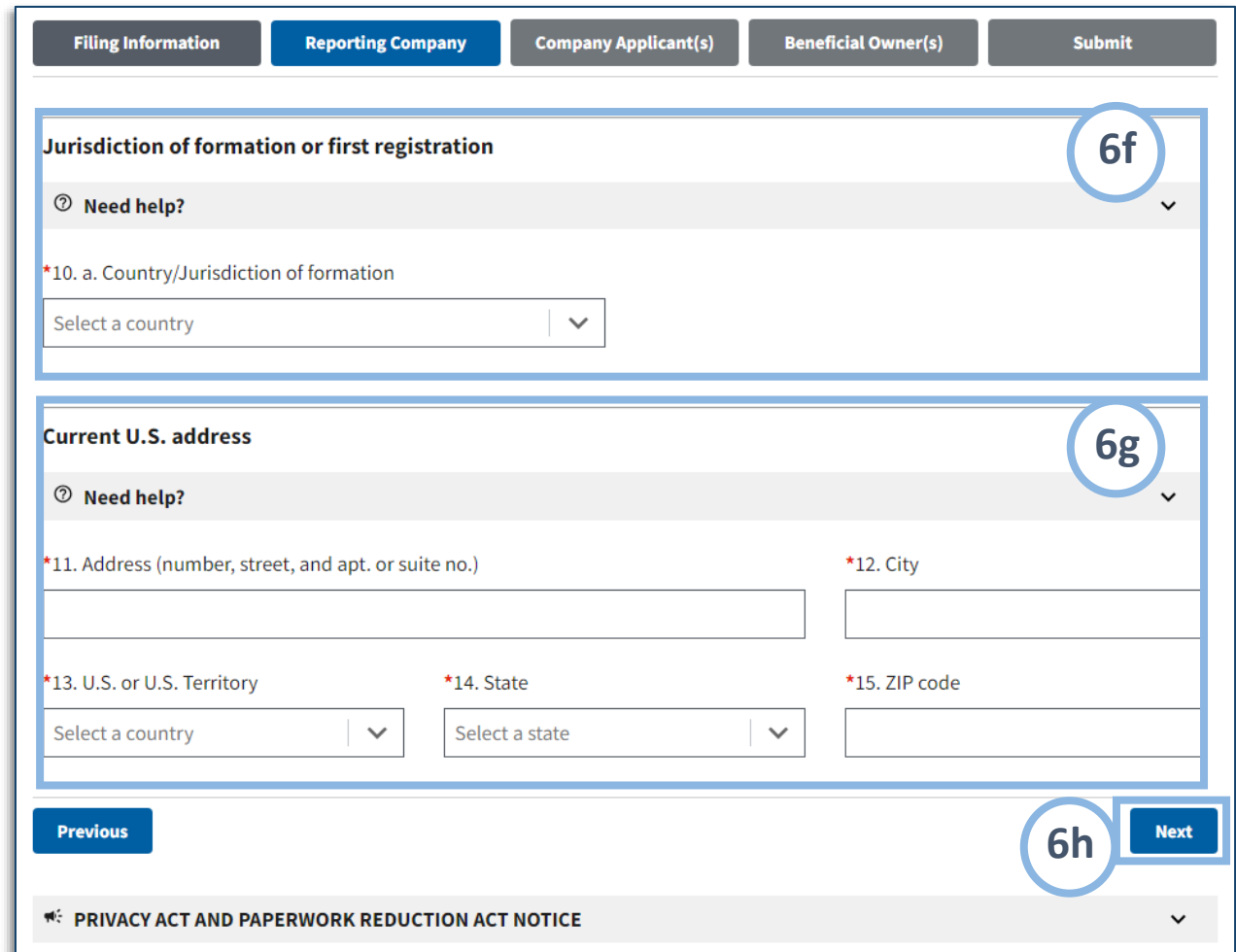
If United States is selected, **State of formation** and **Tribal jurisdiction of formation** fields appear. One of these fields must be completed.

If a U.S. Territory is selected, **State of formation** field appears and is automatically populated with that U.S. Territory.

If a foreign country is selected, **State of first registration** and **Tribal jurisdiction of first registration** fields appear. One of these fields must be completed.

6g. Complete all fields under the **Current U.S. Address** section. Select U.S. or U.S. Territory from this dropdown menu. If United States selected, the State dropdown must be completed. If U.S. Territory is selected, the State field is automatically populated with that U.S. Territory.

6h. Click the **Next** button.



