

**Disclaimer: Important Notice Regarding FinCEN Application for BOIR**

**LLC Creation Filing Deadlines:**  
**2023 and Prior – January 1, 2025**  
**2024 – 90 days**  
**2025 – 30 days**

This instruction sheet is provided as a guide to assist individuals in completing the FinCEN Application for BOIR (Business Ownership Information Report). It is important to note that this document is not an official form issued by the Financial Crimes Enforcement Network (FinCEN) or any government agency.

**1. Accuracy of Information:**

The information provided in this instruction sheet is based on our understanding of the FinCEN Application for BOIR as of [Insert Date]. It is crucial to verify and cross-reference all information with the official instructions and guidelines provided by FinCEN.

**2. Legal Advice:**

This instruction sheet is not a substitute for professional legal advice. Users are encouraged to seek the advice of legal professionals or financial experts to ensure compliance with all applicable laws and regulations.

**3. Updates and Changes:**

FinCEN may update or change the BOIR requirements and procedures. Users should check the official FinCEN website or consult with legal professionals to obtain the latest and most accurate information.

**4. User Responsibility:**

Users of this instruction sheet are responsible for the accuracy and completeness of the information provided in their FinCEN Application for BOIR. Any errors or omissions may result in legal consequences.

**5. No Endorsement:**

The inclusion of any third-party resources or tools in this instruction sheet does not imply endorsement or approval. Users should independently evaluate the suitability of any external resources.

**6. Liability Limitation:**

The creators of this instruction sheet shall not be held liable for any direct, indirect, incidental, consequential, or special damages arising out of or in any way connected with the use or reliance on the information provided.

By using this instruction sheet, you acknowledge that you have read, understood, and agreed to the terms and conditions outlined in this disclaimer.

AC Accounting Team is not affiliated with FinCEN, and this document is not an official document of FinCEN.

**Existing Companies Have One Year to File; New Companies Must File Within 90 Days of Creation or Registration!**

Go to: <https://www.fincen.gov>



Click on the Beneficial Ownership Information (In Blue)



Click on the File a report using the BOI E-Filing System or create a FinCEN ID (optional) you will be given the option to receive a FinCEN ID within the application process.

BOI 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?

\*1. Type of filing:

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

Date prepared (auto-filled)

01/03/2024

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PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

### Filing Information

1. Type of filing – if this is your first time you will select Initial Report. Then select next

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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

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

Add Alternate Name

Form of identification

Need help?

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### Reporting Company

3. Click the “Request to receive FinCEN ID (This will save you time in the future)

4. SKIP
5. Enter your legal business name
6. List any alternatives or DBA you may go by

BOI E-FILING | FILE BOIR | HELP

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

\*7. Tax Identification type  
 ▼  
**Tax type is required**

\*8. Tax Identification number

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

**Jurisdiction of formation or first registration**  
 Need help? ▼

\*10. a. Country/Jurisdiction of formation  
 ▼

**Current U.S. address**  
 Need help? ▼

**Previous** **Next**

7. Select your Tax Identification Type (EIN, SS#)
8. Enter your Tax Identification Number
9. Skip (unless you have a foreign tax ID)

BOI E-FILING | FILE BOIR | HELP

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

**Jurisdiction of formation or first registration**  
 Need help? ▼

\*10. a. Country/Jurisdiction of formation  
 ▼

**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

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\*: PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE ▼

10. Enter Country/Jurisdiction information of where business was formed.
11. List the Company Address (current location)
12. City
13. U.S. or U.S. Territory
14. State

15. Zip Code

Click next

16. Was your business formed before Dec. 31, 2023 click this button

- a. If yes skip to question 36
- b. If no continue

17. Skip

18. Skip unless you have a FinCEN ID

19. Enter Company Applicant Last Name

20. First Name

21. Middle Name

22. Suffix

23. Date of Birth

24. Select type of address (Business or Residential)

25. Street Address

26. City

27. Country

28. State

29. Zip

BOI E-FILING | FILE BOIR | HELP

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

**Form of identification and issuing jurisdiction**

Need help?

\*30. Identifying document type  
Select an ID type

\*31. Identifying document number

\*32. Identifying document issuing jurisdiction

a. Country/Jurisdiction  
Select a country/jurisdiction

b. State  
Select a state

c. Local/Tribal  
Select a local/tribal

d. Other local/Tribal description

\*33. Identifying document image  
Drag file here or [choose from folder](#)

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- 30. Enter Identifying Document type
- 31. Enter ID number
- 32. Identifying document information
  - a. List Country
  - b. State
- 33. Upload copy of ID

BOI E-FILING | FILE BOIR | HELP

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

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

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BOI E-FILING | FILE BOIR | HELP

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

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  
[Empty Input Field]

Exempt entity

Need help?

37. Exempt entity

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- 36. Beneficial owner FinCEN ID – (Skip if you don't have one)
- 37. Exempt Entity – Contact your Lawyer or Accountant if you believe you qualify.

BOI E-FILING | FILE BOIR | HELP

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  
[Red Box] Last name is required

\*39. First name  
[Red Box] First name is required

40. Middle name  
[Empty Input Field]

41. Suffix  
[Empty Input Field]

\*42. Date of birth  
[Red Box] MM/DD/YYYY [Calendar Icon] Date of birth is required

Residential address

Need help?

\*43. Address (number, street, and apt. or suite no.)  
[Red Box] Address (number, street, and apt. or suite no.) is required

\*44. City  
[Red Box] City is required

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- 38. Individual Last Name
- 39. First Name
- 40. Middle Name
- 41. Suffix
- 42. Date of Birth
- 43. Address
- 44. City

BOI E-FILING | FILE BOIR | HELP

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

\*45. Country/Jurisdiction

\*46. State

\*47. ZIP/Foreign postal code

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**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

- 45. Country
- 46. State
- 47. Zip
- 48. Identifying document type
- 49. Identifying document number
- 50. Identifying document issuing jurisdiction
  - a. Country
  - b. State
- 51. Upload copy of document



**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
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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

\*Confirm Email


\*First Name

\*Last Name

**\*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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Your almost done!!

- Enter your Email
- Confirm Email
- First Name
- Last Name
- Click the agree to Compliance Reminder
- Then click the I am human box and Submit BOIR

You will get a report for you to download and print or save for future records.