



Step-by-Step Instructions

Beneficial Owner Information Report (BOIR) Online Filing Method

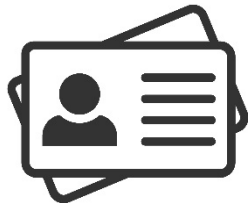
Before You Begin

FinCEN ID
3500-0000-0000

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

Collect the required information from beneficial owners and company applicants (if applicable): each individual's name, date of birth, address, a unique identifying number from an acceptable identification document, and the name of the issuing jurisdiction of that identification document. (If an individual has a FinCEN ID, that may be collected instead.)

You **must** have this information available when filing a BOIR through the web filing method because you complete and submit the web filing in real time. ***It cannot be saved and worked on later.***



2. **Obtain an electronic image of the acceptable identification document required for each company applicant and beneficial owner** unless a FinCEN ID is provided. An acceptable identification document is a non-expired: 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.

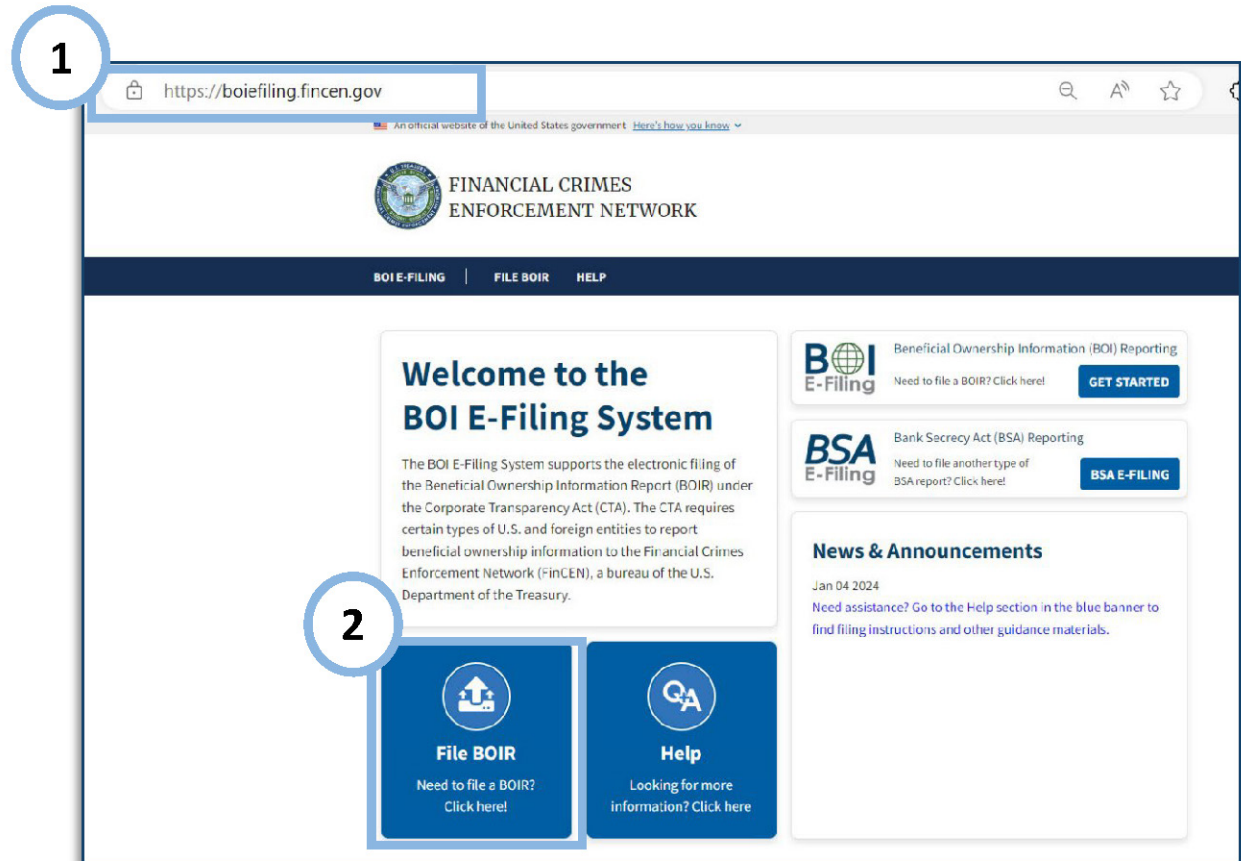
The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.

