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.

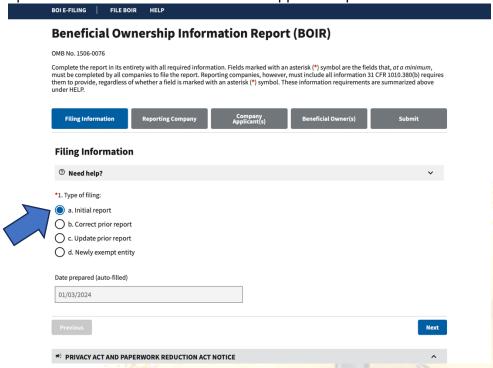
Existing Companies Have One Year to File; New Companies Must File Within 90 Days of Creation or Registration!



Click on the Beneficial Ownership Information (In Blue)

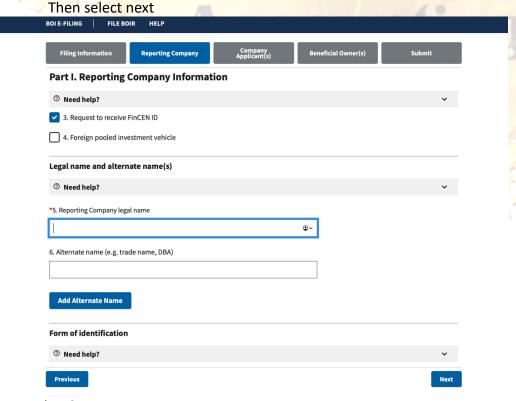


Click on the File a report using the BOI E-Filing System or create a FinCEN ID (optional) you will be given the option to receive a FinCEN ID within the application process.



Filing Information

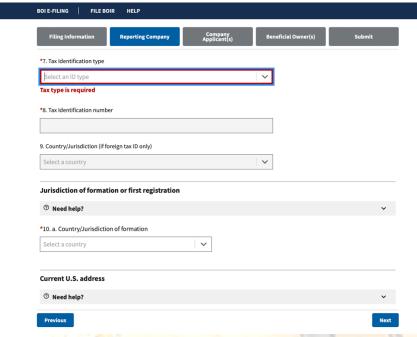
1. Type of filing – if this is your first time you will select Initial Report.



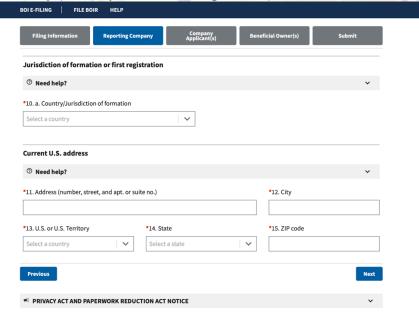
Reporting Company

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

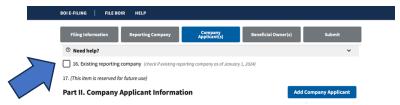


- 7. Select your Tax Identification Type (EIN, SS#)
- 8. Enter your Tax Identification Number
- 9. Skip (unless you have a foreign tax ID)

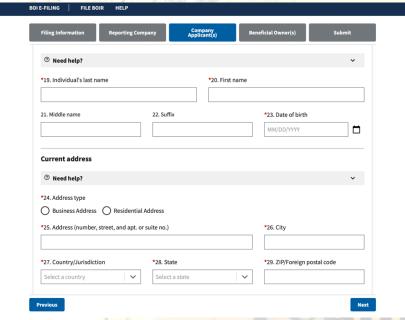


- 10. Enter Country/Jurisdiction information of where business was formed.
- 11. List the Company Address (current location)
- 12. City
- 13. U.S. or U.S. Territory
- 14. State

