



Step-by-Step Instructions

Beneficial Owner Information Report (BOIR) Online Filing Method

Financial Crimes Enforcement Network
U.S. Department of the Treasury
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Version Log

FinCEN updates this guide periodically. Below is a version log summarizing the history of this guide.

Date	Version	Summary of Changes
January 2024	1.0	Original version.
July 2024	1.1	Added Version Log; added Sections 1.1 to 1.3; updated graphics and formatting.

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Disclaimer: These filing instructions are explanatory only and do not supplement or modify any obligations imposed by statute or regulation. FinCEN may also revise these filing instructions to clarify or update content. For additional and latest information, consult www.fincen.gov/boi.

1. Introduction

The Corporate Transparency Act requires certain types of U.S. and foreign entities to report beneficial ownership information to the Financial Crimes Enforcement Network (FinCEN), a bureau of the U.S. Department of the Treasury. Beneficial ownership information is information about the entity, its beneficial owners and in certain cases its company applicants. Beneficial ownership information is reported to FinCEN through Beneficial Ownership Information Reports (BOIRs).

FinCEN's website includes guidance about the beneficial ownership information reporting requirements on its [beneficial ownership information webpage](#). FinCEN's [Small Entity Compliance Guide](#) explains who must report, what they must report, and when they must report. The Guide includes interactive flowcharts, checklists, and other aids to help determine whether an entity needs to file a BOIR with FinCEN, and if so, how to comply with the reporting requirements. The following sections contain information on where to look in the [Small Entity Compliance Guide](#).

1.1 Who

An entity is required to report beneficial ownership information if it is a "reporting company" that does not qualify for an exemption. Chapter 1 of FinCEN's [Small Entity Compliance Guide](#) may help you determine whether an entity qualifies for an exemption.

1.2 What

Beneficial ownership information is information about an entity, its beneficial owners and, in certain cases, its company applicants. The person submitting beneficial ownership information to FinCEN must certify the information is true, correct, and complete.

- The specific information required is described in these instructions and in Chapter 4 of FinCEN's [Small Entity Compliance Guide](#).
- To learn more about how to identify beneficial owners, review Chapter 2 of FinCEN's [Small Entity Compliance Guide](#).
- To learn more about the reporting requirements for and how to identify company applicants, review Chapter 3 of FinCEN's [Small Entity Compliance Guide](#).

1.3 When

FinCEN began accepting BOIRs electronically through its secure filing system on January 1, 2024. The deadline for submitting a BOIR depends upon when the reporting company was created or registered to do business in the United States.

If the reporting company was created or registered:	The filing deadline is:
before January 1, 2024	January 1, 2025
On or after January 1, 2024 and before January 1, 2025	90 days after receiving actual or public notice that its creation or registration is effective
On or after January 1, 2025	30 days after receiving actual or public notice that its creation or registration is effective

If there is any change to the required information about a reporting company or its beneficial owners in a BOIR that a reporting company filed, the reporting company must file an updated BOIR no later than 30 days after the date on which the change occurred.

If the reporting company identifies an inaccuracy in a BOIR that the reporting company filed, the reporting company must correct it no later than 30 days after the date the reporting company became aware of the inaccuracy or had reason to know of it.

More information about reporting timelines may be found in Chapter 5 and Chapter 6 of FinCEN's [Small Entity Compliance Guide](#).

2. Preparation for Filing

The web filing **must** be completed and submitted in real time, so you must have the information below available before you begin. ***It cannot be saved and worked on later.***

2.1 Gather required information.

Have the required identifying information (or FinCEN ID) available for beneficial owners and company applicants (if applicable).

Collect the required information from each of the beneficial owners and company applicants (if applicable):

<input type="checkbox"/>	Name	<input type="checkbox"/>	Unique identifying number from an acceptable identification document
<input type="checkbox"/>	Address	<input type="checkbox"/>	Name of the issuing jurisdiction of that identification document
<input type="checkbox"/>	Date of birth		
OR			
<input type="checkbox"/>	FinCEN ID <i>(optional)</i>		

2.2 Confirm documentation requirements.

Unless you are providing a FinCEN ID, obtain an electronic image of the acceptable identification document required for each company applicant and beneficial owner.

An acceptable identification document is a nonexpired:

- State-issued driver’s license;
- State/local/tribe-issued ID;
- U.S. passport; or
- Foreign passport

NOTE: A foreign passport is only acceptable if the individual does not have one of the other identifying documents.

