

# Step-by-step guide to file the Beneficial Owner Information Report:

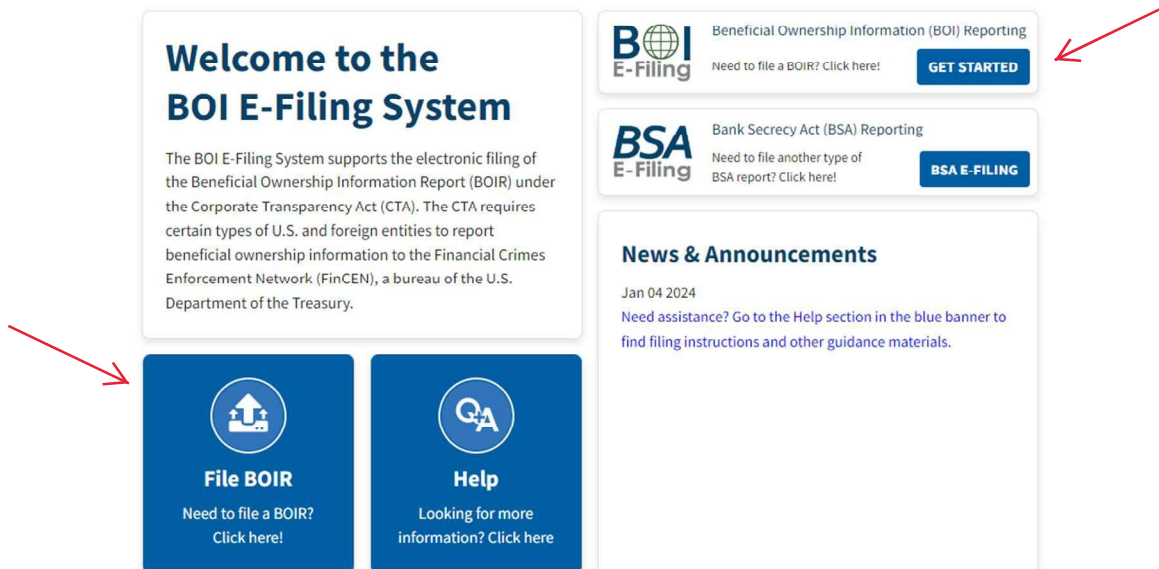
1. Go to the following website:

<https://www.fincen.gov/boi>

2. Click “File a report using the BOI E-Filing System”





3. Click “File BOIR” or “GET STARTED”.



4. To file online click “Prepare & Submit BOIR”.

## File the Beneficial Ownership Information Report (BOIR)

Select the filing method that works best for you:

	<b>File PDF BOIR</b> <ul style="list-style-type: none"><li>o Adobe Reader is required</li><li>o Prepare report offline at your own pace, save as you go</li><li>o Reuse PDF BOIR when filing updates/corrections</li><li>o Download BOIR transcript upon submission</li></ul> <p><a href="#">Prepare BOIR</a> <a href="#">Submit BOIR</a></p>
	<b>File Online BOIR</b> <ul style="list-style-type: none"><li>o Adobe Reader NOT required</li><li>o Prepare report online and submit now</li><li>o Prepare new Online BOIR when filing updates/corrections</li><li>o Download BOIR transcript upon submission</li></ul> <p><a href="#">Prepare &amp; Submit BOIR</a></p>

5. Filing Information - Choose option a. “Initial report” and then click Next.

<a href="#">Filing Information</a>	<a href="#">Reporting Company</a>	<a href="#">Company Applicant(s)</a>	<a href="#">Beneficial Owner(s)</a>	<a href="#">Submit</a>
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### Filing Information

[Need help?](#)

\*1. Type of filing:

- a. Initial report
- b. Correct prior report
- c. Update prior report
- d. Newly exempt entity


2. Date prepared (auto-filled)

10/20/2024

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

## 6. Enter Reporting Company Information

### 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](#)

Field 3. – We recommend checking this option to “Request to receive FinCEN ID”. The company will then receive a unique identifying number that may be useful for other reporting requirements in the future.

