BOI Beneficial Ownership Information

Quick Reference Guide

Beneficial Owner Information Report (BOIR) E-Filing

PDF Filing Method

FinCEN's electronic filing system allows reporting companies to file Beneficial Owner Information Reports (BOIRs). If you opt to use the PDF filing method, you will download the PDF version of the BOIR, complete the PDF BOIR locally on your computer or mobile device, and then, upload the completed PDF BOIR for online submission.

> ℹ️ Need further information? Consult the Small Entity Compliance Guide or PDF BOIR E-File Step-by-Step Instructions.

Before You Begin

- 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.)

- Obtain an electronic image of the acceptable identification document, which is required for each company applicant and beneficial owner unless a FinCEN ID is provided. An acceptable identification document is a 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.
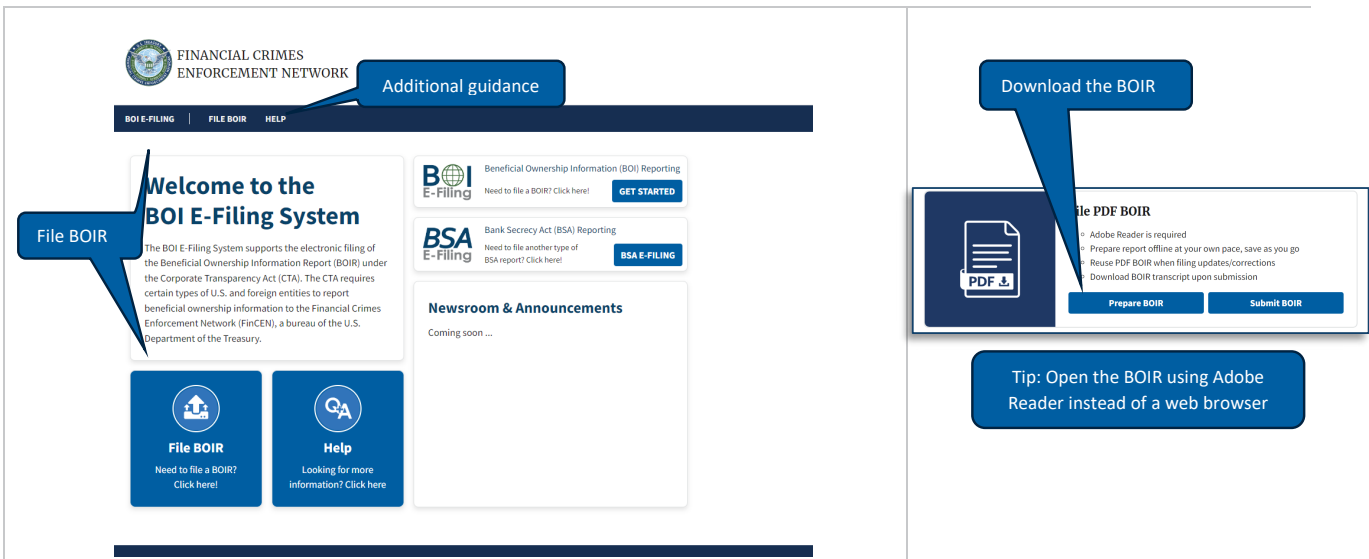
  The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.

- Have either web browser available (e.g., Microsoft Edge, Google Chrome) and Adobe Acrobat Reader installed on your device.

Navigate to the BOIR E-Filing Application & Download the BOIR PDF

- The BOIR E-Filing application home page (https://boiefiling.fincen.gov) can be accessed from a personal computer or tablet device that has internet connectivity. On this home page, **click "File BOIR**." On the next screen, **click "Prepare BOIR" under the "File PDF BOIR"** option to download the PDF BOIR.

Complete the PDF BOIR

- Start by completing the Filing Information in the 'Home' tab. You must first indicate the 'Type of filing.'

- Then click on the other tabs and enter the required information, attaching images of the acceptable identification documents of beneficial owners or company applicants as appropriate where indicated.

- There are four (4) tabs at the top of each page of the BOIR PDF. The tab for the section in which you are working will be highlighted.

Prepare to Submit the PDF BOIR

- The PDF BOIR is ready to be filed when you have entered the required information into all appropriate fields. To prepare to file the PDF BOIR, go to the 'Home' tab in the PDF, and 'Validate', 'Finalize', and 'Save' (and optionally 'Print') the BOIR. Note: You can select 'Edit Report' to unlock the BOIR and re-edit if necessary.

Submit the PDF BOIR

- When you are ready to submit, return to the BOI E-Filing application home page, click "File BOIR", then and click 'Submit BOIR' under the "File PDF BOIR" option. A submission page will open; enter your name and email address, upload your completed PDF BOIR by dragging it to the indicated box or selecting it from the appropriate folder, and complete the required certification. Then select the "Submit BOIR" button.

Submit the Beneficial Ownership Information Report (BOIR)

To file the BOIR, enter your email address and name below, attach your prepared BOIR (pdf), and click Submit. A submission confirmation message will be displayed directly after submission with the status of your submission as well as a downloadable transcript of your submission.

*Email

*Confirm Email

*First Name

*Last Name

*Please select the BOIR (pdf) you are attempting to file

Drag file here or choose from folder

Ready to file

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

Upload BOIR PDF

☐ I certify that I am authorized to file this report on behalf of the associated reporting company. I further certify on behalf of the associated reporting company that the information included in this report is true, correct, and—except where it is indicated in the report that information is unknown—complete.

COMPLIANCE REMINDER: The willful failure to complete or updated beneficial ownership information to FinCEN, or the willful provision of false or fraudulent beneficial... person may also be subject to civil or crim... beneficial ownership information to FinCE...

Review and certify, then 'Submit BOIR' button will be activated

Submit BOIR

Submission Confirmation

- The system will display a processing screen with a percentage bar after you click 'Submit'. A submission status screen will appear when processing is complete. You will be able to download a copy of your BOIR filing from this submission status page.

An official website of the United States government Here's how you know ∨

FINANCIAL CRIMES ENFORCEMENT NETWORK

BOI E-FILING | FILE BOIR HELP

Submission Status Confirmation

Submission status.

SUBMISSION INFORMATION

Status	FILING SUCCESSFUL. You may download the transcript below.
BOIR ID	50000000000004
Submission Tracking ID	BOIR23122065834393d0
Received Timestamp (UTC)	2023-12-20T19:42:19Z
Reporting Company FinCEN ID	2000-0000-0002

SUBMITTER INFORMATION

First name	John
Last name	Smith
E-mail address	John.Smith@em...

Download the PDF transcript, which serves as receipt of submission.

ℹ **IMPORTANT!** Before closing this page, we strongly recommend downloading your transcript below.

Download Transcript