The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are:

- JPG/JPEG
- PNG
- PDF

The maximum file size for each image is 4 MB.

3. Accessing the BOIR E-Filing System

The BOIR can be submitted as a PDF or online through a web browser.

To file the online BOIR, follow the steps outlined below.

3.1 Access the filing portal.

Go to boiefiling.fincen.gov in the web browser (e.g., Microsoft Edge or Google Chrome).

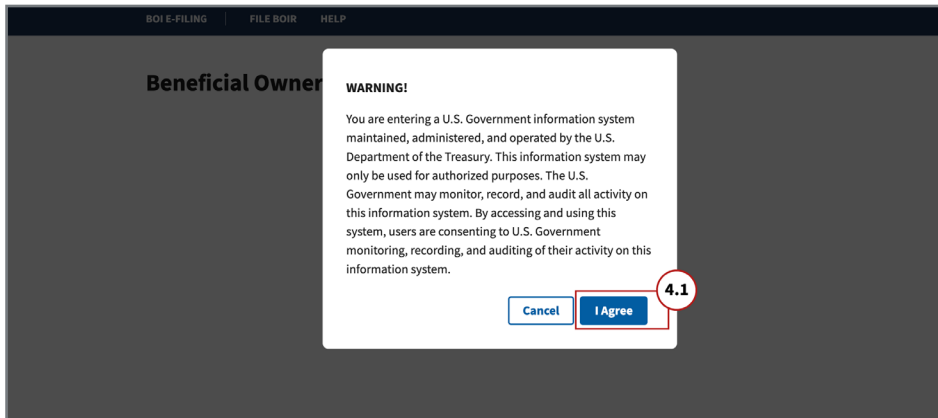
3.2 Start the filing process.

Select the **File BOIR** link/icon.

3.3 Select File Online BOIR as the filing method.

Click the **Prepare & Submit BOIR** button under **File Online BOIR** section.

4. Filling Out the Form

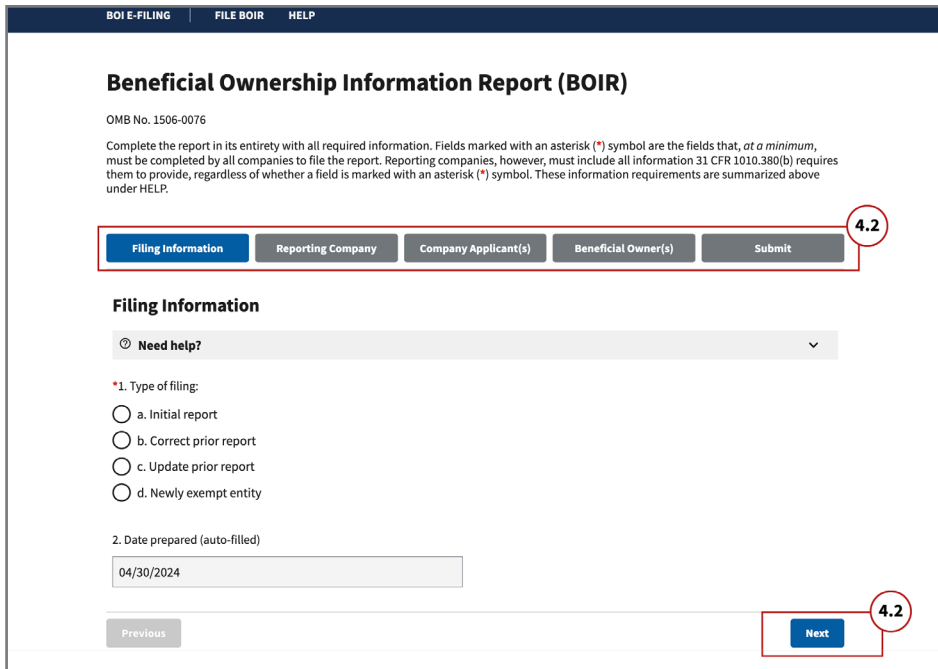


4.1 Review the warning language.

Review the warning language and click the **I Agree** button.

The selected tab is highlighted in blue.

Navigate to a different part of the online BOIR either by clicking the corresponding tab or by clicking the **Next** button in the bottom right corner.



