How to File your Beneficial Ownership Information Report

1. **Go to** <https://boiefiling.fincen.gov/>
2. **Click on the Get Started button**

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1. **Click on Prepare & Submit BOIR**

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1. **Select Initial Report**

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1. **Select request to receive FinCEN ID**

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1. **Tax Identification Type**
   1. If you are filling out for a C Corp, S Corp, LLC or Partnership then you will enter the EIN.
   2. If you are filling out for a Single Member LLC and you do not have an EIN then you will use the SSN of the Single Member.
2. **Check the 16. Box if your company was in existence before 01/01/2024.**

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1. **Part II. Company Applicant Information: Fill out if your entity was started in 2024** 
   1. If you have a FinCEN ID for each partner/member/shareholder then that is all you will need to enter.
   2. If you do not have a FinCEN ID then you will need to have the following information for each individual:
      1. Name
      2. Date of Birth
      3. Address
      4. Identifying Documentation such as driver's license or passport
      5. Upload copy of identifying documentation
2. **Part III. Beneficial Owner Information:** 
   1. If you have a FinCEN ID for each partner/member/shareholder then that is all you will need to enter.
   2. If you do not have a FinCEN ID then you will need to have the following information for each individual:
      1. Name
      2. Date of Birth
      3. Address
      4. Identifying Documentation such as driver's license or passport
      5. Upload copy of identifying documentation