

Lwa sou Transparans Antrepriz – Gid Pratik sou Depoze Dokiman Dapre CTA

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Ajanda

- ❖ Entwodiksyon
 - ❖ Ki Kalite Konpayi ki Dwe Depoze Dokiman
 - ❖ Kontni ak Kalandriye pou Depoze Dokiman
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-

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Lwa sou Transparans Antrepriz

- Lwa sou Transparans Antrepriz (“The Corporate Transparency Act, CTA”) la te dekrete nan kad Lwa Kont Blanchiman Lajan 2020 an pou konbat aktivite ilegal ki gen ladan fwod sou kesyon taks, blanchiman lajan, ak finansman teworis pandan y ap egzije sèten antite Etazini pou yo depoze yon deklarasyon ki divilge enfòmasyon pwopriyetè reyèl yo ak konpayi k ap aplike yo (sèten moun ki fè depo dokiman yo pou fòme oswa anrejistre antite a).
- Rezo K ap Lite Kont Krim Finansye a (“The Financial Crimes Enforcement Network, FinCEN”) te pibliye yon règ final nan dat 29 septanm 2022 (“Règleman Final la (Final Rule)”) ki mete an aplikasyon dispozisyon deklarasyon CTA a epi depi lè sa a li te pibliye lòt règleman pou amande ak klarifye Règ Final la.
- CTA te antre anvigè nan dat 1ye janvye 2024 epi konpayi k ap demare yo, ti biznis k ap fonksyone yo ak kèk lòt antite kounye a pral bezwen depoze yon Deklarasyon Enfòmasyon sou Pwopriyetè Reyèl (“Rapò BOI”) nan FinCEN.

- **Enfòmasyon yo pa Disponib Piblikman**
 - FinCEN konsève enfòmasyon yo rapòte yo nan yon baz done ki an sekirite, ki pa piblik, epi, dapre nati sansib enfòmasyon yo rapòte yo, li otorize pou divilge enfòmasyon sa yo sèlman bay yon gwoup otorite gouvènmantal ak enstitisyon finansye lalwa defini nan sikonstans limite (fondamantalman pou konbat aktivite ilegal).

Ki Konpayi ki Dwe Depoze Dokiman?

Dapre Règleman Final la, gen de (2) gwoup “**Konpayi k Ap Fè Deklarasyon**” ki dwe depoze dokiman: (1) “Konpayi Domestik k Ap Fè Deklarasyon” ak (2) “Konpayi Etranje k Ap Fè Deklarasyon.”

1. Yon **Konpayi Domestik k Ap Fè Deklarasyon** se yon sosyete; yon konpayi ki gen responsablite limite; oswa lòt antite ki kreye lè yo depoze yon dokiman bò kote yon sekretè deta oswa nenpòt biwo ki menm jan an dapre lwa yon eta oswa yon tribi Endyen.

- Yo pa konsidere l kòm yon Konpayi Domestik k Ap Fè Deklarasyon: (1) antrepriz endividiyèl, (2) sèten kalite fidisyè, ak (3) antrepriz ki gen non kolektif.

2. Yon **Konpayi Etranje k Ap Fè Deklarasyon** se yon sosyete, yon konpayi ki gen responsablite limite, oswa lòt antite ki fòme dapre lwa yon peyi etranje epi ki anrejistre pou fè biznis Ozetazini lè yo depoze yon dokiman bò kote yon sekretè deta oswa nenpòt biwo ki menm jan an dapre lwa yon eta oswa yon tribi Endyen.

Antite k Ap Fè Deklarasyon an Egzanpsyon

Antite Egzante

CTA ekate definisyon "Konpayi k Ap Fè Deklarasyon" 23 antite ki annapre yo:

1. Emetè valè imobilye ki konpayi ka p fè deklarasyon yo;
2. Otorite gouvènmantal domestik;
3. Bank;
4. Koperativ kredi domestik;
5. Konpayi ki gen posesyon enstitisyon k ap depoze a;
6. biznis transfè lajan;
7. Koutye oswa negosyan nan valè imobilye;
8. Echanj valè imobilye oswa ajans konpansasyon;
9. Lòt antite ki anrejistre dapre Lwa sou Echanj Valè Imobilye 1934 la;
10. Konpayi investisman ak konseye ki anrejistre;
11. Konseye nan fon kapital risk;

Antite k Ap Fè Deklarasyon an *Suit Egzanpsyon*

12. Konpayi asirans;
13. Pwodiktè asirans ki gen lisans leta;
14. Antite ki anrejistre dapre Lwa ou Echanj Machandiz;
15. Konpayi kontab;
16. Sèvis piblik;
17. Sèvis piblik mache finansye;
18. Machin investisman kolektif;
19. Antite ki pa peye taks;
20. Antite k ap ede antite ki pa peye taks;
21. Gwo konpayi eksplwatasyon;
22. Filyal sèten antite ki egzante; epi
23. Biznis ki pa aktif.

Antite k Ap Fè Deklarasyon an Egzanpsyon

- **Gwo Konpayi Eksplwatasyon**

- Yon "gwo konpayi eksplwatasyon" dapre Règleman Final la se youn ki:
 - Anplwaye plis pase 20 anplwaye apentan Ozetazini;
 - Gen yon prezans operasyonèl nan yon biwo fizik nan Ozetazini, ak
 - Te ranpli yon taks sou revni federal oswa yon deklarasyon enfòmasyon Ozetazini pou ane anvan an ki montre plis pase \$5,000,000.00 nan resi oswa lavant brit, jan yo te deklare sa kòm resèt oswa lavant brit (net nan retounen ak pwovizyon) sou Fòm 1120 IRS antite a, Fòm IRS 1120 konsolide, Fòm 1120-S IRS, Fòm 1065 IRS, oswa lòt fòm IRS ki aplikab, eksepte resi brit oswa lavant ki pa fèt Etazini, jan sa detèmine dapre prensip federal taks sou revni an.