BOI E-Filing System (1 of 2)

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

To file the Online BOIR, follow the steps outline below:

1. Go to boiefiling.fincen.gov in the web browser (e.g., Microsoft Edge, Google Chrome)
2. Select the **File BOIR** link/icon.




BOI E-Filing System (2 of 2)

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

[BOI E-FILING](#) | [FILE BOIR](#) | [HELP](#)

File the Beneficial Ownership Information Report (BOIR)

Select the filing method that works best for you:




PDF

File PDF BOIR

- Adobe Reader is required
- Prepare report offline at your own pace, save as you go
- Reuse PDF BOIR when filing updates/corrections
- Download BOIR transcript upon submission

[Prepare BOIR](#)[Submit BOIR](#)




WEB

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](#)



API

System-to-System API

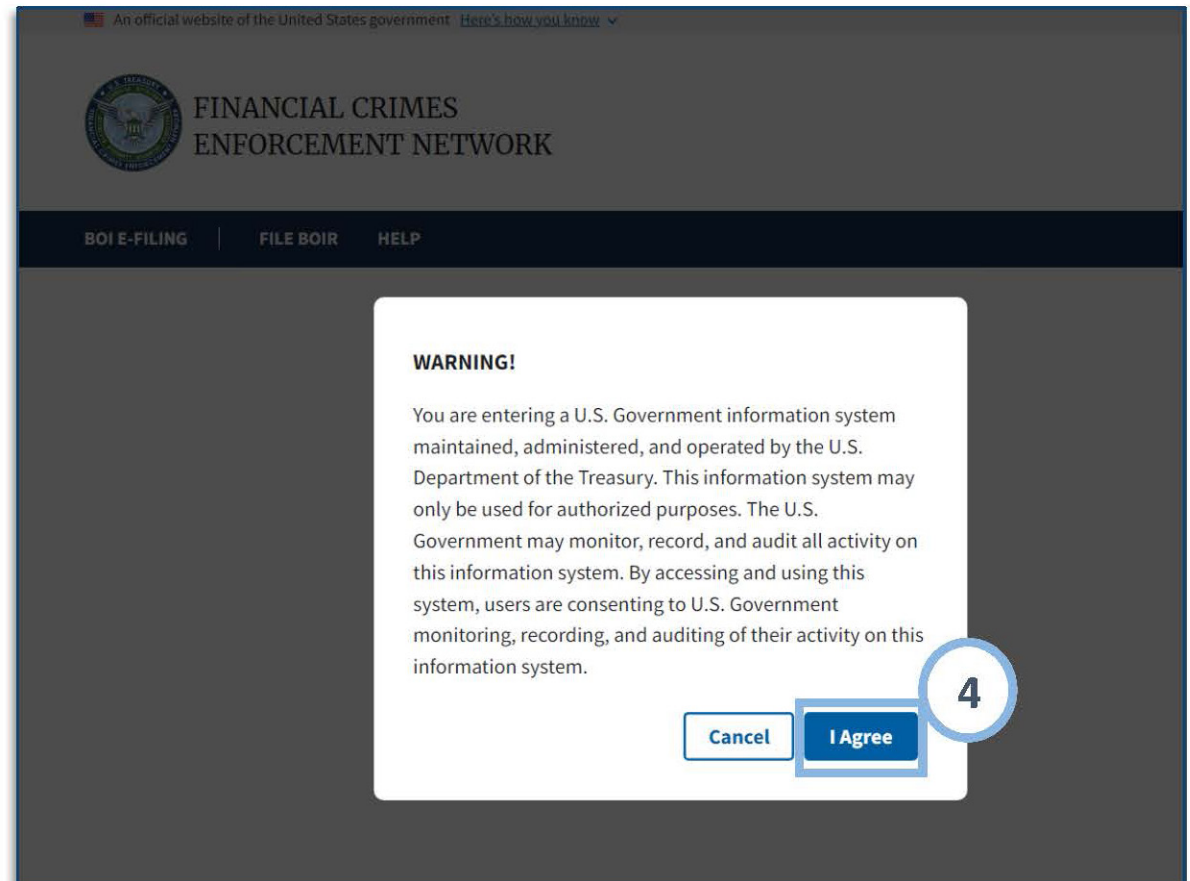
If you are interested in this method of filing, select the button below to contact FinCEN and one of our representatives will reach out.

