

# CORPORATE TRANSPARENCY ACT

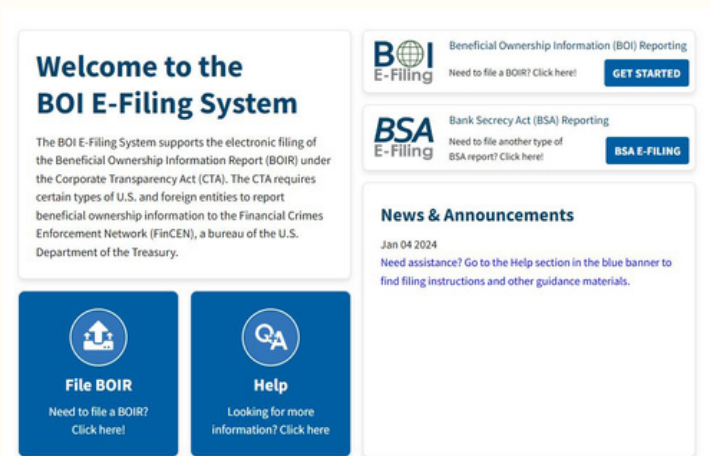
How to file your report step-by-step

Before you get started please make sure you have the following items.

- Full legal name of company
- Company's EIN (or SSN if company does not have an EIN)
- Beneficial owners full name, address, birthdate & ID
- A photo or scanned copy of Identification such as a drivers license or passport for each beneficial owner

Go to [FINCEN.GOV](https://www.fincen.gov)

Step 1. Click on the **File Your Report Now**

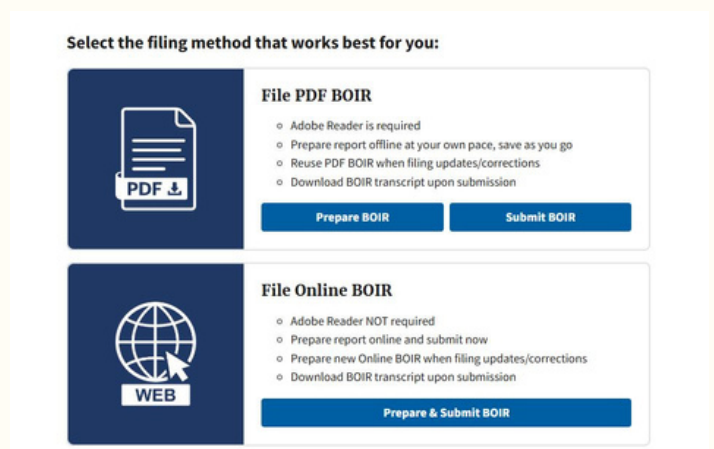


Locate the BOI Ownership Information (BOI) Reporting section

Step 2. Click on the **Get Started**

File the Beneficial Ownership Information Report (BOIR)

Step 3. Locate File Online BOIR and click the **Prepare & Submit BOIR**



**WARNING!**

You are entering a U.S. Government information system maintained, administered, and operated by the U.S. Department of the Treasury. This information system may only be used for authorized purposes. The U.S. Government may monitor, record, and audit all activity on this information system. By accessing and using this system, users are consenting to U.S. Government monitoring, recording, and auditing of their activity on this information system.

## Notice that this is a U.S Government Information System

Step 4. Read the warning notice and click **“I Agree”**

## Beneficial Ownership Information Report (BOIR)

Step 5. Click on **Initial Report** (if this your first filing) and then click on **Next**

### 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

\*1. Type of filing:

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

2. Date prepared (auto-filled)

11/19/2024

### Part I. Reporting Company Information

- 3. Request to receive FinCEN ID
- 4. Foreign pooled investment vehicle

#### Legal name and alternate name(s)

\*5. Reporting Company legal name

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

## Part I. Reporting Company Information

**Hot Tip:** Boxes 3 & 4 are most likely not checked.

Step 6. Fill out boxes 5 & 6.

## Part I. Reporting Company Information Continued

Step 7. For box 7, select EIN, SSN/ITIN or Foreign.

Step 8. Fill in boxes 8 & 9.

### Form of identification

\*7. Tax Identification type

Select an ID type

\*8. Tax Identification number

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

Select a country

### Jurisdiction of formation or first registration

\*10. a. Country/Jurisdiction of formation

Select a country

**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

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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 I. Reporting Company Information Continued

**Hot Tip:** You are most likely a Domestic Reporting Company.

Step 9. Fill in boxes 10 a, b & c, d (if applicable).

Step 10. Fill in boxes 11-15.

Step 11. If company was in existence prior to 1/1/24, **click** box 16. Then, you can skip Part II and go to Part III.

## Part III. Beneficial Owner Information

Step 12. Fill in all boxes of Part II for 1st beneficial owner.

**Hot Tip:** Boxes 35, 36 & 37 are not checked for most filers.

Step 13. Fill out boxes 38-47 for 1st beneficial owner.

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

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**Exempt entity**

Need help?

37. Exempt entity

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**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

MM/DD/YYYY

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**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

Select a country Select a state

## Part III. Beneficial Owner Information

Step 14. For box 48 select drivers license, tribe issued ID, passport or foreign passport.

**Hot Tip:** Since this form needs to be updated every time your drivers license expires, address changes etc. you can save yourself time by selecting the ID that expires the latest.

Step 15. Fill in boxes 50 a, b & c, d if applicable.

Step 16. Whatever ID you selected for box 48 upload a copy of the ID used in box 51.

**Hot Tip:** If you have multiple beneficial owners don't forget to **select "Add Beneficial Owner"** at the top of the screen. Then, you can fill out the boxes for the 2nd beneficial owner.

## Submit

Step 17. Fill in information for person preparing the document.

Step 18. **Click the "I agree" box.**

Step 19. **Click the "I am human" box** \*not pictured.

Step 20. **Click "Submit BOIR"**.

## You are not done!

Step 21. Make sure the status states "Filing Successful."

Step 22. **Click "Download Transcript"**

Do not forget this step.

Keep this document in a safe place for your records.

## Before you go...

You will receive an email a few days after with a submission status of your filing.

Keep this for your records.

The screenshot shows a form titled "Form of identification and issuing jurisdiction". It includes a "Need help?" link. The form has five main sections: 48. Identifying document type (dropdown), 49. Identifying document number (text input), 50. Identifying document issuing jurisdiction (sub-sections a, b, c, d), and 51. Identifying document image (file upload area). Section 50a is "Country/Jurisdiction", 50b is "State", 50c is "Local/Tribal", and 50d is "Other local/Tribal description".

The screenshot shows the "Submit BOIR" form. It includes fields for Email, Confirm Email, First Name, and Last Name. Below these fields is a checkbox for "I agree" and a "COMPLIANCE REMINDER" section. The "COMPLIANCE REMINDER" text states: "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." At the bottom of the form are "Previous" and "Next" buttons.