Antite k Ap Fè Deklarasyon an *Egzanpsyon*

- Filyal
 - Pou yo egzante yomn filyal, yon antite ki egzante dwe posede l 100%.

Antite k Ap Fè Deklarasyon an Egzanpsyon

- Antite ki Pa Aktif
 - FinCEN dekri yon "Antite ki pa Aaktif" kòm yon antite ki:
 - Te egzistans nan dat oswa anvan 1 janvyè 2020;
 - pa angaje nan biznis aktif;
 - Se pa yon etranje ki posede li, swa dirèkteman oswa endirèkteman, totalman oswa pasyèlman;
 - Pa te chanje okenn pwopriyete nan peryòd douz (12) mwa ki sot pase yo;
 - Li pa voye oswa resevwa okenn lajan nan yon montan ki depase \$1,000.00, ni dirèkteman oswa atravè nenpòt kont finansye kote antite a oswa nenpòt ki afilye antite a te gen yon enterè, nan peryòd 12 mwa ki sot pase yo; epi
 - Oson pa kenbe okenn kalite byen, kit se Ozetazini oswa aletranje, ki gen ladan tout patisipasyon nan kapital nenpòt sosyete, konpayi ki gen responsablite limite, oswa lòt antite menm jan an.

Moun k A Fè Deklarasyon an

Apèsi

Règleman Final la egzije Rapò BOI konpayi k ap fè deklarasyon genyen ladan l enfòmasyon idantifikasyon sou de (2) kategori moun: Pwopriyetè Reyèl ak Konpayi K ap Aplike yo.

- Pwopriyetè Reyèl (Beneficial Owners, BO) – Nenpòt moun ki, dirèkteman oswa endirèkteman: (i) egzèsè **gwo kontwòl** sou yon konpayi k ap fè deklarasyon; oswa (ii) posede oswa kontwole omwen 25% nan **patisipasyon nan kapital** yon konpayi k ap fè yon deklarasyon.
- Konpayi K ap Aplike yo – Konpayi k ap fè deklarasyon an, yo chak gen jiska de (2) Konpayi K ap Aplike: (1) moun ki depoze dokiman ki kreye konpayi an oswa ki anrejistre li pou fè biznis Ozetazini, epi (2) moun ki responsab pou dirije oswa kontwole depo dokiman yo.
 - Konpayi k ap aplike pou konpayi **ki egziste deja yo** – Konpayi k ap fè deklarasyon ki kreye oswa anrejistre anvan 1ye janvye 2024, pa bezwen deklare enfòmasyon ki gen rapò ak nenpòt konpayi k ap aplike.

Moun k A Fè Deklarasyon an

Pwopriyetè Reyèl – Gwo Kontwòl

Yon moun gen "gwo kontwòl" sou yon konpayi k ap fè deklarasyon si moun sa a:

- i. se yon ofisye siperyè;
- ii. gen otorite pou retire oswa nonmen nenpòt ofisye siperyè oswa majorite nan konsèy administrasyon an;
- iii. dirije, detèmine oswa gen gwo enfliyans sou desizyon enpòtan konpayi k ap fè deklarasyon an (sa vle di konkli oswa koupe kontra enpòtan, gwo depans oswa dèt, pwogram konpansasyon, elatriye); oswa
- iv. gen nenpòt fòm gwo kontwòl.



Moun k A Fè Deklarasyon an

Pwopriyetè Reyèl – Patisipasyon nan Kapital

“**Patisipasyon nan Kapital**” la gen ladan prensipalman nenpòt patisipasyon nan kapital, san wete aksyon, patisipasyon nan pwofi yo, opsyon yo, dèt negosyab ak nenpòt lòt dwa pou gen aksyon.

Moun yo ka posede oswa kontwole "**patisipasyon nan kapital la**" atravè nenpòt kontra, aranjman, antant, yon relasyon oswa lòt bagay epi swa dirèkteman oswa atravè yon lòt antite.

Kontni Deklarasyon yo

Premye rapò BOI konpayi k ap fè deklarasyon an dwe genyen **enfòmasyon espesifik ak idantifikasyon** sou:

1. konpayi k ap fè deklarasyon an li menm; epi
2. moun ki fè deklarasyon li yo (pwopriyetè reyèl yo ak konpayi k ap aplike yo).

Premye rapò BOI chak konpayi k ap fè deklarasyon dwe genyen enfòmasyon ki annapre yo **pandan y ap respekte konpayi k ap fè deklarasyon an** li menm:

- i. Non legal konplè;
- ii. Tout non komèsyal yo oswa D/B/A;
- iii. Mete adrès aktyèl la;
- iv. Eta, Tribi, oswa jiridiksyon etranje fòmasyon;
- v. Si l aletranje, jiridiksyon Eta oswa Tribi kote konpayi sa a premye anrejistre Ozetazini; epi
- vi. Yon Nimewo Idantifikasyon Kontribyab (Taxpayer Identification Number, TIN) Sèvis Revni Entèn lan (Internal Revenue Service, IRS) (ki gen ladan yon Nimewo Idantifikasyon Anplwayè (Employer Identification Number, EIN)).

Premye rapò BOI chak konpayi k ap fè deklarasyon dwe genyen enfòmasyon ki annapre yo **pandan y ap respekte chak moun k ap fè deklarasyon pou li yo:**

- i. Non legal konplè;
- ii. Dat nesans;
- iii. Mete adrès aktyèl la;
- iv. Yon nimewo idantifikasyon inik (epi jiridiksyon ki bay li a) ki soti nan yon dokiman idantite ki gen foto sou li; epi
- v. Yon imaj dokiman kote yo te jwenn nimewo idantifikasyon inik la.