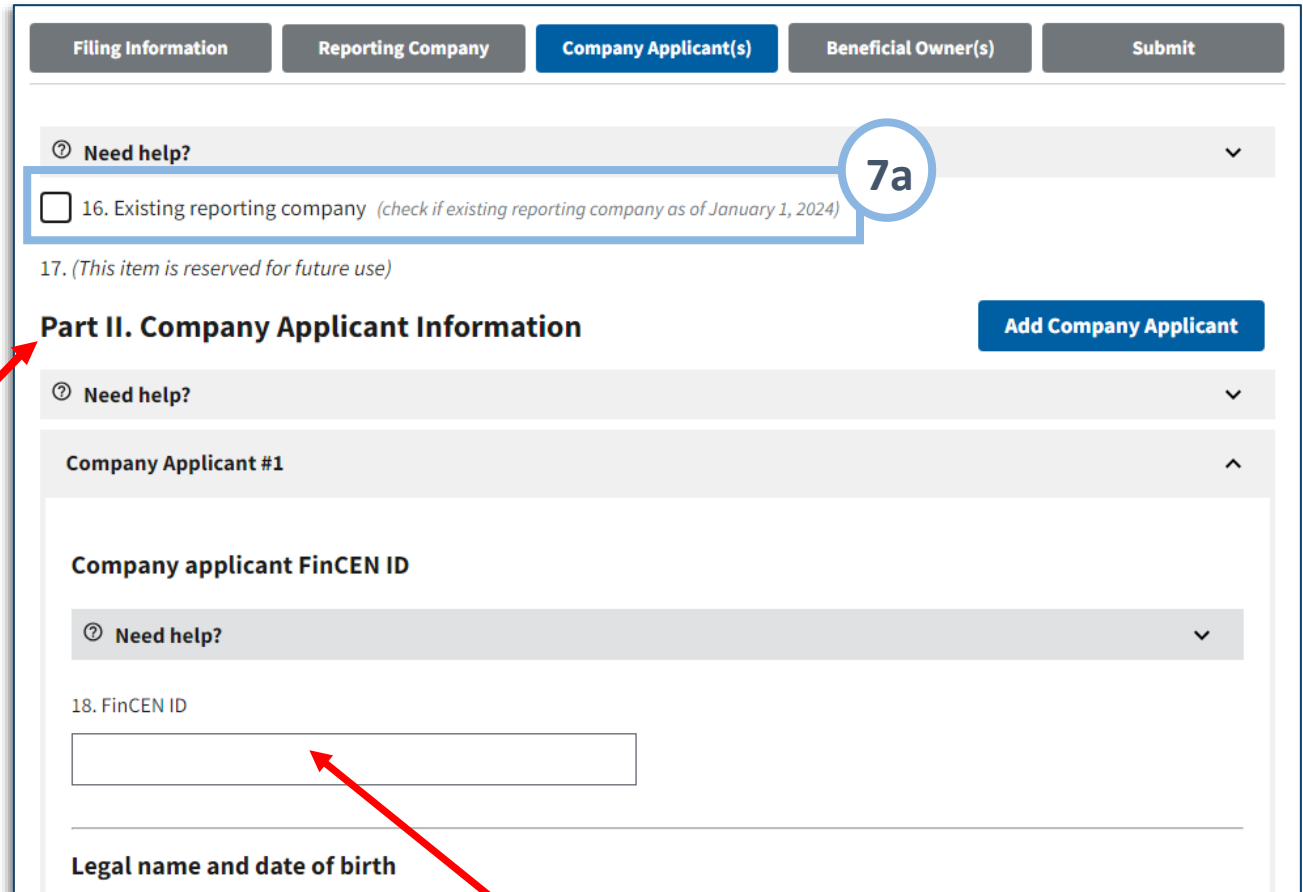
The screenshot shows the 'Reporting Company' section of the BOIR form. It includes the following elements:

- Navigation Tabs:** Filing Information, Reporting Company (active), Company Applicant(s), Beneficial Owner(s), Submit.
- Section 6f: Jurisdiction of formation or first registration**
 - Need help? (link)
 - *10. a. Country/Jurisdiction of formation (dropdown menu)
- Section 6g: Current U.S. address**
 - Need help? (link)
 - *11. Address (number, street, and apt. or suite no.) (text input)
 - *12. City (text input)
 - *13. U.S. or U.S. Territory (dropdown menu)
 - *14. State (dropdown menu)
 - *15. ZIP code (text input)
- Navigation:** Previous button, Next button (circled with 6h).
- Footer:** PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE (link)

7. Under the *Company Applicant(s)* tab, complete sections and fields as required.
- 7a. Select the **Existing reporting company** checkbox if the reporting company was created or registered before January 1, 2024.
- NOTE:** When **Existing reporting company** is selected, *Company Applicant Information* is no longer required and the fields under this tab are cleared/disabled.