[Contact FinCEN for API Information](#)

FinCEN also offers system-to-system BOIR transmission via secure Application Programming Interface (API) for those, including third-party service providers, who are interested in automating the BOIR filing process:

Online BOIR – Warning

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



Online BOIR Navigation Tabs

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

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.

The screenshot shows the 'Beneficial Ownership Information Report (BOIR)' interface. At the top, there is a dark blue header with navigation links: 'BOI E-FILE', 'FILE BOIR', and 'HELP'. Below the header, the title 'Beneficial Ownership Information Report (BOIR)' is displayed, followed by the OMB No. 1506-0076. A paragraph explains that fields marked with an asterisk (*) are required. Below this, a row of five tabs is shown: 'Filing Information' (highlighted in blue), 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Filing Information' section contains a 'Need help?' link, a question '1. Type of filing:', and four radio button options: 'a. Initial report', 'b. Correct prior report', 'c. Update prior report', and 'd. Newly exempt entity'. Below these options is a text field for 'Date prepared (auto-filled)' with the value '12/20/2023'. At the bottom of the form, there are 'Previous' and 'Next' buttons. A footer bar contains the text 'PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE'.

Online BOIR – Filing Information

5. Complete all required fields under the *Filing Information* tab:

5a. **Type of filing:** Under the *Filing Information* tab, select the type of filing you wish to make (**Initial report**, **Correct prior report**, **Update prior report**, **Newly exempt entity**). Only one option can be selected.

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.

The **Date prepared** field is auto-filled with the current date.

5b. Click the **Next** button.

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)

12/20/2023

[Previous](#) [Next](#)

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

Online BOIR – Reporting Company (1 of 4)

6. Under the *Reporting Company* tab, complete sections and fields as required.
- 6a. 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.
- 6b. 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.

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

Online BOIR – Reporting Company (2 of 4)

- 6c.** Complete the fields under the **Legal name and alternate name(s)** section as applicable.
- 6d.** 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).

The screenshot shows the 'Reporting Company' tab of the Online BOIR form. The 'Legal name and alternate name(s)' section is highlighted with a blue box and labeled '6c'. This section includes a 'Need help?' link, checkboxes for '3. Request to receive FinCEN ID' and '4. Foreign pooled investment vehicle', and input fields for '5. Reporting Company legal name' and '6. Alternate name (e.g. trade name, DBA)'. Below the highlighted section is the 'Add Alternate Name' button, which is highlighted with a blue box and labeled '6d'.

- 6e. Select the **Tax identification type** dropdown menu. EIN, SSN/ITIN, or Foreign may be selected. If the Foreign option is selected, the **Country/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.

The screenshot shows the 'Reporting Company' tab of the Online BOIR form. The 'Form of identification' section is active. A blue circle with '6e' highlights the 'Need help?' link. Below it, field 7 'Tax Identification type' has a dropdown menu with 'Select an ID type'. Field 8 'Tax Identification number' is an empty text box. Field 9 'Country/Jurisdiction (if foreign tax ID only)' has a dropdown menu with 'Select a country'. The top navigation bar includes 'Filing Information', 'Reporting Company' (selected), 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'.

Online BOIR – Reporting Company (4 of 4)

6f. Select the **Country/Jurisdiction of formation** dropdown menu.

If United States is selected, **State of formation** and **Tribal jurisdiction of formation** fields appear. One of these fields must be completed.

If a U.S. Territory is selected, **State of formation** field appears and is automatically populated with that U.S. Territory.

If a foreign country is selected, **State of first registration** and **Tribal jurisdiction of first registration** fields appear. One of these fields must be completed.

6g. Complete all fields under the **Current U.S. Address** section. Select U.S. or U.S. Territory from this dropdown menu. If United States selected, the State dropdown must be completed. If U.S. Territory is selected, the State field is automatically populated with that U.S. Territory.

6h. Click the **Next** button.

The screenshot shows the 'Reporting Company' tab selected. The 'Jurisdiction of formation or first registration' section (6f) has a 'Need help?' link and a dropdown menu for 'Country/Jurisdiction of formation'. The 'Current U.S. address' section (6g) has fields for 'Address (number, street, and apt. or suite no.)', 'City', 'U.S. or U.S. Territory', 'State', and 'ZIP code'. The 'U.S. or U.S. Territory' field has a dropdown menu. The 'State' field has a dropdown menu. The 'ZIP code' field is empty. At the bottom, there are 'Previous' and 'Next' buttons, and a '6h' label. A 'PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE' link is also visible.