Kontni Deklarasyon yo *Idantifyan FinCEN*

Olye pou yo deklare enfòmasyon ki sou prezantasyon anvan yo chak fwa yon konpayi kreye, moun oswa antite k ap fè deklarasyon an ka jwenn yon **“Idantifyan FinCEN”** lè li bay FinCEN enfòmasyon idantifikasyon.

Yon yo jwenn yon Idantifyan FinCEN, moun oswa antite k ap fè deklarasyon an ka bay yon konpayi k ap fè deklarasyon **Idantifyan FinCEN*** li (olye enfòmasyon pèsonèl li) pou mete nan rapò BOI li.

Kontni Deklarasyon yo Deklarasyon ki Modifye ak Korije

Deklarasyon ki Modifye

Yon konpayi k ap fè deklarasyon dwe mete ajou deklarasyon li lè gen yon chanjman nan enfòmasyon yo te deja bay sou konpayi k ap fè deklarasyon an li menm oswa pwopriyetè reyèl li yo.

Deklarasyon ki Korije

Yon konpayi k ap fè deklarasyon dwe mete ajou deklarasyon li lè enfòmasyon yo te deja bay yo pa t egzat nan moman yo t ap depoze yo a.

Kalandriye Premye Deklarasyon yo

- **Konpayi k ap fè deklarasyon ki te la deja** ki te kreye oswa anrejistre pou fè biznis Ozetazini anvan 1ye janvyè 2024.
 - Deklarasyon yo dwe fèt anvan: 1ye janvyè 2025.
- Yon konpayi konpayi k ap fè deklarasyon **ki fòmè soti 1 janvyè 2024 jiska 31 desanm 2024.**
 - Deklarasyon an dwe fèt **90 jou kalandriye apre fòmasyon an.**
- Yon konpayi konpayi k ap fè deklarasyon, **ki fòmè nan dat oswa apre 1 janvyè 2025.**
 - Deklarasyon an dwe fèt **30 jou kalandriye apre fòmasyon an.**

Delè 30 ak 90 jou yo mansyone pi wo a kòmanse depi lè konpayi an resevwa avi sou kreyasyon oswa anrejistremant li ki di yo anvigè, oswa apre yon sekretè deta oswa yon lòt biwo menm jan an pibliye premye avi piblik sou kreyasyon oswa anrejistremant li, kèlkeswa dat ki vini anvan an.

Kalandriye Modifikasyon Deklarasyon yo

- Deklarasyon ki Modifye:
 - Deklarasyon yo dwe fèt: **nan lespas 30 jou kalandriye** apre fin gen yon *chanjman*.
- Deklarasyon ki Koriye:
 - Deklarasyon yo dwe fèt: **nan lespas 30 jou kalandriye** apre konpayi k ap fè deklarasyon an vin konnen oswa gen rezon pou konnen gen yon erè ki te fèt.

Pwosesis pou Depoze Dokiman an

Pwochen prezantasyon yo pral montre w kijan pou:

1. Jwenn yon Idantifyan FinCEN pou yon moun; epi
2. Depoze yon rapò BOI pou yon antite.

Jwenn yon Idantifyan FinCEN

PREMYE ETAP: ale sou <https://fincenid.fincen.gov/>
epi klike sou "Kreye yon Kont"



FINANCIAL CRIMES
ENFORCEMENT NETWORK

FINCEN ID | HELP

Notice: FinCEN ID site will be unavailable for scheduled maintenance on September 6th, from 8:00 PM - 12:00 AM EDT.

Welcome to the FinCEN ID Application
for Individuals



Sign in or Create an Account with LOGIN.GOV



What is a FinCEN ID for individuals?

A FinCEN ID is a unique identifying number issued to an individual by FinCEN. Although there is no requirement to obtain a FinCEN ID, doing so can simplify the reporting process.



What does a FinCEN ID do for individuals?

An individual beneficial owner or company applicant's FinCEN ID can be reported instead of required information about that individual on the reporting company's Beneficial Ownership Information Report (BOIR) submitted to FinCEN.



How does an individual get a FinCEN ID?

To obtain a FinCEN ID for yourself, click the Create Account button to create an account and begin the application for a FinCEN ID. If you already have an account, login in to enter your identifying information on the FinCEN ID application. If you have additional questions, visit our Help Page.



DEZYÈM ETAP: klike sou “Konekte ak LOGIN.GOV”



FinCEN Identifier (FinCEN ID)

[FinCEN.Gov/Contact](#)



Sign in with  **LOGIN.GOV**

Who is Login.gov?

Login.gov is a trusted provider specializing in digital identity protection, providing users with secure access to applications.

You consent to the privacy and security policies for identity and access management through Login.gov [Privacy and Security](#)

[Practices](#) | [FAQ](#)



U.S. Department of the Treasury is using Login.gov to allow you to sign in to your account safely and securely.

Sign in

Create an account



Create an account for new users

Enter your email address



Select your email language preference

You will receive emails from Login.gov in the language you choose.



