

# How to file your FinCEN BOIR

The information you'll need before you start is the name, address, and EIN of the entity; and the legal name, address, birthdate, and a copy of a state or local issued ID (drivers' license is easiest) for the one filling out the application and each beneficial owner. A beneficial owner is someone who exercises substantial control over the entity or is a 25% or more owner. See [fincen.gov/boi-faqs#D\\_1](https://fincen.gov/boi-faqs#D_1) for more info.

You can get a FinCEN ID for any individual or business if you will be using the same information in multiple reports (say if an individual is a beneficial owner of 2 or more entities), but otherwise you can skip this info.

Also, if you are filling this out for a minor child, pay attention to question 35. If you are an exempt organization (very few entities, but see [fincen.gov/boi-faqs#C\\_2](https://fincen.gov/boi-faqs#C_2) for more info), pay attention to question 37.

First, go to [fincen.gov/boi](https://fincen.gov/boi)

Click on the "File a report..." button.

RESOURCES ▾ NEWSROOM ▾ CAREERS ▾ ADVISORIES GLOSSARY Search

## BOI | 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)

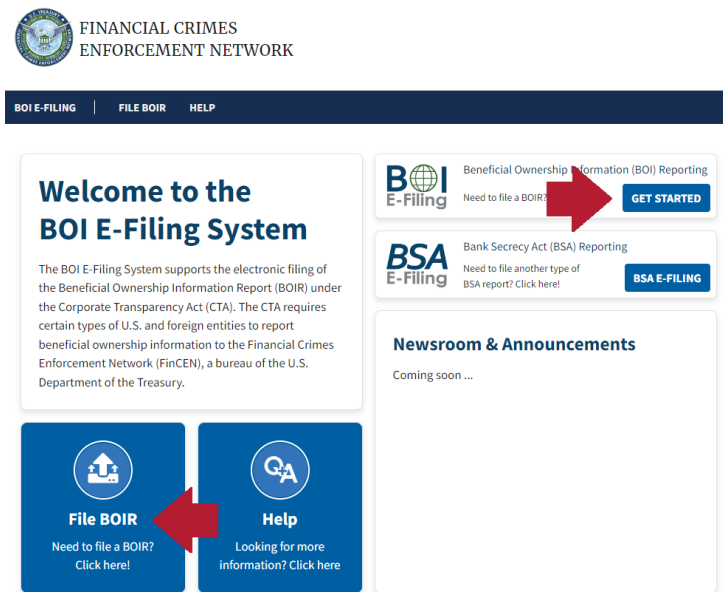
**FAQ** Need More Information? View our FAQ page.

**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


Then click either the “GET STARTED” button or the “file BOIR” button. They’ll both take you to the same place.



Click the “File Online BOIR”. You can instead file by filling out then uploading a pdf, but the steps in the walkthrough are essentially the same.

## 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](#)

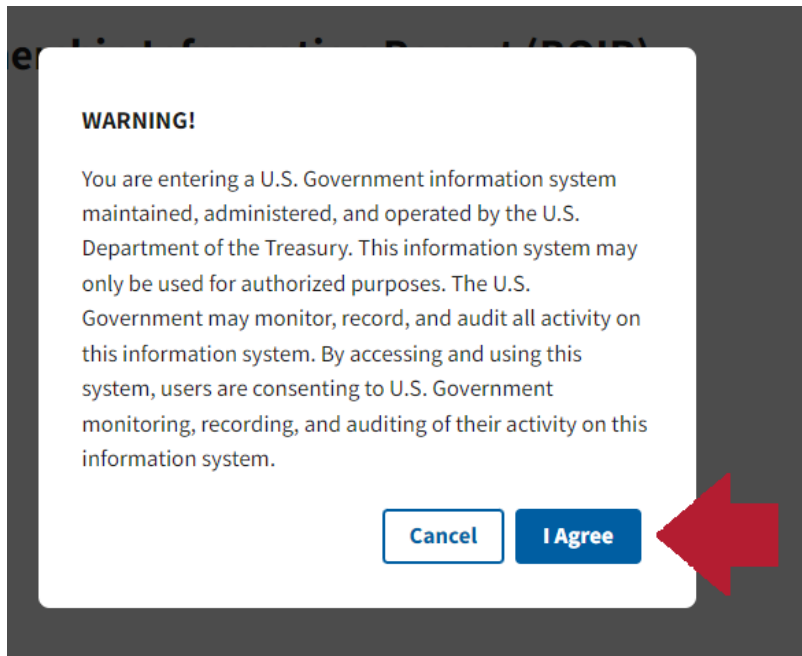


### File Online BOIR

- 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](#)

Click on the “I Agree” button.

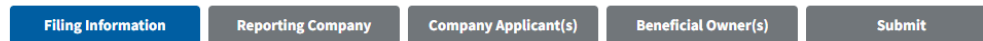


Click that you are filing an initial report, then “next”.

## 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

Ⓞ Need help? ▼

\*1. Type of filing:

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

Date prepared (auto-filled)

01/04/2024



Fill in your entity name (line 5), including any DBAs (line 6). Your tax ID type will be your EIN (lines 7-8). Fill in the state where your entity was set up (probably Hawaii) (lines 10a and 10b) and your entity's business address (lines 11-15).

## Beneficial Ownership Information Report (BOIR)

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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

Stuff Inc

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

Add Alternate Name

#### Form of identification

Need help?

\*7. Tax Identification type

EIN

\*8. Tax Identification number

991234567

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

Select a country

#### Jurisdiction of formation or first registration

Need help?

\*10. a. Country/Jurisdiction of formation

United States of America

#### Domestic Reporting Company

b. State of formation

Hawaii

c. Tribal jurisdiction of formation

Select a local/tribal

d. Name of the other Tribe

#### Current U.S. address

Need help?

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

123 Fake St

\*12. City

Wailuku

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

United States of America

\*14. State

Hawaii

\*15. ZIP code

96793

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If your entity was set up before January 1<sup>st</sup> 2024, click the “Existing reporting company” button, skip this section, and click next.

If your entity is new in 2024 or after, the person filling out this report should put their information on this page.

## Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

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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?](#)

\*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

##### Form of identification and issuing jurisdiction

[Need help?](#)

\*30. Identifying document type

\*31. Identifying document number

\*32. Identifying document issuing jurisdiction

a. Country/Jurisdiction

b. State

c. Local/Tribal

d. Other local/Tribal description

\*33. Identifying document image  
license.PDF

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On the next page, enter each beneficial owner's information. You can add additional people by clicking the "Add Beneficial Owner" button at the top of the page. This is also where you upload the ID for each beneficial owner.

## Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

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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

#### 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

#### 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

Drag file here or [choose from folder](#)

Identifying document image is required

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The person filling out the report puts their name and email, completes the captcha, and hits the “Submit BOIR” button. You’ll get a confirmation screen, and make sure to download a copy of the report.

There is no annual filing requirement. But if there is a change in your information, you are **REQUIRED** to file a change report within 30 days of the change.

## Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

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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  
temp@temp.com

\*Confirm Email  
temp@temp.com


\*First Name  
Temp

\*Last Name  
Fake

**\*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 

**Submit BOIR**



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