


STEP 1: Go to <https://boiefiling.fincen.gov/fileboir>

STEP 2: Click on:



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

STEP 3: Choose the initial report since everyone is filing this for the first time. If this is not the case, then call me to guide you.

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

STEP 4:

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

Part I. Reporting Company Information

Need help?

- 3. Request to receive FinCEN ID
- 4. Foreign pooled investment vehicle

STEP 5:

OPTION 1- for COMPANY CREATED AFTER 01/01/2024 – DO NOT CHECK THIS BOX. FILL OUT THIS PAGE COMPLETELY ON ALL REQUIRED FIELDS

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?

STEP 5:

OPTION 2 – Company in existence before 01/01/2024 check this box and click next. Not required to fill out any information on this page. It will be grayed out.

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

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 ^

STEP 6:

Enter all beneficial owner’s information. Upload DL or passport information and click submit.

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

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