English (default)

Español

Français

中文 (简体)

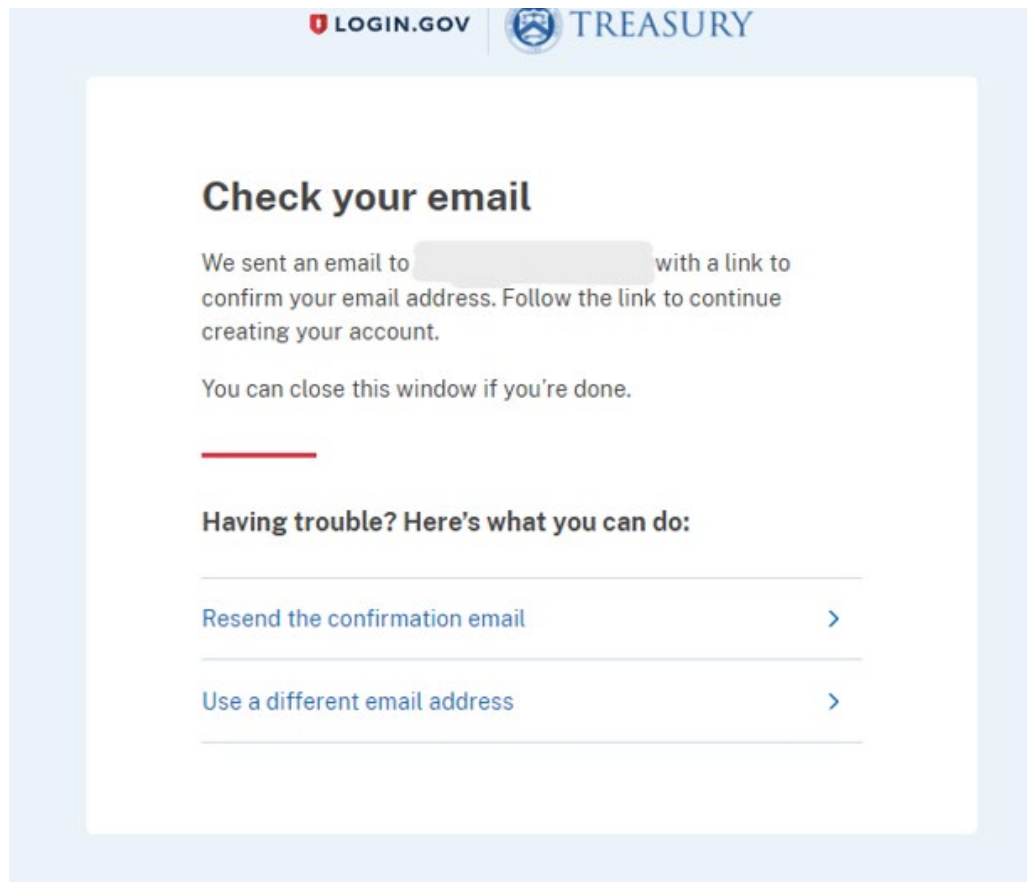
I read and accept the Login.gov [Rules of Use](#)



TWAZYÈM ETAP:

- (a) klike sou "Kreye yon Kont"
- (b) Mete adrès imèl ou
- (c) Chwazi lang ki apwopriye
- (d) Klike pou w aksepte Règleman Itilizasyon yo

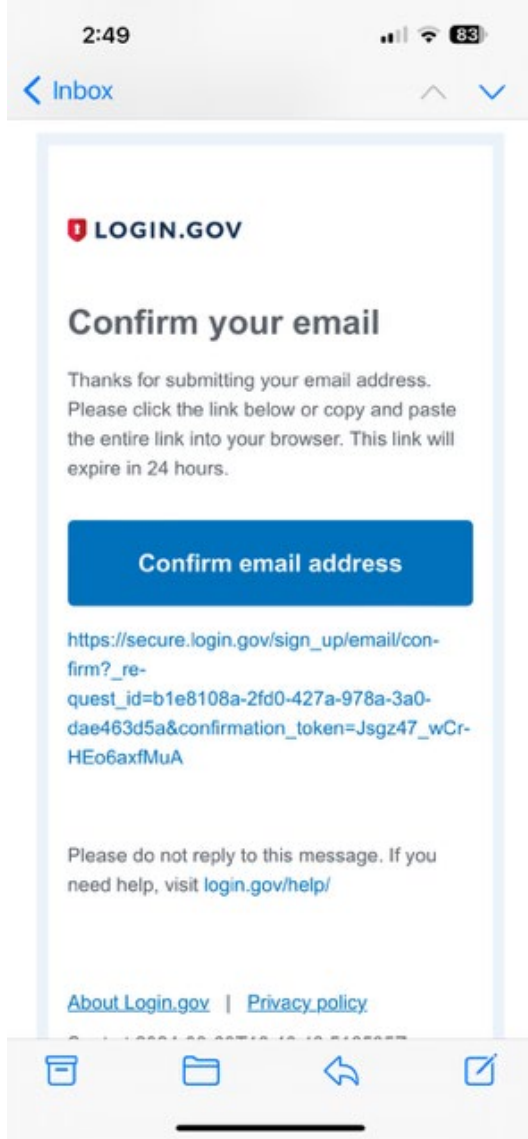
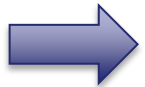
KATRIYÈM ETAP: Yon fwa ou wè ekran sa a, tcheke imèl ou





SENKYÈM ETAP:

- (a) Tcheke imèl ou epi veye yon imèl ki soti nan LOGIN.GOV
- (b) Klike sou konfime adrès imèl nan imèl ou resevwa a



SIZYÈ ETAP: yon fwa ou klike sou "Konfime adrès imèl" nan senkyèm etap la, l ap retounen ou sou sit entènèt LOGIN.GOV lan kote ou pral kreye yon modpas ki gen 12 karaktè oswa plis. Apresa, tanpri peze "Kontinye"

The screenshot shows the LOGIN.GOV mobile app interface. At the top, the time is 2:51, and there are icons for signal strength, Wi-Fi, and battery (82%). Below the status bar, there is a "Mail" link and a message: "An official website of the United States government. Here's how you know". The LOGIN.GOV and TREASURY logos are displayed. A green notification bar states: "You have confirmed your email address". The main heading is "Create a strong password". Below this, a note reads: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." There are two input fields: "Password" and "Confirm password". A "Show password" checkbox is located below the "Confirm password" field. A blue "Continue" button is at the bottom. The browser address bar at the very bottom shows "secure.login.gov".





