

BENEFICIAL OWNERSHIP INFORMATION STEPS

These are provided screenshots directly from questionnaire on the FinCEN reporting website for Beneficial Ownership Information (BOI) Reporting.

There are four sections on the e-filing reporting that will be required to fill out including Filing Information with the type of filing, reporting company information, company applicant(s) information, and beneficial owner(s) information. Once you complete all required fields, you will submit. 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. At CDS, BOI reporting is not within the scope of our engagement of services. We recommend that you reach out to your attorney for assistance in complying with these filings.

Filing Information

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

② Need help? ▼

*1. Type of filing:

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

2. Date prepared (auto-filled)

06/05/2024

Previous	Next
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Reporting Company

- 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?](#)

*7. Tax Identification type

Select an ID type

- EIN
- SSN/ITIN
- Foreign

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

Domestic Reporting Company

b. State of formation

c. Tribal jurisdiction of formation

d. Name of the other Tribe

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

Company Applicant(s)

- 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

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

Beneficial Owner(s)

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

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

Legal name and date of birth

Need help? ⌵

*38. Individual's last name or entity's legal name

Last name is required

*39. First name

First name is required

40. Middle name

41. Suffix

*42. Date of birth



Date of birth is required

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

Select an ID type

*49. Identifying document number

Identifying document number is required

*50. 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

*51. Identifying document image

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

Identifying document image is required

Submit

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

*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 
Privacy - Terms

Submit BOIR

For more guidance and information visit: <https://boiefiling.fincen.gov/help> for more instructions and resources.

At CDS, BOI reporting is not within the scope of our engagement of services. We recommend that you reach out to your attorney for assistance in complying with these filings. For further questions, please contact your CDS experts at (888) 388-1040.