



BENEFICIAL OWNERSHIP INFORMATION REPORTING: FREQUENTLY ASKED QUESTIONS WHEN FILING

Q: Where do I go to file my BOIR?

A: The website to file your BOIR is <https://boiefiling.fincen.gov/>.

Q: Once I begin the report, can I save and finish later?

A: No. Once you start filing your online BOIR, you should be prepared to complete it because work cannot be saved for later.

Q: Do I need a FinCEN ID?

A: It is recommended, but not required. It can be a time saver for reporting companies and eliminates the need for individuals to share their personal information with the reporting entities, allowing them to only share their FinCEN Identifier number. Having a FinCEN ID for the reporting entity and the beneficial owners can streamline the reporting process and help protect individuals' personal information.

Q: How do I obtain a FinCEN ID?

A: For individuals: visit <https://fincenid.fincen.gov>.

For entities: check the box to "Request to receive FinCEN ID" when you are completing your Beneficial Ownership Information Report.

Q: Where can I find additional information regarding BOI?

A: Visit <https://www.fincen.gov/boi> for additional resources including the FinCEN contact information, the "Small Entity Compliance Guide," deadline information, other FAQ's, and more.

Before beginning, we recommend you gather the following:

To File the BOIR:

- Reporting Company Legal Name
- DBA Name (if applicable)
- Tax ID Type (EIN, SSN/ITIN, or Foreign)
- Tax ID Number
- Company Applicant Information ***
(for entities created after 1/1/24)
- Beneficial Owner(s) Information ***

*** If a FinCEN ID is not available for the individual, you will need all of the same information listed under the FinCEN ID section to complete the BOIR.

For Individuals to create a FinCEN ID:

- Email address to create account
- Name and Date of Birth
- Address Type and Information
- Identifying Document Type (State issued driver's license, state/local/tribe issued ID, U.S. passport, or foreign passport)
- Identifying Document number, country/jurisdiction and state
- Image of identifying document to upload (JPG/JPEG, PNG, or PDF format)

It is important to note that not all entities are created the same. For most, this process seems relatively simple. For others, consulting legal guidance may be necessary to ensure compliance.