Reporting Company must identify at least 1, and no more than 2 company applicants.

Please note that by entering a company applicant FinCEN you don't need to complete fields 19-33 of the company applicant section of the report.



The screenshot shows the 'Company Applicant(s)' tab selected. At the top, there are navigation tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. Below these is a 'Need help?' dropdown. A blue box highlights the checkbox for '16. Existing reporting company (check if existing reporting company as of January 1, 2024)', with a callout '7a'. Below this is item '17. (This item is reserved for future use)'. The main section is 'Part II. Company Applicant Information', which includes another 'Need help?' dropdown, a 'Company Applicant #1' header, and a 'Company applicant FinCEN ID' section with a '18. FinCEN ID' input field. Below that is the 'Legal name and date of birth' section. A red arrow points from the 'Existing reporting company' checkbox to the 'Company applicant FinCEN ID' section.

For companies formed by you by LP in 2024, you will have received one or two FinCEN ID's for the company applicant. Fill in here. For companies created before January 1, 2024, no FinCEN ID is needed here.

- 7b. If applicable, enter the 12-digit **FinCEN ID** of the company applicant. After a valid FinCEN ID is entered, all remaining fields for the company applicant will be cleared/disabled.

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 7b

Need help? ▾

18. FinCEN ID

3000-0000-0154

Previous Next

7c. If you do not enter a **FinCEN ID** for a company applicant, enter the company applicant’s information in the **Legal name and date of birth** and **Current Address sections**.

NOTE: For a company applicant who forms or registers entities in the course of their business, report the street address of such business. Report the residential address of other company applicants.

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

Legal name and date of birth

Need help?
7c
▼

***19.** Individual's last name

***20.** First name

21. Middle name

22. Suffix

***23.** Date of birth

Current address

Need help?
▼

***24.** Address type

Business Address Residential Address

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

***26.** City

***27.** Country/Jurisdiction

***28.** State

***29.** ZIP/Foreign postal code

- 7d.** If you do not enter a **FinCEN ID** for a company applicant, enter the company applicant’s information under the **Form of identification and issuing jurisdiction** section.
- 7e.** If you do not enter a FinCEN ID for a company applicant, attach an image of an acceptable identifying document for the company applicant.

Identifying document image guidelines:

- The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. One file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum file size: 4MB

The screenshot shows the 'Company Applicant(s)' step of the BOIR form. At the top, there are tabs for 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Company Applicant(s)' tab is selected. Below the tabs are two dropdown menus: 'Select a country' and 'Select a state'. The main section is titled 'Form of identification and issuing jurisdiction'. It features a 'Need help?' dropdown menu with a question mark icon, which is circled in blue and labeled '7d'. Below this are four main fields:

