

**Beneficial Owner Information Reporting  
Data Entry Checklist**  
[www.fincen.gov/boi](http://www.fincen.gov/boi)

**FILING INFORMATION**

- Initial report** (first time filing)
- Corrected prior report** (amending due to inaccurate or incomplete information)
- Updated prior report** (reporting change in beneficial ownership information)
- Newly exempt entity** (filed a prior report and now company qualifies for an exemption)

Previous reporting company information must be provided if correcting, updating, or adding a newly exempt entity.

**REPORTING COMPANY**

- Requesting to receive a FinCEN identifier
- Reporting company is a foreign pooled investment vehicle

Reporting Company Information

- a Legal name and any trade name or DBA
- b Tax ID number (EIN/SSN/ITIN/foreign)
- c Country/jurisdiction of formation of the business entity
- d Complete U.S. address, including city, state, and ZIP
- e Date the reporting company was created

**COMPANY APPLICANT**

Up to two company applicants can be entered.

- a FinCEN Identifier \_\_\_\_\_  
(The below information is not required if FinCEN identifier is available)

Company Applicant Information

- b Legal name as shown on document filings
- c Tax ID number (EIN/SSN/ITIN/foreign)
- d Date of birth
- e Complete address, including city, state, and ZIP
- f Country/jurisdiction of identifying document
- g Copy of identifying document

**BENEFICIAL OWNER**

Multiple beneficial owners can be entered.

- a FinCEN Identifier \_\_\_\_\_  
(The below information is not required if FinCEN identifier is available)

Beneficial Owner Information

- Beneficial owner is a parent or guardian
- b Legal name as shown on document filings
- c Tax ID number (EIN/SSN/ITIN/foreign)
- d Date of birth
- e Complete address, including city, state, and ZIP
- f Country/jurisdiction of identifying document
- g Copy of identifying document

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This checklist is for informational purposes only. It is not intended to provide financial, legal, or tax advice or to address any particular scenario. Recipients of this document are encouraged to consult with their own professional advisors.

## Data Entry Checklist, continued

A "reporting company" is any entity that meets the "reporting company" definition and does not qualify for an exemption: (1) a corporation, a limited liability company (LLC), or company otherwise created in the United States by filing a document with a secretary of state or any similar office under the law of a state or Indian tribe; or (2) a foreign company that was registered to do business in any U.S. state or Indian tribe by such a filing. (See Small Entity Compliance Guide.)

A "company applicant" is (1) the individual who directly files the document that creates, or first registers, the reporting company; and (2) the individual who is primarily responsible for directing or controlling the filing of the relevant document.

A "beneficial owner" is any individual who exercises substantial control over your company or who owns at least 25 percent of your company.

Identifying documents include: (1) state-issued driver's license; (2) state/local/tribe-issued ID; (3) U.S. passport; and (4) foreign passport (may be provided only if the individual does not possess any of the prior three documents).

A "FinCEN identifier" is a unique identifying number that FinCEN issues to an individual or reporting company upon request after the individual or reporting company provides certain information to FinCEN. Note that:

- An individual or reporting company is not required to obtain a FinCEN identifier.
- An individual or reporting company may receive only one FinCEN identifier.
- Your company may include FinCEN identifiers in its BOI report instead of certain required information about beneficial owners or company applicants.