4.2 Use tabs to navigate the online BOIR.

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

4.3 Complete the Filing Information tab.

Complete all required red asterisk (*) fields under the **Filing Information** tab.

4.3a *Type of Filing

Under the **Filing Information** tab, select the type of filing you wish to make. Only one option can be selected:

- Initial report
- Correct prior report
- Update prior report
- Newly exempt entity

When **Initial Report** is selected, no further information is required in this section.

When **Correct Prior Report**, **Update Prior Report**, or **Newly Exempt Entity** is selected, fields are activated for **Legal Name**, **Tax identification type**, and **Tax identification number**. Complete these fields with the reporting company information from the company's most recently filed prior BOIR.

4.3b Date Prepared

The **Date Prepared** field is automatically filled with the current date.

4.3c Next Button

Click the **Next** button

Complete all required red asterisk (*) fields under the **Reporting Company** tab.

4.4 Complete the Reporting Company tab (1 of 3).

4.4a Request to Receive FinCEN ID

Select **Request to receive FinCEN ID** to receive a unique FinCEN identifier for the reporting company. The FinCEN identifier will be provided in the submission confirmation details provided to the filer directly after the BOIR is submitted/accepted.

4.4b Foreign Pooled Investment Vehicle

Select the **Foreign pooled investment vehicle** option if the reporting company is a foreign pooled investment vehicle. If this option is selected, Company Applicant Information is no longer required and is cleared/disabled.

In addition, only one (1) beneficial owner, must be reported under the **Beneficial Owner(s)** tab in this situation.

The screenshot shows the 'Reporting Company' tab selected. Under 'Part I. Reporting Company Information', there is a 'Need help?' dropdown. Below it are two radio button options: '3. Request to receive FinCEN ID' (labeled 4.4a) and '4. Foreign pooled investment vehicle' (labeled 4.4b). Below these are fields for 'Legal name and alternate name(s)', including a 'Need help?' dropdown, a text field for '5. Reporting Company legal name', and another text field for '6. Alternate name (e.g. trade name, DBA)'. An 'Add Alternate Name' button is at the bottom.

4.4 Complete the Reporting Company tab (2 of 3).

4.4c *Name and Alternate Name(s)

Complete the fields under the **Legal name and alternate name(s)** section as applicable.

4.4d Add Alternate Name

To add more than one alternate name for the reporting company, click the **Add Alternate Name** button to add additional alternate reporting company names. Up to 99 alternate names can be added.

4.4e *Tax Identification Type

Select the **Tax identification type** dropdown menu. EIN, SSN/ITIN, or Foreign may be selected. If the Foreign option is selected, the **County/Jurisdiction** field is enabled and required.

NOTE: An EIN or SSN/ITIN is required unless a foreign reporting company does not have one. In that case, the foreign reporting company may report its foreign tax identification number and the issuing jurisdiction.

4.4f *Jurisdiction of Formation or First Registration

Select the **Country/Jurisdiction of formation** dropdown menu.

If:	then:
United States is selected	State of formation and Tribal jurisdiction of formation fields appear. One of these fields must be completed.
a U.S. Territory is selected	State of formation field appears and is automatically populated with that U.S. Territory.
a foreign country is selected	State of first registration and Tribal jurisdiction of first registration fields appear. One of these fields must be completed.

4.4 Complete the Reporting Company tab (3 of 3).

4.4g *Current U.S. Address

Complete all fields under the **Current U.S. address** section. Select U.S. or U.S. Territory from this dropdown menu. If United States is selected, the State dropdown must be completed. If U.S. Territory is selected, the State field is automatically populated with that U.S. Territory.

4.4h Next Button

Click the **Next** button.

4.5 Complete the Company Applicant(s) tab (1 of 4).

Complete all required red asterisk (*) fields under the **Company Applicant(s)** tab.

4.5a Existing Reporting Company

Select the **Existing reporting company** checkbox if the reporting company was created or registered before January 1, 2024.

NOTE: When **Existing reporting company** is selected, **Company Applicant Information** is no longer required, and the fields under this tab are cleared and disabled.