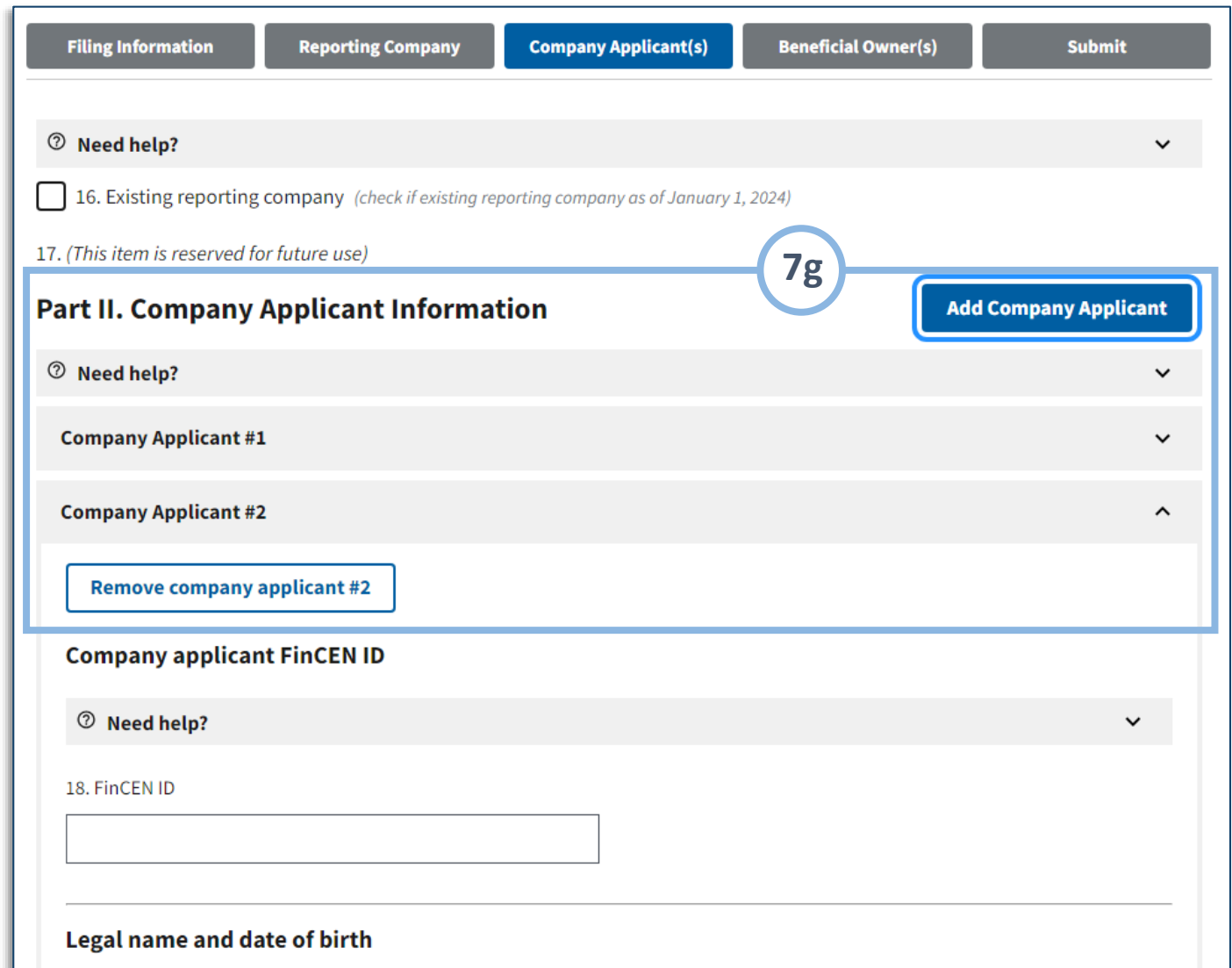
- *30. Identifying document type: A dropdown menu with 'Select an ID type'.
- *31. Identifying document number: A text input field.
- *32. Identifying document issuing jurisdiction: A section with four sub-fields:
 - a. Country/Jurisdiction: A dropdown menu with 'Select a country/jurisdiction'.
 - b. State: A dropdown menu with 'Select a state'.
 - c. Local/Tribal: A dropdown menu with 'Select a local/tribal'.
 - d. Other local/Tribal description: A text input field.
- *33. Identifying document image: A dashed box containing the text 'Drag file here or [choose from folder](#)'. This field is circled in blue and labeled '7e'.

 At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is circled in blue and labeled '7f'.

- 7f.** Click the **Next** button.

7g. After providing the required information for a company applicant, click the **Add company applicant** button to add an additional company applicant if required. An additional company applicant section (i.e. Company Applicant #2) will be added under the first company applicant section (i.e. Company Applicant #1). Click the “Remove company applicant” button to remove a company applicant.

NOTE: Reporting companies are required to report up to two company applicants.



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)