2:53
Mail

AA secure.login.gov

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

LOGIN.GOV TREASURY

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

- Face or touch unlock**
Use your face or fingerprint to access your account without a one-time code.
- Authentication application**
Download or use an authentication app of your choice to generate secure codes.

< >

2:54
Mail

secure.login.gov

- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Security key**
Connect your physical security key to your device. You won't need to enter a code.
- Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

[Cancel account creation](#)

Language ^

[Help](#) [Contact](#) [Privacy & security](#) [Accessibility statement](#)



SETYÈM ETAP: chwazi yon metòd Otantifikasyon epi peze kontinye

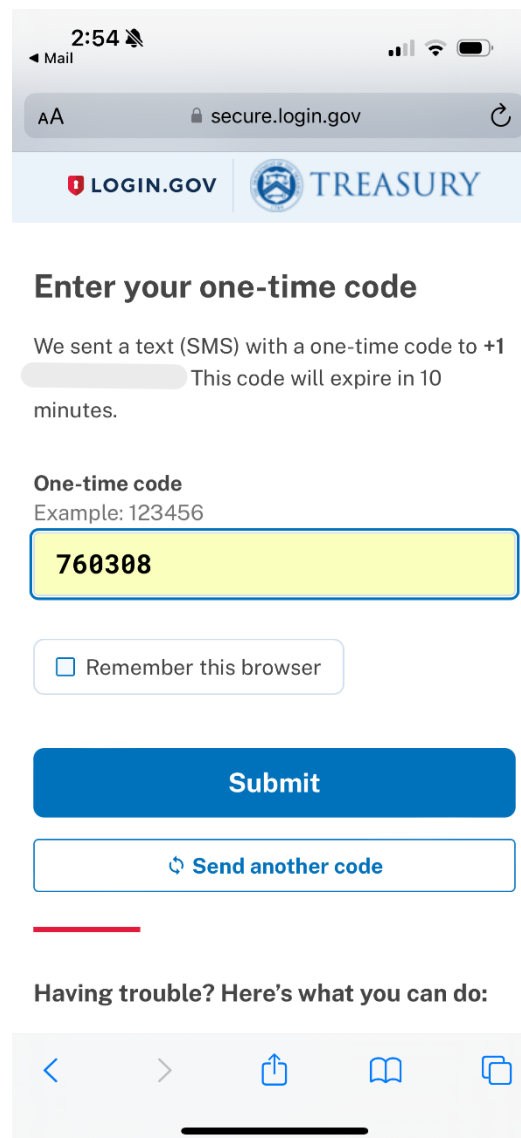


UITYÈM ETAP: si ou chwazi yon metòd tèks, mete nimewo telefòn ou pou resevwa yon kòd ou ka itilize yon sèl fwa epi peze "Voye kòd"

The screenshot shows the mobile app interface for adding a phone number. At the top, the status bar shows the time 2:54, signal strength, Wi-Fi, and battery icons. Below the status bar, there is a navigation bar with a back arrow, the word "Mail", and the URL "secure.login.gov" with a lock icon and a dropdown menu labeled "Here's how you know". The main header features the "LOGIN.GOV" logo and the "TREASURY" logo. The main content area is titled "Add a phone number" and includes the following text: "We'll send you a one-time code each time you sign in." and "Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers." Below this, there is a "Phone number" section with a dropdown menu showing the United States flag. The "How you'll get your code" section has two radio button options: "Text message (SMS)" (selected) and "Phone call". At the bottom, there is a blue button labeled "Send code". Three blue arrows point to the phone number dropdown, the "Text message (SMS)" option, and the "Send code" button.

This site is protected by reCAPTCHA and the

NEVYÈM ETAP: mete kòd ou ka itilize yon sèl fwa a epi peze "Soumèt"



2:54

Mail

AA secure.login.gov

LOGIN.GOV TREASURY

Enter your one-time code

We sent a text (SMS) with a one-time code to +1
This code will expire in 10 minutes.

One-time code
Example: 123456

760308

Remember this browser

Submit

Send another code

Having trouble? Here's what you can do:

< > ⬆️ 📖 📄





DIZYÈM ETAP: swa w chwazi yon lòt metòd otantifikasyon oswa peze "Sote pou kounye" pou kontinye

2:54
Mail secure.login.gov

LOGIN.GOV TREASURY

✓ A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

Skip for now

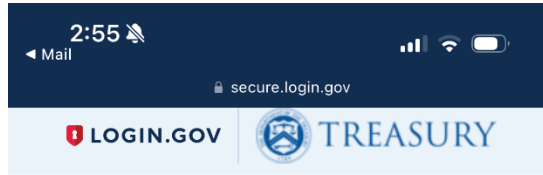
Language ^

Help Contact Privacy & security Accessibility statement

GSA US General Services Administration

Patterson Belknap

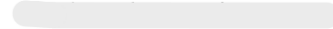




Continue to U.S. Department of the Treasury

We'll share this information with **U.S. Department of the Treasury**:

Email addresses on your account



⚠ [Add a second authentication method.](#)

You will have to delete your account and start over if you lose your only authentication method.

ONZYÈM ETAP: peze "Dakò epi kontinye"



Agree and continue



▲ Notice: FinCEN ID site will be unavailable for scheduled maintenance on September 6th, from 8:00 PM - 12:00 AM EDT.