The screenshot shows the 'Company Applicant(s)' tab selected. At the top, there are tabs for 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. Below the tabs is a 'Need help?' dropdown. A red box highlights checkbox '16. Existing reporting company (check if existing reporting company as of January 1, 2024)', with a callout '4.5a'. Below this is item '17. (This item is reserved for future use)'. The main section is 'Part II. Company Applicant Information' with an 'Add Company Applicant' button. Another 'Need help?' dropdown is present. Under 'Company Applicant #1', a red box highlights the 'Company applicant FinCEN ID' field, with a callout '4.5b'. Below this is item '18. FinCEN ID' with an empty input field. At the bottom, the text 'Legal name and date of birth' is visible.

4.5b Company Applicant FinCEN ID

If the company applicant has a 12-digit **FinCEN ID**, enter it in the FinCEN ID field. After a valid FinCEN ID has been entered, all remaining fields for the company applicant will be cleared and disabled.

4.5c *Legal Name, Date of Birth and Current Address

If you do not enter a FinCEN ID, enter the company applicant's information in the **Legal name and date of birth** and **Current address** sections.

NOTE: For a company applicant who forms or registers entities in the course of their business, report the street address of such business. Report the residential address of other company applicants.

4.5 Complete the Company Applicant(s) tab (2 of 4).

The screenshot shows a web application interface with a navigation bar at the top containing five tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Company Applicant(s)' tab is selected and highlighted in blue. Below the navigation bar, the form is titled 'Legal name and date of birth' and 'Current address'. The 'Legal name and date of birth' section contains a 'Need help?' link with a red circle containing '4.5c' next to it. Below this link are several input fields: '*19. Individual's last name', '*20. First name', '21. Middle name', '22. Suffix', and '*23. Date of birth' (with a calendar icon). The 'Current address' section contains a 'Need help?' link, a radio button for '*24. Address type' (with options for 'Business Address' and 'Residential Address'), and fields for '*25. Address (number, street, and apt. or suite no.)', '*26. City', '*27. Country/Jurisdiction' (with a dropdown menu), '*28. State' (with a dropdown menu), and '*29. ZIP/Foreign postal code'.

4.5 Complete the Company Applicant(s) tab (3 of 4).

4.5d *Form of Identification and Issuing Jurisdiction

If you do not enter a **FinCEN ID** for a company applicant, enter the company applicant's information under the **Form of identification and issuing jurisdiction** section.

The screenshot shows a web form titled "Form of identification and issuing jurisdiction" under the "Company Applicant(s)" tab. The form contains the following fields:

- *30. Identifying document type:** A dropdown menu labeled "Select an ID type".
- *31. Identifying document number:** A text input field.
- *32. Identifying document issuing jurisdiction:** A section with four sub-fields:
 - a. Country/Jurisdiction:** A dropdown menu labeled "Select a country/jurisdiction".
 - b. State:** A dropdown menu labeled "Select a state".
 - c. Local/Tribal:** A dropdown menu labeled "Select a local/tribal".
 - d. Other local/Tribal description:** A text input field.
- *33. Identifying document image:** A large area with a dashed border and the text "Drag file here or [choose from folder](#)".

Navigation buttons "Previous" and "Next" are located at the bottom of the form. A "Need help?" link is also present. A "PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE" link is at the very bottom. Red annotations highlight: "4.5d" on the section title, "4.5e" on the image upload area, and "4.5f" on the "Next" button.

4.5e *Identifying Document Image

If you do not enter a FinCEN ID for a company applicant, attach an image of an acceptable identifying document for the company applicant.

Identifying document image guidelines:

- The image must be a complete, clear and readable image of the page or side of the identifying document containing the unique identifying number and other identifying data. Only one file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum file size: 4MB.

4.5f Next Button

Click the **Next** button.

4.5g Add Company Applicant

After providing the required information for a company applicant, click the **Add Company Applicant** button to add an additional company applicant if required.

An additional company applicant section (i.e., Company Applicant #2) will be added under the first company applicant section (i.e., Company Applicant #1). Click the Remove company applicant button to remove a company applicant.

4.5 Complete the Company Applicant(s) tab (4 of 4).

NOTE: Reporting companies may be required to report up to two company applicants.