7g

Part II. Company Applicant Information Add Company Applicant

Need help? ⌵

Company Applicant #1 ⌵

Company Applicant #2 ⌴

Remove company applicant #2

Company applicant FinCEN ID

Need help? ⌵

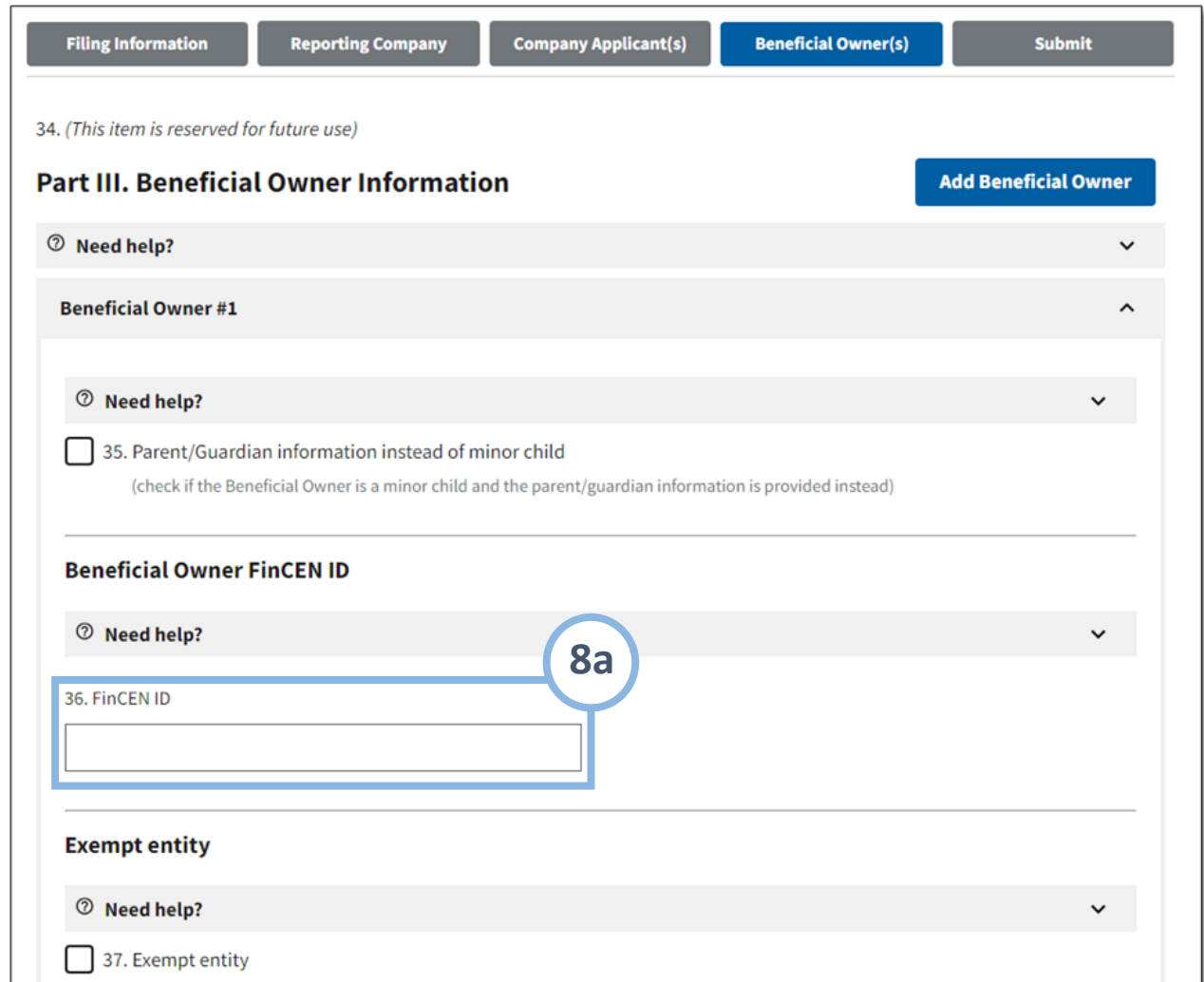
18. FinCEN ID

Legal name and date of birth

8. Under the *Beneficial Owner(s)* tab, complete the sections and fields as required.

NOTE: Refer to the Small Entity Compliance Guide at fincen.gov/boi for additional information for special reporting situations.

- 8a. If applicable, enter the 12-digit **FinCEN ID** of the beneficial owner. After a valid FinCEN ID is entered, all remaining fields (except for the **Parent/Guardian information instead of minor child checkbox**) for the *Beneficial Owner(s)* tab will be cleared/disabled.



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

34. (This item is reserved for future use)

Part III. Beneficial Owner Information [Add Beneficial Owner](#)

Need help? ▾

Beneficial Owner #1 ▲

Need help? ▾

35. Parent/Guardian information instead of minor child
(check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)

Beneficial Owner FinCEN ID

Need help? ▾

36. FinCEN ID

Exempt entity

Need help? ▾

37. Exempt entity

8b. If you do not enter a **FinCEN ID** for a beneficial owner, enter the beneficial owner’s information in the **Legal name and date of birth** and **Residential address** sections.