Field 5. – Enter company legal name as it appears with the Secretary of State in the company’s home jurisdiction.

Field 6. – Enter any Trade Names or DBAs, click “Add Alternate Name” if you have more than one Trade Name or DBA.

## 7. Enter Form of Identification

**Form of identification**

ⓘ Need help? ▾

\*7. Tax Identification type

Select an ID type ▾

\*8. Tax Identification number

\_\_\_\_\_

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

Select a country ▾

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Field 7. – Chose tax ID type.

Field 8. – Enter tax ID. **do not use dashes when entering the ID number**

Field 9. – No entry needed if company’s home jurisdiction is within the US.

## 8. Enter jurisdiction information.

**Jurisdiction of formation or first registration**

ⓘ Need help? ▾

\*10. a. Country/Jurisdiction of formation

United States of America X ▾

**Domestic Reporting Company**

b. State of formation

Select a state ▾

c. Tribal jurisdiction of formation

Select a local/tribal ▾

d. Name of the other Tribe

\_\_\_\_\_

Field 10.a. – Select country of origin – alphabetical except United States of America is the first choice.

Field 10.b. – Select the state where the company was originally formed.


9. Enter current US address.

**Current U.S. address**

ⓘ Need help? ▾

\*11. Address (number, street, and apt. or suite no.) \*12. City

\*13. U.S. or U.S. Territory \*14. State \*15. ZIP code

Select a country ▾  Select a state  ▾

Fields 11. – 15. – Enter the company’s principal place of business address. **This must be a physical address and not a PO Box**

10. Click Next.

11. Field 16. – Check the box if reporting company was formed prior to January 1, 2024. Then click Next.

*Note: If company was formed after January 1, 2024, then Part II. Company Applicant Information is required and not covered in these instructions.*

ⓘ 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 III. – Add each beneficial owner of the company.

*Beneficial Owners. Two groups of individuals are considered beneficial owners of a reporting company: (1) any individual who directly or indirectly owns or controls at least 25% of the ownership interests of the reporting company; or (2) any individual who exercises substantial control over the reporting company.*

*Individuals with substantial control are those with substantial influence over important decisions about a reporting company's business, finances, and structure. Senior officers (president, CFO, general counsel, CEO, COO, and any other officer who performs a similar function) are automatically deemed to have substantial control, as are individuals with the authority to appoint or remove senior officers and board members. There is no requirement that these individuals have actual ownership in the company to be a considered a beneficial owner for reporting purposes.*

#### 12. Enter each beneficial owner's information.

**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)

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**Beneficial Owner FinCEN ID**

⊙ **Need help?** ▾

36. FinCEN ID

Field 35. – Check this box if a parent or guardian information will be used for a minor child.

*Note: Minor children are not considered beneficial owners, report parent or guardian instead.*

Field 36. – If you acquired a FinCEN ID for the beneficial owner as recommended enter here.

Note: If Beneficial Owner FinCEN ID is entered the remaining entries for this part will become hidden.

If NOT using a FinCEN ID for each beneficial owner – fill out 35. – 50. and upload a copy of the beneficial owner’s ID in 51. We recommend each beneficial owner gets a FinCEN ID for ease of reporting – refer to Beneficial Owner FinCEN ID step-by-step instructions for more details.

13. Click “Add Beneficial Owner” below field 34. for each required owner or click Next if all have been reported.

## 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)	<b>Beneficial Owner(s)</b>	Submit
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34. (This item is reserved for future use)

### Part III. Beneficial Owner Information

**Add Beneficial Owner**


14. Enter email address and name of the person submitting the information, select “I agree” certifying that the information is true, correct, and complete.

15. Select “I am human”, complete verification, then click “Submit BOIR”.

\*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.

I am human  hCaptcha  
Privacy - Terms

Submit BOIR

16. Download Transcript and save to a secure location.

**Note: you have 30 days to update your Beneficial Ownership Information Report for changes to your primary address, beneficial owners, or if directly reported by the entity, changes to the beneficial owner’s address or identifying document.**