FinCEN Identifier (FinCEN ID) Application

OMB No. 1506-0076

Filers must provide information in EVERY field marked with the * symbol in ALL CIRCUMSTANCES. Filers must also provide information in all fields not marked with the * symbol that are applicable to the filer. For example, the "Middle Name" field is not marked with a * symbol; the filer MUST provide information in that field IF the relevant individual's legal name includes a middle name. Notwithstanding any other instruction, individuals must provide all information required pursuant to 31 CFR 1010.380(b).

Full legal name and date of birth

[Need help?](#)

* First name	Middle name	* Last name	Suffix	* Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

Address

[Need help?](#)

* Address type

Residential address Business address

[+ Add address](#)

[- Remove address](#)

Form of identification and issuing jurisdiction

[Need help?](#)

* Identifying document type

State-issued driver's license State/local/Tribe-issued ID U.S. passport Foreign passport

Certification

* I certify that the information furnished is true, correct, and complete.

▲ COMPLIANCE REMINDER: The willful provision of false or fraudulent beneficial ownership information to FinCEN may result in civil or criminal penalties.

I agree

DOUZYÈM ETAP:

Mete:

- (a) non ak siyati ou,
- (b) dat nesans ou,
- (c) adrès ou,
- (d) chwazi yon dokiman idantifikasyon (epi mete dokiman sa a), epi
- (e) klike sou "Mwen dakò"

TRÈZYÈM ETAP: w ap resevwa idantifyan FinCEN ou an



[FINCEN ID](#) | [HELP](#) | [LOG OUT](#)

⚠ Notice: FinCEN ID site will be unavailable for scheduled maintenance on September 6th, from 8:00 PM - 12:00 AM EDT.

✓ Congratulations!

Your FinCEN ID was successfully created.

FinCEN ID

[Correct prior report](#)

[Update prior report](#)



Prezantasyon sa yo se enstriksyon FinCEN sou fason pou depoze yon Rapò BOI.

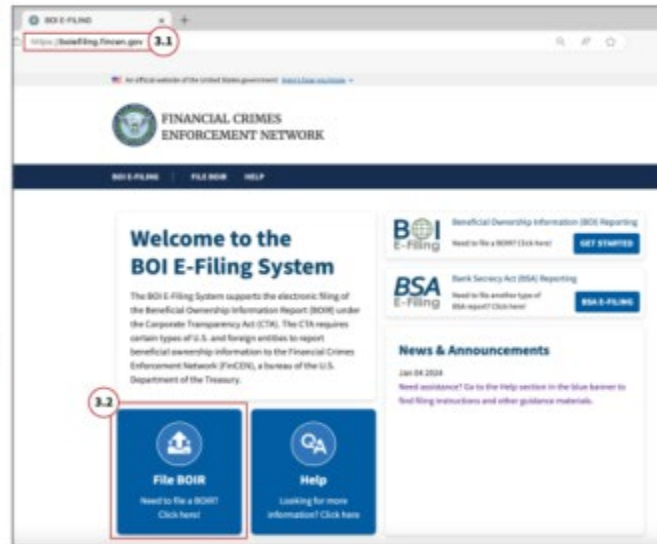
3. Accessing the BOIR E-Filing System

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).

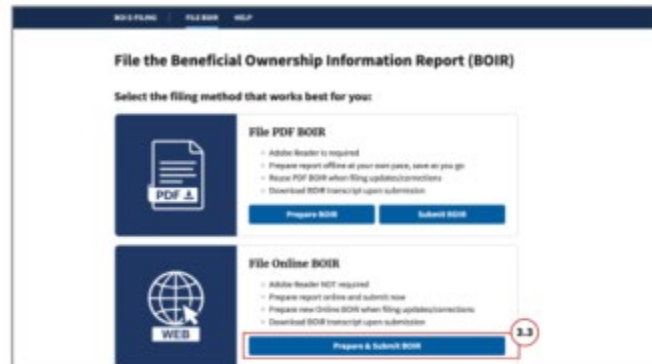


3.2 Start the filing process.

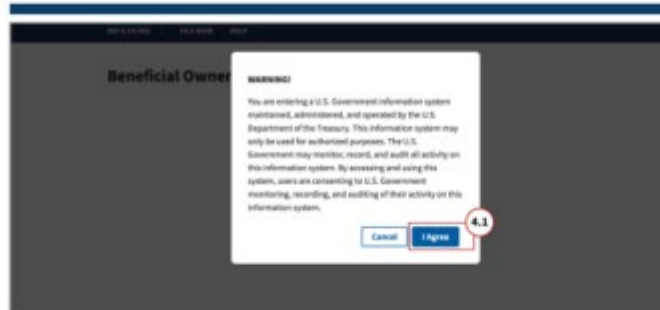
Select the **File BOIR** link/icon.

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



The screenshot shows a warning dialog box titled "Beneficial Owner" with a "WARNING:" header. The text inside reads: "You are entering a U.S. Government information system maintained, administered, and operated by the U.S. Department of the Treasury. This information system may only be used for authorized purposes. The U.S. Government may monitor, record, and audit all activity on this information system. By accessing and using this system, users are consenting to U.S. Government monitoring, recording, and auditing of their activity on this information system." At the bottom of the dialog are two buttons: "Cancel" and "I Agree". A red callout box with the number "4.1" points to the "I Agree" button.