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

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

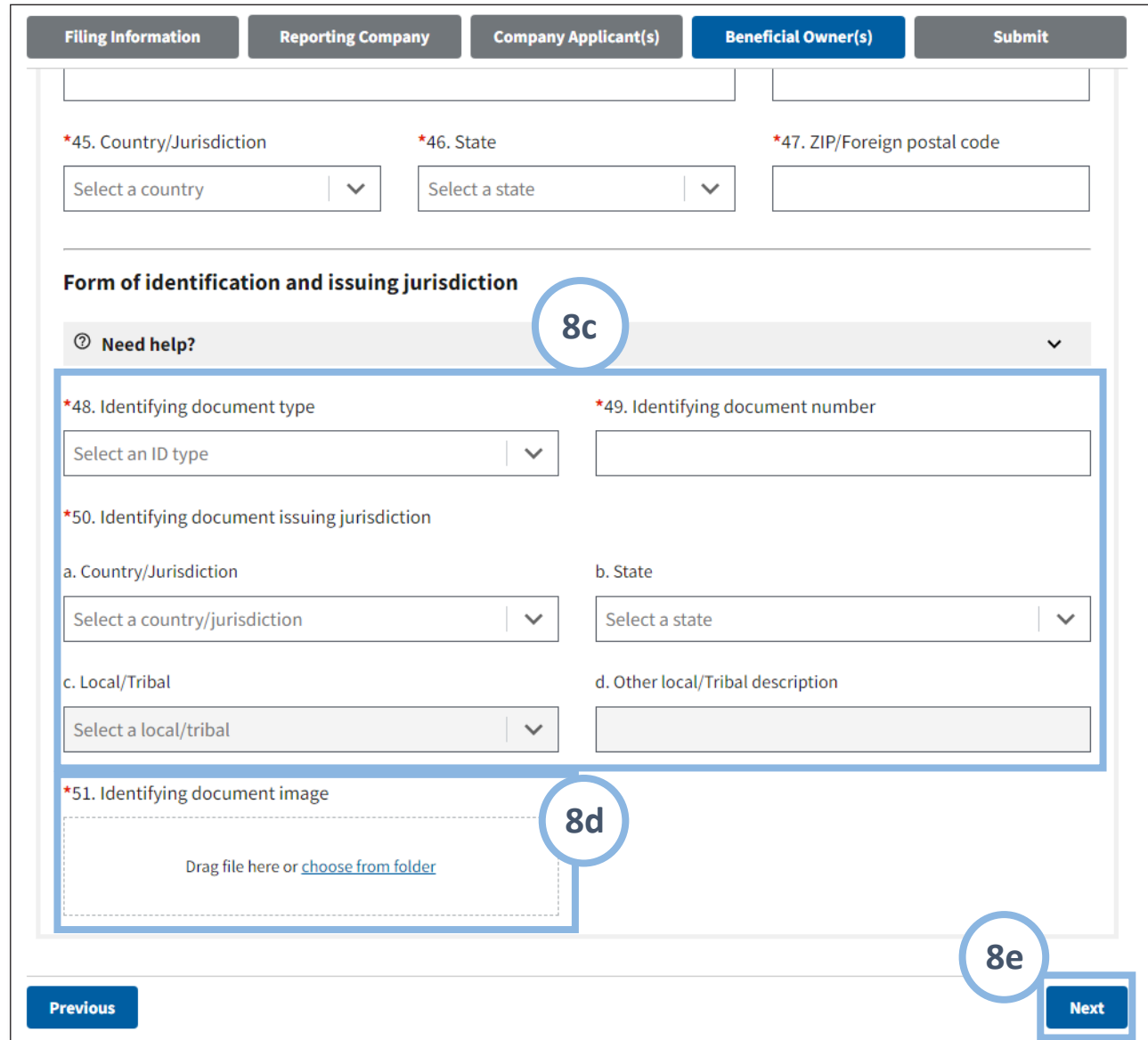
 ▼

***47.** ZIP/Foreign postal code

- 8c. If you do not enter a **FinCEN ID** for a beneficial owner, enter information under the **Form of identification and issuing jurisdiction** section.
- 8d. Attach an image of an acceptable identifying document for the beneficial owner.
- 8e. Click the **Next** button.

Identifying document image guidelines:

- The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. One file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum file size: 4MB



The screenshot shows the 'Beneficial Owner(s)' section of the BOIR form. At the top, there are navigation tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)' (which is active), and 'Submit'. Below the tabs are three input fields: '*45. Country/Jurisdiction' (a dropdown menu with 'Select a country'), '*46. State' (a dropdown menu with 'Select a state'), and '*47. ZIP/Foreign postal code' (a text input field). Below these is a section titled 'Form of identification and issuing jurisdiction'. This section contains a 'Need help?' link and a dropdown menu labeled '8c'. Below this are two columns of fields: '*48. Identifying document type' (dropdown with 'Select an ID type') and '*49. Identifying document number' (text input). Under '*48' are three sub-fields: 'a. Country/Jurisdiction' (dropdown with 'Select a country/jurisdiction'), 'b. State' (dropdown with 'Select a state'), and 'c. Local/Tribal' (dropdown with 'Select a local/tribal'). Under '*49' is 'd. Other local/Tribal description' (text input). Below these is '*51. Identifying document image', which is a file upload area with a dashed border and the text 'Drag file here or [choose from folder](#)'. A circular callout labeled '8d' points to this area. At the bottom right, a circular callout labeled '8e' points to the 'Next' button. At the bottom left, there is a 'Previous' button.