Online BOIR – Company Applicant(s) (1 of 5)

7. Under the *Company Applicant(s)* tab, complete sections and fields as required.
 - 7a. 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/disabled.

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

Online BOIR – Company Applicant(s) (2 of 5)

- 7b. If applicable, enter the 12-digit **FinCEN ID** of the company applicant. After a valid FinCEN ID is entered, all remaining fields for the company applicant will be cleared/disabled.

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
7b

? Need help?

18. FinCEN ID

Previous
Next

Online BOIR – Company Applicant(s) (3 of 5)

- 7c.** If you do not enter a **FinCEN ID** for a company applicant, 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.

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

Legal name and date of birth

? Need help?
7c

*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

Online BOIR – Company Applicant(s) (4 of 5)

- 7d.** 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.
- 7e.** 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. One file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum file size: 4MB

The screenshot shows the 'Company Applicant(s)' tab selected. The form includes the following elements:

- Navigation Tabs:** Filing Information, Reporting Company, **Company Applicant(s)**, Beneficial Owner(s), Submit.
- Form Fields:**
 - Select a country (dropdown)
 - Select a state (dropdown)
 - Form of identification and issuing jurisdiction** section:
 - 7d:** Need help? (link)
 - *30. Identifying document type: Select an ID type (dropdown)
 - *31. Identifying document number: (text input)
 - *32. 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)
 - *33. Identifying document image (7e): Drag file here or [choose from folder](#)
- Navigation:** Previous button, Next button (7f).

- 7f.** Click the **Next** button.

Online BOIR – Company Applicant(s) (5 of 5)

7g. 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.

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

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

Need help?

Company Applicant #1

Company Applicant #2

Remove company applicant #2

Add Company Applicant

Company applicant FinCEN ID

Need help?

18. FinCEN ID

Legal name and date of birth

Online BOIR – Beneficial Owner(s) (1 of 4)

8. Under the *Beneficial Owner(s)* tab, complete the sections and fields as required.
- NOTE:** Refer to the Small Entity Compliance Guide at fincen.gov/boi for additional information for special reporting situations.
- 8a. If applicable, enter the 12-digit **FinCEN ID** of the beneficial owner. After a valid FinCEN ID is entered, all remaining fields (except for the **Parent/Guardian information instead of minor child checkbox**) for the *Beneficial Owner(s)* tab will be cleared/disabled.

The screenshot shows the 'Beneficial Owner(s)' tab in the Online BOIR system. At the top, there are navigation tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. Below these, a message states '34. (This item is reserved for future use)'. The main section is titled 'Part III. Beneficial Owner Information' with an 'Add Beneficial Owner' button. Under 'Beneficial Owner #1', there is a 'Need help?' link. A checkbox labeled '35. Parent/Guardian information instead of minor child' is shown, 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 includes another 'Need help?' link. A blue box highlights the '36. FinCEN ID' text input field, and a callout bubble labeled '8a' points to it. At the bottom, there is an 'Exempt entity' section with a 'Need help?' link and a checkbox labeled '37. Exempt entity'.

Online BOIR – Beneficial Owner(s) (2 of 4)

8b. 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.

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

Legal name and date of birth

? Need help?
8b

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

40. Middle name
41. Suffix
*42. Date of birth
MM/DD/YYYY

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

Online BOIR – Beneficial Owner(s) (3 of 4)

- 8c.** If you do not enter a **FinCEN ID** for a beneficial owner, enter information under the **Form of identification and issuing jurisdiction** section.
- 8d.** Attach an image of an acceptable identifying document for the beneficial owner.
- 8e.** Click the **Next** button.

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. One file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum file size: 4MB

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

*45. Country/Jurisdiction

*46. State

*47. ZIP/Foreign postal code

Form of identification and issuing jurisdiction

ⓘ **Need help?** **8c**

*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 **8d**

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

Previous **Next** **8e**

Online BOIR – Beneficial Owner(s) (4 of 4)

- 8f. 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.

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
(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

Online BOIR – Submit

9. Under the *Submit* tab, complete all required fields.
10. Select the **I agree** checkbox indicating that you certify that all information is true, correct, and complete.
Selecting “I agree” to the certification will perform validation of all fields. If there are missing system-required fields or invalid entries, they will be displayed at this time and the **I agree** checkbox will NOT be selected.
11. Select the hCaptcha textbox **I am human**. You will be prompted with images to select in response to a question to verify you are not a robot.
12. Click the **Submit BOIR** button.