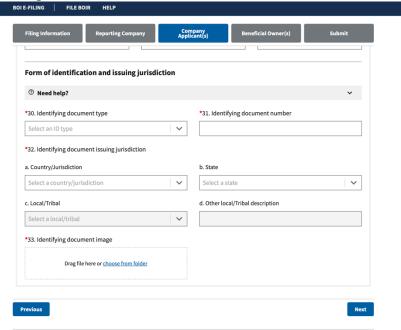
15. Zip Code Click next



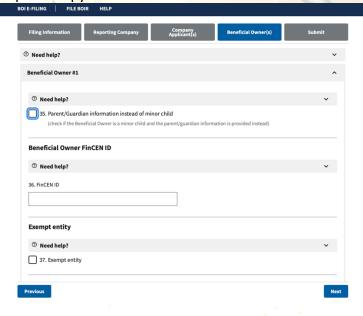
- 16. Was your business formed before Dec. 31, 2023 click this button
 - a. If yes skip to question 36
 - b. If no continue
- 17. Skip
- 18. Skip unless you have a FinCEN ID

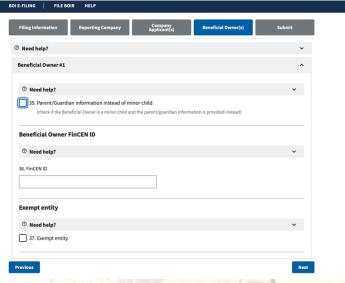


- 19. Enter Company Applicant Last Name
- 20. First Name
- 21. Middle Name
- 22. Suffix
- 23. Date of Birth
- 24. Select type of address (Business or Residential)
- 25. Street Address
- 26. City
- 27. Country
- 28. State
- 29. Zip

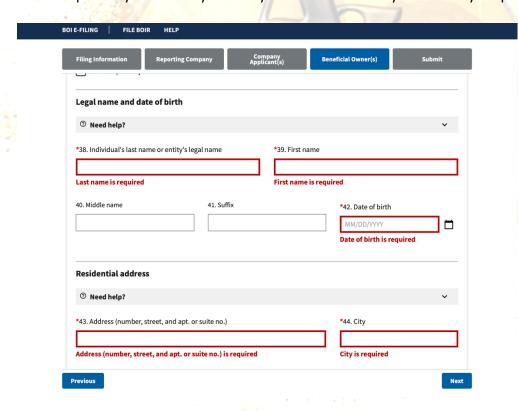


- 30. Enter Identiying Document type
- 31. Enter ID number
- 32. Identifing document information
 - a. List Country
 - b. State
- 33. Upload copy of ID

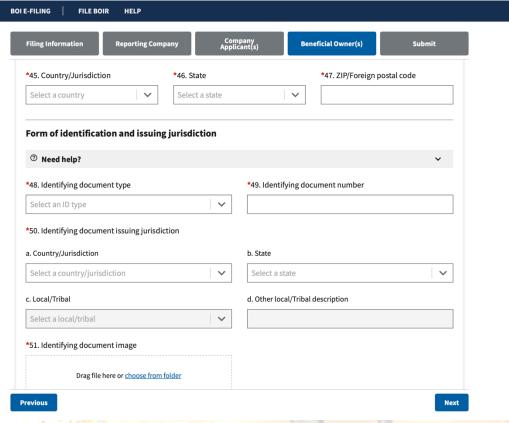




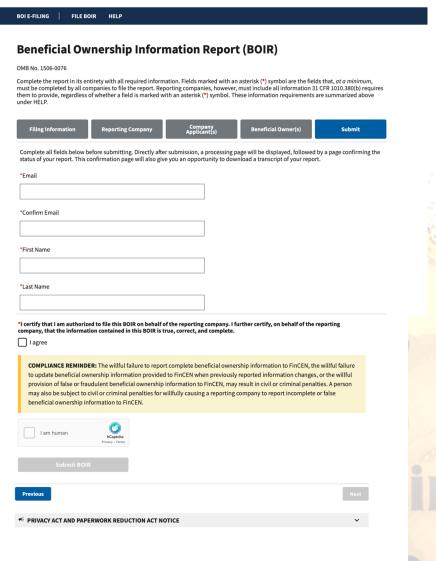
- 36. Beneficial owner FinCEN ID (Skip if you don't have one)
- 37. Exempt Entity Contact your Lawyer or Accountant if you believe you qualify.



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



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



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.