8f. After providing the required information for a beneficial owner, click the **Add Beneficial owner** button to add additional beneficial owners as needed.

Note: There is no limit to the number of Beneficial Owners that may be reported. However, the BOIR limits the number of beneficial owners to 99.

34. (This item is reserved for future use)

Part III. Beneficial Owner Information

[Add Beneficial Owner](#)

Need help?

Beneficial Owner #1

Need help?

35. Parent/Guardian information instead of minor child
(check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)

Beneficial Owner FinCEN ID

Need help?

36. FinCEN ID

Exempt entity

Need help?

37. Exempt entity

9. Under the *Submit* tab, complete all required fields.
10. Select the **I agree** checkbox indicating that you certify that all information is true, correct, and complete.
Selecting “I agree” to the certification will perform validation of all fields. If there are missing system-required fields or invalid entries, they will be displayed at this time and the **I agree** checkbox will NOT be selected.
11. Select the hCaptcha textbox **I am human**. You will be prompted with images to select in response to a question to verify you are not a robot.
12. Click the **Submit BOIR** button.

Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

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.

9 *Email

*Confirm Email


*First Name

*Last Name

10 *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

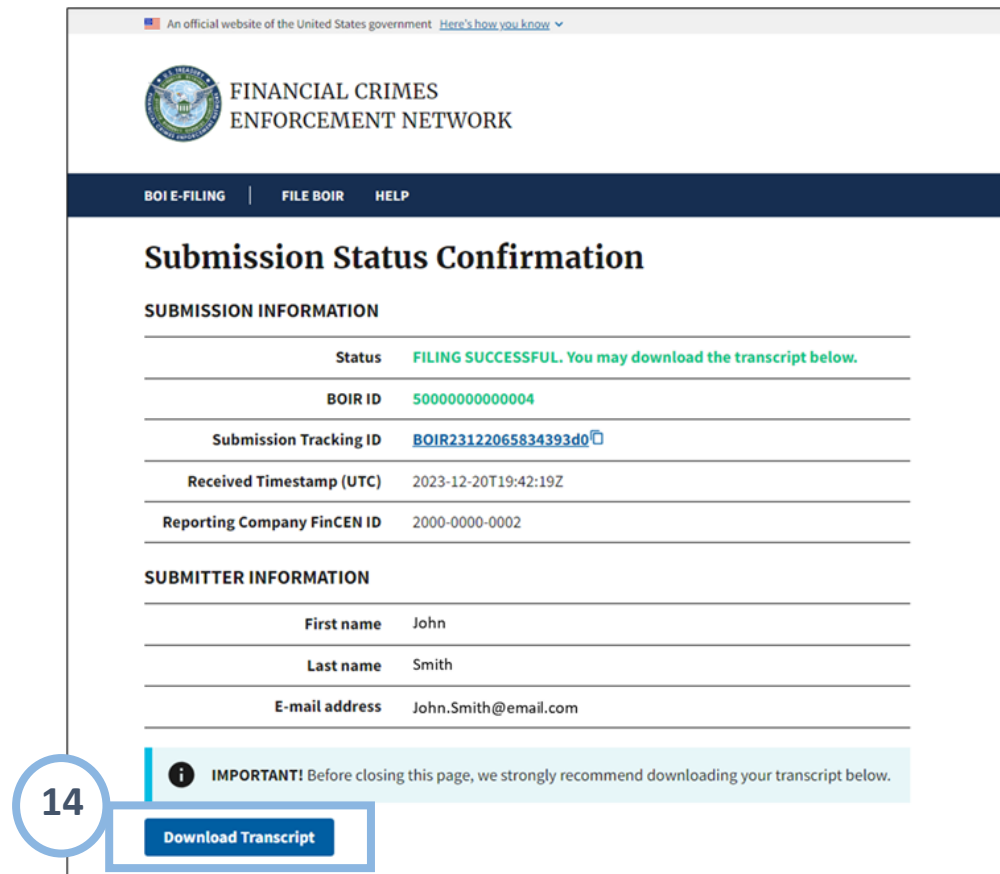
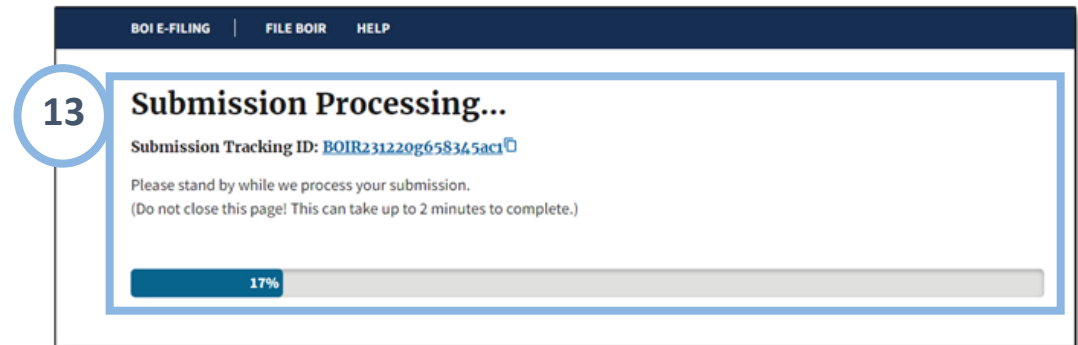
COMPLIANCE REMINDER: The willful failure to report complete beneficial ownership information to FinCEN, the willful failure to update beneficial ownership information provided to FinCEN when previously reported information changes, or the willful provision of false or fraudulent beneficial ownership 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.