The screenshot shows a web interface with several tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Company Applicant(s)' tab is active. Below the tabs, there is a 'Need help?' dropdown menu. A checkbox labeled '16. Existing reporting company' is present, with a note '(check if existing reporting company as of January 1, 2024)'. Below this, there is a note '17. (This item is reserved for future use)'. The main section is titled 'Part II. Company Applicant Information'. It contains another 'Need help?' dropdown, followed by two sections: 'Company Applicant #1' and 'Company Applicant #2'. A blue button labeled 'Add Company Applicant' is positioned to the right of the 'Part II' section, with a red circle and the text '4.5g' pointing to it. Below the 'Company Applicant #2' section, there is a blue button labeled 'Remove company applicant #2'. The bottom section is titled 'Company applicant FinCEN ID' and includes a 'Need help?' dropdown, a label '18. FinCEN ID', and an empty text input field. Below the input field, there is a label 'Legal name and date of birth'.

4.6 Complete the Beneficial Owner(s) tab (1 of 3).

Complete all required red asterisk (*) fields under the **Beneficial Owner(s)** tab.

4.6a Beneficial Owner FinCEN ID

If applicable, enter the 12-digit FinCEN ID of the beneficial owner. After a valid FinCEN ID has been entered, the **Parent/Guardian information instead of minor child checkbox** will remain available to select. All other fields in the **Beneficial Owner(s)** tab will be cleared and disabled.

NOTE: Refer to the [Small Entity Compliance Guide](https://www.fincen.gov/boi) at [fincen.gov/boi](https://www.fincen.gov/boi) for additional information for special reporting situations.

The screenshot shows the 'Beneficial Owner(s)' tab in a reporting system. At the top, there are navigation tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. Below these, a message reads '34. (This item is reserved for future use)'. The main section is titled 'Part III. Beneficial Owner Information' and includes an 'Add Beneficial Owner' button. A 'Need help?' dropdown is visible. Under 'Beneficial Owner #1', there is another 'Need help?' dropdown and a checkbox for '35. Parent/Guardian information instead of minor child' with a note: '(check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)'. Below this is the 'Beneficial Owner FinCEN ID' section, which has a 'Need help?' dropdown and a text input field for '36. FinCEN ID'. This input field is highlighted with a red box and labeled '4.6a'. At the bottom, there is an 'Exempt entity' checkbox.

4.6b *Name, Date of Birth and Current Address

If you do not enter a FinCEN ID for a beneficial owner, enter the beneficial owner's information in the **Legal name and date of birth** and **Residential address** sections.

The screenshot shows the 'Beneficial Owner(s)' tab with the 'Legal name and date of birth' and 'Residential address' sections highlighted by a red box and labeled '4.6b'. The 'Legal name and date of birth' section includes a 'Need help?' dropdown and fields for: '*38. Individual's last name or entity's legal name', '*39. First name', '40. Middle name', '41. Suffix', and '*42. Date of birth' (with a calendar icon and 'MM/DD/YYYY' format). The 'Residential address' section includes a 'Need help?' dropdown and fields for: '*43. Address (number, street, and apt. or suite no.)', '*44. City', '*45. Country/Jurisdiction' (with a dropdown menu), '*46. State' (with a dropdown menu), and '*47. ZIP/Foreign postal code'.

4.6c *Form of Identification and Issuing Jurisdiction

If you do not enter a FinCEN ID for a beneficial owner, enter information about the beneficial owner's identification document under the **Form of identification and issuing jurisdiction** section.

4.6 Complete the Beneficial Owner(s) tab (1 of 3).

The screenshot shows the 'Beneficial Owner(s)' tab with the following sections:

- Form of identification and issuing jurisdiction** (4.6c):
 - *48. Identifying document type: Select an ID type (dropdown)
 - *49. Identifying document number: Text input field
 - *50. Identifying document issuing jurisdiction:
 - a. Country/Jurisdiction: Select a country/jurisdiction (dropdown)
 - b. State: Select a state (dropdown)
 - c. Local/Tribal: Select a local/tribal (dropdown)
 - d. Other local/Tribal description: Text input field
- *51. Identifying document image (4.6d): Drag file here or [choose from folder](#)
- Navigation: Previous button and Next button (4.6e)

4.6d *Identifying Document Image

Attach an image of an acceptable identifying document for the beneficial owner. See [2.2 Confirm documentation requirements](#) for a list of acceptable identifying documents.

Identifying document image guidelines:

- The image must be a complete, clear and readable image of the page or side of the identifying document containing the unique identifying number and other identifying data. Only one file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum file size: 4MB.

4.6e Next Button

Click the **Next** button.

