



This letter is to inform you, the taxpayer, of the services we will NOT provide you, because you have elected to file the reports yourself. The responsibilities you have for preparation of the BOI report are as follows (list may not be inclusive):

Starting on January 1, 2024, BOI reports must be filed electronically using FinCEN's secure filing system. FinCEN will store BOI reports in a centralized database and only share this information with authorized users for purposes specified by law. ____ **Initial**

Reporting companies created or registered to do business before January 1, 2024, will have additional time until January 1, 2025 to file their initial BOI reports. ____ **Initial**

Reporting companies created or registered on or after January 1, 2024, and before January 1, 2025, have 90 calendar days after receiving actual or public notice that their company's creation or registration is effective to file their initial BOI reports. Specifically, this 90-calendar day deadline runs from the time the company receives actual notice that its creation or registration is effective, or after a secretary of state or similar office first provides public notice of its creation or registration, whichever is earlier. ____ **Initial**

Reporting companies created or registered on or after January 1, 2025, will have 30 calendar days from actual or public notice that the company's creation or registration is effective to file their initial BOI reports. ____ **Initial**

Updates or Corrections

If there is any change to the required information about your company or its beneficial owners in a BOI report that your company filed, **your company must file** an updated BOI report no later than 30 days after the date on which the change occurred. The same 30-day timeline applies to changes in information submitted by an individual in order to obtain a FinCEN identifier. A reporting company is not required to file an updated report for any changes to previously reported personal information about a company applicant. ____ **Initial**

Our office will not prepare any Updated and or Corrected Reports. ____ **Initial**

Finally, our firm assumes no liability stemming from your neglect of not providing applicable information, or information timely, as detailed above for filing the BOI report. ____ **Initial**

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand we accept NO responsibilities in preparing your BOI report as explained above.

Taxpayer Signature _____ Title _____

Business Entity Name _____

Printed Name _____ Date _____

Phone Number _____ Email address _____