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**

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 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.

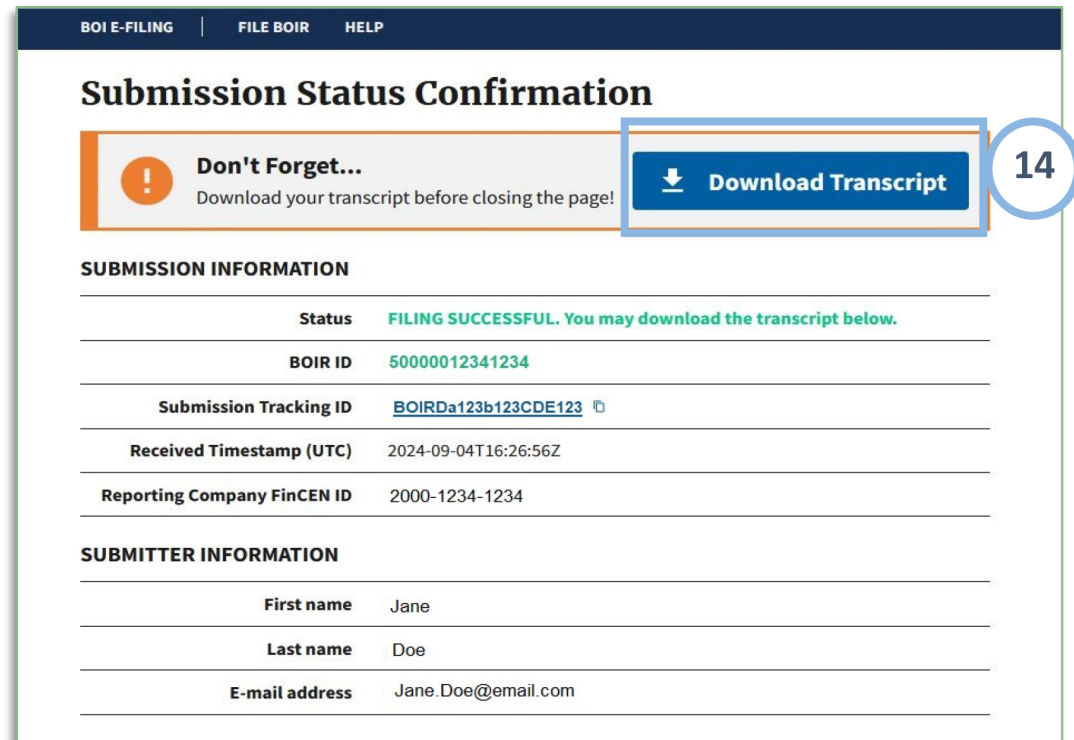
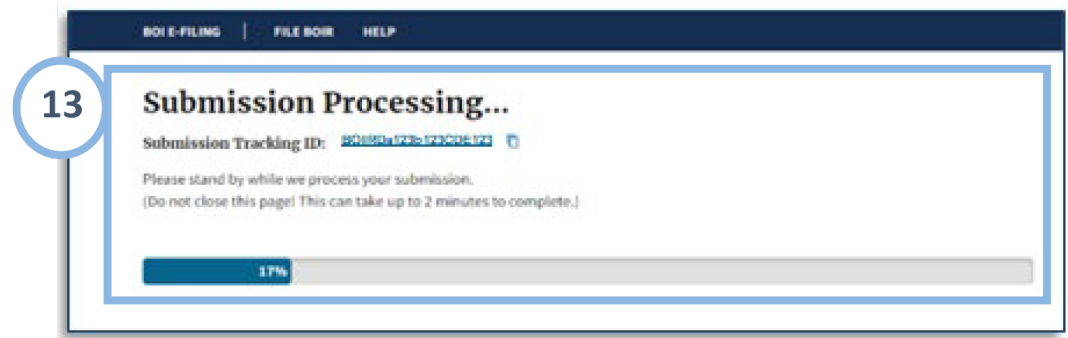
☐ I am human 

Submit BOIR

Previous **Next**

Online BOIR – Confirmation

13. The BOIR E-Filing System will display a progress bar during submission processing.
After the submission is processed successfully, you will see the Submission *Status Confirmation* page.
14. 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 serves as a receipt of your submission.