4.6 Complete the Beneficial Owner(s) tab (3 of 3).

4.6g Add Beneficial Owner

After providing the required information for a beneficial owner, click the **Add Beneficial Owner** button to add additional beneficial owners as needed.

NOTE: There is no limit to the number of beneficial owners that may be reported. However, the BOIR limits the number of beneficial owners to 99.

The screenshot displays a web interface for reporting beneficial owners. At the top, there are navigation tabs: "Filing Information", "Reporting Company", "Company Applicant(s)", "Beneficial Owner(s)", and "Submit". The "Beneficial Owner(s)" tab is currently selected. Below the tabs, a note states "34. (This item is reserved for future use)". The main section is titled "Part III. Beneficial Owner Information". A blue button labeled "Add Beneficial Owner" is highlighted with a red box and a red circle containing the text "4.6g". Below this button, there are several sections for entering information for a beneficial owner, each starting with a "Need help?" dropdown menu. The first section is "Beneficial Owner #1". It includes a checkbox for "35. Parent/Guardian information instead of minor child" with a sub-note "(check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)". Below this is a section for "Beneficial Owner FinCEN ID" with another "Need help?" dropdown and a text input field labeled "36. FinCEN ID". At the bottom of the form, there is a section for "Exempt entity".

5. Review and Submission

5.1a *Form Authorization

Under the **Submit** tab, complete all required red asterisk (*) fields.

5.1b *Certifications

Select the **I agree** checkbox indicating that you certify that all information is true, correct and complete.

Agreeing to the certification will validate all fields. The system will display an error message if any required fields are missing, or these fields contain invalid entries.

The **I agree** checkbox will remain unselected, and you will have to correct the displayed errors before selecting **I agree** again.

5.1 Review the form.

5.2a *Human Verification

Before submitting the BOIR, you must select the hCaptcha checkbox labeled **I am human**. When prompted, select the appropriate images to verify you are not a robot.

5.2b Submit BOIR Button

Click the **Submit BOIR** button.

5.2 Certify and submit the form.

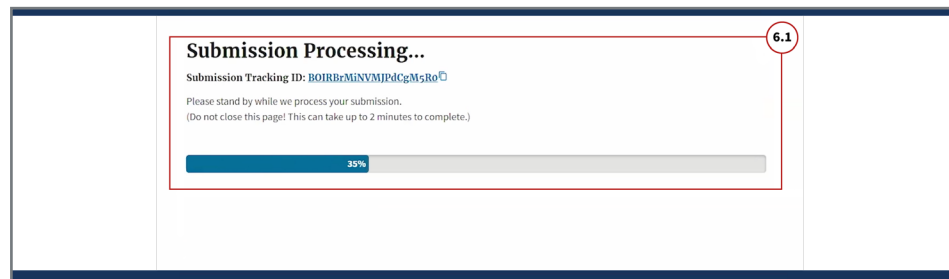
6. After Submission

6.1 Wait for submission processing to complete.

Once you have submitted the BOIR, do not close the submission page! The BOI E-Filing System will display a progress bar and Submission Tracking ID. Copy the Submission Tracking ID for your records, then wait for the progress bar to fill completely.

After the submission is processed successfully, you will see the **Submission Status Confirmation** page.

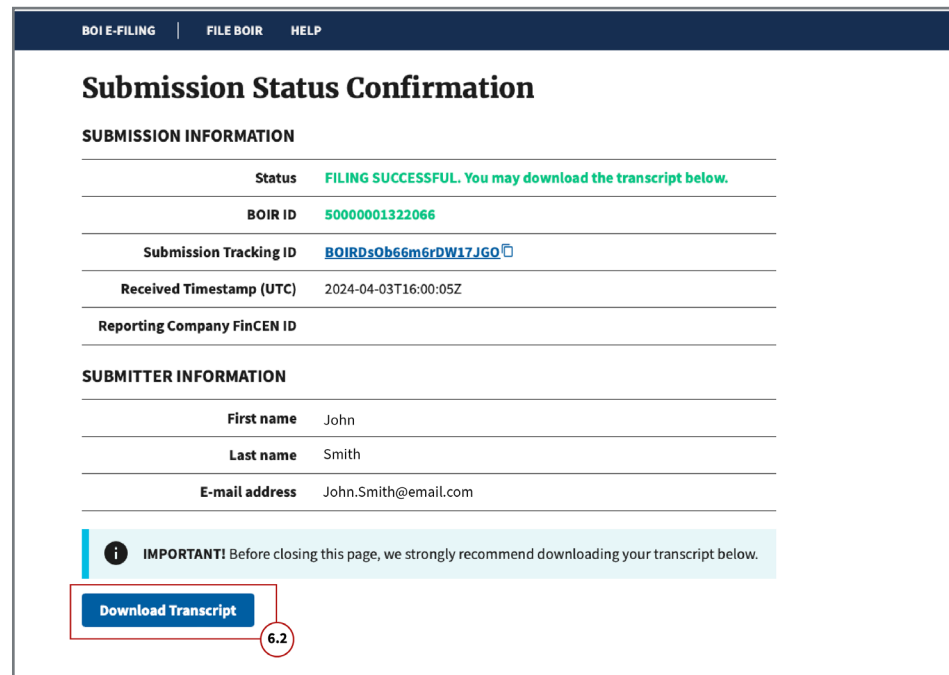
Your submission has not been processed until you see this confirmation.



