How to File your Beneficial Ownership Information Report

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



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



1. **Select Initial Report**



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



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.**



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