Online BOIR – Email Confirmation

You will also receive an email informing you of a successful filing or a rejected filing. Examples of the emails are displayed below:

Filing Successful

Beneficial Ownership Information Report (BOIR) Submission Status: FILING SUCCESSFUL

 no-reply-boiefiling@fincen.gov
To Jane.Doe@email.com



Beneficial Ownership Information Report (BOIR) Submission Status

Subject	Beneficial Ownership Information Report (BOIR) Submission Status: FILING SUCCESSFUL
Message	This is an important message from the U.S. Department of the Treasury's Financial Crimes Enforcement Network (FinCEN) regarding the status of your Beneficial Ownership Information Report (BOIR) submission: Status: FILING SUCCESSFUL Submission Tracking ID: BOIRDa123b123CDE123 Received Timestamp (UTC): 2024-10-03T16:21:03Z
Additional Information	Please visit www.fincen.gov/boi for information or questions about the Beneficial Ownership Information program.
Privacy Policy	FinCEN's Privacy Policy can be accessed at www.fincen.gov/privacy-security

This email is for notification purposes only (please do not reply)

Versus

Filing Rejected

Beneficial Ownership Information Report (BOIR) Submission Status: REJECTED

 no-reply-boiefiling@fincen.gov
To Jane.Doe@email.com



Beneficial Ownership Information Report (BOIR) Submission Status

Subject	Beneficial Ownership Information Report (BOIR) Submission Status: REJECTED				
Message	This is an important message from the U.S. Department of the Treasury's Financial Crimes Enforcement Network (FinCEN) regarding the status of your Beneficial Ownership Information Report (BOIR) submission: Status: REJECTED. Resolve the validation error(s) below and resubmit. Submission Tracking ID: BOIRDa123b123CDE123 Received Timestamp (UTC): 2024-10-02T16:52:23Z Validation Information: <table border="1"> <thead> <tr> <th>Code</th><th>Description</th></tr> </thead> <tbody> <tr> <td>SBE02</td><td>Initial BOIR already has been filed for the reporting company recorded in the initial BOIR filing. Please try again. If this problem persists, please contact the FinCEN Contact Center for assistance.</td></tr> </tbody> </table>	Code	Description	SBE02	Initial BOIR already has been filed for the reporting company recorded in the initial BOIR filing. Please try again. If this problem persists, please contact the FinCEN Contact Center for assistance.
Code	Description				
SBE02	Initial BOIR already has been filed for the reporting company recorded in the initial BOIR filing. Please try again. If this problem persists, please contact the FinCEN Contact Center for assistance.				
Additional Information	Please visit www.fincen.gov/boi for information or questions about the Beneficial Ownership Information program.				
Privacy Policy	FinCEN's Privacy Policy can be accessed at www.fincen.gov/privacy-security				

This email is for notification purposes only (please do not reply)

Updated and Corrected BOIRs

BOIRs may be updated or corrected. **NOTE:** When a corrected or updated report is filed via the online BOIR, the filer will have to complete the **entire BOIR**, not just provide the updated/corrected information.

Updated Reports

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

Versus

Corrected Reports

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

Online BOIR – Updated and Corrected Reports

Access the Online BOIR as indicated in the previous steps.

Select the **Correct prior report**, **Update prior report**, or **Newly exempt entity** checkbox.

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.

When **Newly exempt entity** is selected, *Reporting Company*, *Company Applicant(s)* and *Beneficial Owner(s)* tabs are cleared/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.

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

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

*e. Legal name

*f. Tax Identification type

*g. Tax Identification number

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

Date prepared (auto-filled)

Previous

Next

Online BOIR – Common 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, a message displays indicating a missing field and highlighting it on the screen.

✓ Fill in the missing required information, 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 program used, but instructions for doing so generally may be found online.

Error: File type not accepted.

✓ The only file types accepted for identifying document uploads are JPG/JPEG, PNG, and PDF. Check the file type and change it to one of the approved types, then re-attach the file.

Online BOIR – Common Errors

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

Error: Only one file is accepted when you try to upload multiple identifying documents.

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

Error: 'Rejected' displays on BOIR submission confirmation page

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

Error: BOIR filing receives a status of Rejected due to error code SBE01

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

Revision History

Version	Change Description	Date
1.0	Initial version	1/1/2024
1.2	<ul style="list-style-type: none"> ● Submission Status Confirmation screen shot update (Download Transcript button moved to the Top) ● Added Email Confirmation screen shots for “Filing Successful” & “Rejected” status 	1/13/2025