4.1 Review the warning language.

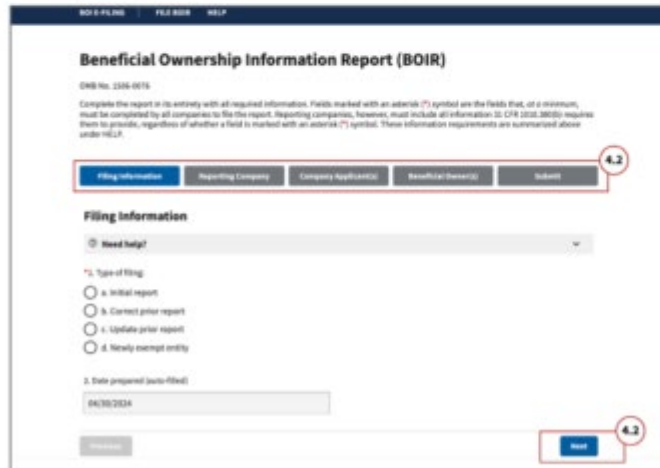
Review the warning language and click the **I Agree** button.

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



The screenshot shows the "Beneficial Ownership Information Report (BOIR)" form. At the top, there are navigation tabs: "Filing Information", "Reporting Company", "Company Applicant(s)", "Beneficial Owner(s)", and "Submit". The "Filing Information" tab is highlighted in blue. Below the tabs, the form includes a "Need help?" dropdown menu, a "Type of Filing" section with radio button options: "a. Initial report", "b. Correct prior report", "c. Update prior report", and "d. Newly exempt entity", and a "Date prepared (auto-filled)" field with the value "04/30/2024". A red callout box with the number "4.2" points to the "Next" button at the bottom right of the form.



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.

4.4a 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.

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

Part I. Reporting Company information

3. Request to receive FinCEN ID

4. Foreign pooled investment vehicle

Legal name and alternate name(s)

Reporting Company legal name

Alternate name (e.g. trade name, DBA)

Add Alternate Name

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.

The screenshot displays a web form with a navigation bar at the top containing tabs: "Filing Information", "Reporting Company", "Company Appointment(s)", "Beneficial Owner(s)", and "Submit". The "Reporting Company" tab is active. Below the navigation bar is a "Need help?" dropdown menu. The main form area is divided into two sections. The first section, labeled "4.4c", contains two text input fields: "1. Reporting Company legal name" and "2. Alternate name (e.g., trade name, DBA)". The second section, labeled "4.4d", features a blue button labeled "Add Alternate Name". Below this is a section labeled "4.4e" titled "Form of Identification", which includes a "Need help?" dropdown, a "1. Tax Identification type" dropdown menu with the instruction "Select an ID type", a "2. Tax Identification number" text input field, and a "3. Country/Jurisdiction (if foreign tax ID only)" dropdown menu with the instruction "Select a country".

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.

The screenshot shows a web form with the following sections:

- Jurisdiction of formation or first registration (4.4f):** Includes a "Need help?" link and a dropdown menu for "Country/Jurisdiction of formation".
- Current U.S. address (4.4g):** Includes a "Need help?" link and several input fields:
 - *11. Address (number, street, and apt. or suite no.)
 - *12. City
 - *13. U.S. or U.S. Territory (dropdown)
 - *14. State (dropdown)
 - *15. ZIP code
- Navigation:** "Previous" and "Next" buttons.
- Footer:** "PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE" link.

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 a web form with several tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Company Applicant(s)' tab is active. A 'Need help?' dropdown is visible. A red box highlights the checkbox for '16. Existing reporting company' (with a red asterisk) and the text '(Select if existing reporting company as of January 1, 2024)'. Below this is a note: 'ET. (This item is reserved for future use)'. The section is titled 'Part II. Company Applicant information' with an 'Add Company Applicant' button. Another 'Need help?' dropdown is present. A red box highlights the 'Company applicant FinCEN ID' field, which includes a 'Need help?' dropdown and a text input field labeled '16. FinCEN ID'. Below this is a label 'Legal name and date of birth'.

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 form with a navigation bar at the top containing tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Company Applicant(s)' tab is active. Below the navigation bar, the form is divided into two main sections: 'Legal name and date of birth' and 'Current address'. Each section begins with a 'Need help?' link and a dropdown menu labeled '4.5c'. The 'Legal name and date of birth' section includes fields for: *19. Individual's last name, *20. First name, 21. Middle name, 22. Suffix, and *23. Date of birth (MM/DD/YYYY). The 'Current address' section includes: *24. Address type (radio buttons for Business Address and Residential Address), *25. Address (number, street, and apt. or suite no.), *26. City, *27. Country/Jurisdiction (dropdown), *28. State (dropdown), 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 with the following elements:

- Navigation tabs: Filing Information, Reporting Company, **Company Applicant(s)**, Beneficial Owner(s), Submit.
- Section title: **Forms of identification and issuing jurisdiction** (callout 4.5d).
- Dropdown: Need help?
- Field *10. Identifying document type: Select an ID type.
- Field *11. Identifying document number: Text input.
- Section *12. Identifying document issuing jurisdiction:
 - a. Country/Jurisdiction: Select a country/jurisdiction.
 - b. State: Select a state.
 - c. Local/Tribal: Select a local/tribal.
 - d. Other local/Tribal description: Text input.
- Field *13. Identifying document image: Drag file here or [choose from folder](#) (callout 4.5e).
- Buttons: Previous, Next (callout 4.5f).
- Footer: PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE.

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.

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

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

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Company Applicant(s)' tab is active. Below the navigation bar 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, 2020)'. Below this is a note '17. (This item is reserved for future use)'. A red box highlights a section titled 'Part II. Company Applicant Information'. Inside this box, there is an 'Add Company Applicant' button, another 'Need help?' dropdown, and two rows for 'Company Applicant #1' and 'Company Applicant #2'. A 'Remove company applicant #1' button is located below the second row. Below the red box, there is a 'Company applicant FinCEN ID' section with a 'Need help?' dropdown and a text input field. At the bottom, there is a 'Legal name and date of birth' section with a text input field.