11 I am human 

12 Submit BOIR

Previous
Next

13. The BOIR E-Filing System will display a progress bar during submission processing. After the submission is processed successfully, you will see the Submission Status Confirmation page.
14. Select the Download Transcript button to download a PDF copy of the transcript which includes a copy of the confirmation page details and the report data in transcript format. This serves as a receipt of your submission.



BOIRs may be updated or corrected. **NOTE:** When a corrected or updated report is filed via the online BOIR, the filer will have to complete the **entire BOIR**, not just provide the updated/corrected information.

Updated Reports

Required when there is a change to previously reported information about the reporting company itself, or the beneficial owners.

Versus

Corrected Reports

Required when previously reported information was inaccurate when filed and remains inaccurate.

Online BOIR – Updated and Corrected Reports

Access the Online BOIR as indicated in the previous steps.

Select the **Correct prior report**, **Update prior report**, or **Newly exempt entity** checkbox.

Note: When **Correct prior report**, **Update prior report**, or **Newly exempt entity** is selected, fields appear for **Legal name**, **Tax identification type**, and **Tax identification number**. Complete these fields with the reporting company information from the company’s most recently filed prior BOIR.

When **Newly exempt entity** is selected, *Reporting Company*, *Company Applicant(s)* and *Beneficial Owner(s)* tabs are cleared/ disabled. If **Correct prior report** or **Update prior report** is selected, these tabs remain active and should be completed as required.

Click **Next** and enter all required information and submit the Online BOIR.

Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

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

Filing Information

ⓘ Need help?

*1. Type of filing:

a. Initial report

b. Correct prior report

c. Update prior report

d. Newly exempt entity

Reporting Company associated with latest report (not applicable for initial report)

*e. Legal name

*f. Tax Identification type

Select an ID type
▼

*g. Tax Identification number

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

Select a country
▼

Date prepared (auto-filled)

12/21/2023

Previous
Next

The following errors may be encountered when using the BOI E-Filing System. Methods to correct them are listed below.

Error: When attempting to certify the Online BOIR, a message displays indicating a missing field and highlighting it on the screen.

√ Fill in the missing required information, certify the BOIR, and submit.

Error: File size exceeded when attaching identifying document

√ If you upload an identifying document attachment that is greater than 4MB, you must decrease the size of your attachment file. For example, if the file is a JPEG image of a driver's license or passport, you can decrease the size of the image. The best way to decrease an image's size will depend on the image program used, but instructions for doing so generally may be found online.

Error: File type not accepted.

√ The only file types accepted for identifying document uploads are JPG/JPEG, PNG, and PDF. Check the file type and change it to one of the approved types, then re-attach the file.

The following errors may be encountered when using the BOI E-Filing System. Methods to correct them are listed below.

Error: Only one file is accepted when you try to upload multiple identifying documents.

- √ The system will allow you to upload only one identifying document attachment per beneficial owner or company applicant. Select one identifying document to attach for each beneficial owner or company applicant.

Error: ‘Rejected’ displays on BOIR submission confirmation page

- √ The BOIR was not successfully filed. Review/resolve the error(s) displayed at the bottom of the submission status confirmation page and then resubmit.

Error: BOIR filing receives a status of Rejected due to error code SBE01

- √ This means that your BOIR could not be processed by FinCEN at this time. Resubmit the BOIR.