

Corporate Transparency Act

Beneficial Ownership Information Reporting Filing Instructions:

1. Where to file: <https://boiefiling.fincen.gov/>
2. Due dates for filing:
Existing Entities: Must be filed by January 1, 2025
Entities formed in 2024: Within 90 days of formation
Entities formed in 2025: Within 30 days of formation

3. Information needed for filing:

For the reporting company:

- Full legal name
- Any trade name or “doing business as” name
- Complete current U.S. address
- Jurisdiction of formation (including State or Tribal jurisdiction for a domestic reporting company)
- IRS Taxpayer Identification Number (TIN), including an Employer Identification Number (EIN)

For each beneficial owner and each company applicant required to be reported:

- Full legal name
- Date of birth
- Complete current address
- Unique identifying number and issuing jurisdiction from one of the following nonexpired documents: (1) U.S. passport; (2) identification document issued by a State, local government, or Indian Tribe issued for the purpose of identifying the individual; (3) State-issued driver’s license; or (4) if none of (1)–(3) are available, a foreign passport
- An image of the document from which the unique identifying number was obtained.

For additional filing information use the following link:

https://boiefiling.fincen.gov/resources/BOIR_Filing_Instructions.pdf