6.2 Download transcript.

Select the **Download Transcript** button to download a PDF copy of the transcript which includes a copy of the confirmation page details and the report data in transcript format.

This transcript serves as a receipt of your submission.



7. Updated and Corrected Online Reports

BOIRs may be updated or corrected.

NOTE: When filing an updated or corrected BOIR via the BOI E-Filing System, you will have to complete the ***entire reporting process***. The BOI E-Filing System does not allow you to provide updated or corrected information without submitting a new BOIR in its entirety.

Updated Reports

Required when there is a change to previously reported information about the reporting company or its beneficial owners.

vs.

Corrected Reports

Required when previously reported information was inaccurate when filed and remains inaccurate.

7.1 When should I update or correct a report?

7.2 Update or correct a report.

Access the online BOIR as indicated in step [3.1 Access the filing portal](#). Select the radio button to **Correct prior report**, **Update prior report**, or **Newly exempt entity**.

BOI E-FILING | FILE BOIR | 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

NOTE: When **Correct prior report**, **Update prior report**, or **Newly exempt entity** is selected, fields appear for **Legal name**, **Tax identification type** and **Tax identification number**. Complete these fields with the reporting company information from the company's most recently filed prior BOIR.

Reporting Company associated with latest report (not applicable for initial report)

*e. Legal name

*f. Tax Identification type

Select an ID type

*g. Tax Identification number

h. Country/Jurisdiction (if foreign tax ID only)

Select a country

2. Date prepared (auto-filled)

04/30/2024

Previous Next

When **Newly exempt entity** is selected, the **Reporting Company**, **Company Applicant(s)** and **Beneficial Owner(s)** tabs are cleared and disabled. If **Correct prior report** or **Update prior report** is selected, these tabs remain active and should be completed as required.

Click **Next** and enter all required information and submit the Online BOIR.

8. Common Online Report Errors

The following errors may be encountered when using the BOI E-Filing System. Methods to correct them are listed below.

Error: When attempting to certify the online BOIR, the BOI E-Filing System displays a message indicating a missing field, which is also highlighted on the screen.

Fill in the missing required information. Then certify the BOIR and submit.

Error: File size exceeded when attaching identifying document.

If you upload an identifying document attachment that is greater than 4MB, you must decrease the size of your attachment file. For example, if the file is a JPEG image of a driver's license or passport, you can decrease the size of the image. The best way to decrease an image's size will depend on the image-editing program used, but instructions for doing so generally may be found online.

Error: File type not accepted.

If you upload an identifying document attachment that is not of the required file type, you must save the document as a JPG/JPEG, PNG, or PDF file. For example, if the file is an image of a driver's license or passport in a different image format, you can export it in one of the acceptable formats. The best way to export a file will depend on the application used, but instructions for doing so may generally be found online.

Error: Only one file is accepted when uploading multiple identifying documents.

The system will allow you to attach and upload only one identifying document per beneficial owner or company applicant. Select one identifying document to attach for each beneficial owner or company applicant.

Error: "Rejected" error displayed on BOIR submission status confirmation page.

The BOIR was not successfully filed. Review and resolve the error(s) displayed at the bottom of the submission status confirmation page, then resubmit the BOIR.

Error: BOIR filing returns a status of "Rejected due to error code SBE01."

This error code means that your BOIR could not be processed by FinCEN at this time. Resubmit the BOIR.