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 with the following fields and options:

- 36. (This item is reserved for future use)**
- Part III. Beneficial Owner Information** (with an 'Add Beneficial Owner' button)
- Need help?** (dropdown)
- Beneficial Owner ID** (dropdown)
- 36. Parent/Guardian information instead of minor child**
Select if the beneficial owner is a minor child and the parent/guardian information is provided instead.
- Beneficial Owner FinCEN ID** (dropdown)
- 36. FinCEN ID** (text input field, highlighted with a red box and a red asterisk, with a callout '4.6a')
- 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 'Legal name and date of birth' and 'Residential address' sections with the following fields and options:

- Legal name and date of birth**
- Need help?** (dropdown)
- *36. Individual's last name or entity's legal name** (text input field)
- *36. First name** (text input field)
- 40. Middle name** (text input field)
- 41. Suffix** (text input field)
- *40. Date of birth** (date picker)
- Residential address**
- Need help?** (dropdown)
- *40. Address (number, street, and apt. or suite no.)** (text input field)
- *40. City** (text input field)
- *40. Country/territory** (dropdown)
- *40. State** (dropdown)
- *40. ZIP/postage postal code** (text input field)



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 a web form titled "Form of Identification and Issuing Jurisdiction" within a "Beneficial Owner(s)" tab. The form contains the following elements:

- A "Need help?" dropdown menu.
- Field *48. Identifying document type (dropdown menu).
- Field *49. Identifying document number (text input).
- Section *50. Identifying document issuing jurisdiction, containing:
 - a. Country/Jurisdiction (dropdown menu)
 - b. State (dropdown menu)
 - c. Local/Tribal (dropdown menu)
 - d. Other local/Tribal description (text input)
- Field *51. Identifying document image (upload area with a "Drag file here or [click here to select files](#)" prompt).
- "Previous" and "Next" buttons at the bottom.

Callouts in the image:

- 4.6c: Points to the "Form of Identification and Issuing Jurisdiction" title.
- 4.6d: Points to the "Identifying document image" upload area.
- 4.6e: Points to the "Next" button.

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.

14. (This item is reserved for future use)

Part III. Beneficial Owner Information

[Need help?](#)

Beneficial Owner #1

[Need help?](#)

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?](#)

FinCEN ID

Exempt entity

[Add Beneficial Owner](#) **4.6g**

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.

The screenshot shows the 'Beneficial Ownership Information Report (BOIR)' form. At the top, there is a 'Submit' button. Below it, there are several input fields: 'Name', 'Address', 'City', 'State', and 'Zip'. A red box highlights the 'Name' field, labeled '5.1a'. Below the input fields, there is a checkbox labeled 'I agree', which is currently unselected. A red box highlights this checkbox, labeled '5.1b'. The form also includes a 'Submit BOIR' button at the bottom right.

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.

The screenshot shows the hCaptcha verification step. A yellow box highlights the 'I am human' checkbox, labeled '5.2a'. Below it, there is a 'Submit BOIR' button, labeled '5.2b'. The form also includes a 'Submit BOIR' button at the bottom right.

5.2 Certify and submit the form.

Sanksyon

- CTA prevwa sanksyon **sivil** ak **kriminèl** pou moun ki:
 - "bay yon fason volontè, oswa eseye bay, fo enfòmasyon oswa enfòmasyon fwod sou pwopriyetè reyèl la... bay FinCEN"; oswa
 - "pa rive yon fason volontè deklare bay FinCEN enfòmasyon konplè oswa ajou sou pwopriyetè reyèl la."
- **Sanksyon Sivil**: yo fikse yo jiska \$500 *chak jou* yon vyolasyon kontinye oswa yo pa te korije li.
- **Sanksyon Kriminèl**: Yo ka fè w peye amann jiska \$10,000, pran jiska de (2) lane prizon, oswa toude.

- **Lwa Eta a**: New York (ak kèk lòt eta) te pase pwòp lwa yo sou transparans yo dwe respekte separeman.
- **Lwa sou Transparans New York la**

Lwa sou transparans antrepriz New York la sanble ak Lwa Federal la ak diferans ki annapre yo:

- Li aplike sèlman pou LLC yo.
- Dat deklarasyon ki pi pwòch la se ap 1ye janvye 2026, pou antite ki te fòme nan dat oswa apre dat sa a, ak 1ye janvye 2027, pou antite ki te fòme oswa ki kalifye anvan 1ye janvye 2026.
- Si yon LLC pa bezwen depoze dokiman enfòmasyon yo, l ap toujou bezwen depoze yon sètifika ki reklame egzansyon li.
- Sanksyon ki mwens sevè.

Dat pou Sonje:

- Konpayi k ap fè deklarasyon ki te la deja – Rapò BOI dwe fèt anvan: 1ye janvye 2025.
- Yon konpayi konpayi k ap fè deklarasyon ki fòme soti 1 janvye 2024 jiska 31 desanm 2024 – Deklarasyon an dwe fèt 90 jou kalandriye apre fòmasyon an.
- Konpayi k ap fè deklarasyon ki kreye oswa anrejistre nan dat oswa apre 1ye janvye 2025 – Rapò BOI dwe fèt anvan 30 jou kalandriye.

OU GEN KESYON?

Èske gen moun ki gen kesyon sou materyèl ki prezante yo?

Pou nenpòt kesyon ou gen pi devan, tanpri kontakte Legal Aid nan:

Telefòn: (212) 298-3340

Imèl: communitydevproject@legal-aid.org

pbwt.com