

BOI Quick Reference Checklist



✓ Who is required to report?

A corporation, a limited liability company, or was otherwise created in the United States by filing a document with the secretary of state or any similar office under the law of a state or Indian tribe; or a foreign company and was registered to do business in any U.S. state or Indian tribe by such filing.

See **BOI Entity Exemptions Guide** to determine if a business is exempt. Use the **Reporting Requirements: BOI Guide** to determine who is a beneficial owner and required to report to FinCEN.

✓ What information do I need to obtain for each beneficial owner?

Reporting Company	Each Beneficial Owner and Company Applicant
<ul style="list-style-type: none"> ✓ Full legal name ✓ Any trade names or DBAs ✓ Complete and current U.S. address ✓ State, tribal, or foreign jurisdiction of formation ✓ IRS taxpayer identification number (SSN or EIN) 	<ul style="list-style-type: none"> ✓ Name ✓ Date of Birth ✓ Address ✓ Unique identifying number and issuing jurisdiction from an acceptable document (i.e. driver's license, passport) & image of document.

✓ When do I need to report?

Existing Reporting Companies formed before January 1, 2024

- ✓ If your company was created or registered prior to January 1, 2024, you will have until **January 1, 2025**, to report BOI.

New Reporting Companies formed after January 1, 2024

- ✓ If your company was created or registered on or after January 1, 2024, and before January 1, 2025, you must report BOI within **90 calendar days** after receiving actual or public notice that your company's creation or registration is effective, whichever is earlier.
 - All companies formed on or after January 1, 2024, are also required to report their company applicant(s) information on the BOI report.
- ✓ If your company was created or registered on or after January 1, 2025, you must file BOI within **30 calendar days** after receiving actual or public notice that its creation or registration is effective.

✓ Corrected Report

Any updates or corrections to beneficial ownership information that you previously filed with FinCEN must be submitted **within 30 days**.