



HAIGHT ACCOUNTING FIRM, INC.

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BENEFICIAL OWNERSHIP INFORMATION REPORT

As of January 1, 2024 all businesses must file a **BOI REPORT** to FinCEN. New businesses must file within 30 days of formation. Businesses established prior to 2024 must complete their filing before December 31, 2024.

Steps to file your BOI Report

NOTE: Before you start make sure you have your company info including address and EIN, as well as the names, addresses, birthdates and a photo of driver's license or passport for each owner. There is no way to save part way through and you'll need this information to complete the filing.

- Go to <https://boiefiling.fincen.gov/>
- Click on blue box labeled **FILE BOIR**
- Under the middle section, File Online BOIR, click **PREPARE & SUBMIT BOIR**
- Agree to the security warning
- Click circle next to **a. Initial report**
- Click **NEXT**
- Skip numbers 3. and 4.
- 5. & 6. Fill in Company Legal Name and alternate names (if any)
- 7. Select EIN from drop down menu (or SS# if you are a sole proprietorship)
- 8. Enter your company's EIN
- 9. Skip
- 10. a. Drop down menu to select United States of America
- 10.b. Drop down to select your state of formation
- 10.c.d skip unless you have tribal jurisdiction
- 11. – 15. Enter company address
- Click **NEXT**

- 16. Click the box next to **EXISTING REPORTING COMPANY** (This means your business started prior to 2024, and you get to skip forward to question 35)
- 18. Skip unless you have a FinCEN ID#
- 19. – 34. should be able to skip these If you clicked box 16
- Click **NEXT**
- 35. Click only if one of your beneficial owners is a minor
- 36. Skip unless you have a FinCEN ID#
- 37. Skip (exempt entity)
- 38. – 47. Enter name and date of birth and address of one of the beneficial owners
- 48. – 50. ID type drop down driver’s license, Tribal ID or Passport and input the ID information
- 51. Upload a picture of the ID you used (file must be smaller than 4MB. No punctuation in file name)

DO NOT SKIP THIS STEP (If you have more than one owner)

- Go back up to the top of the page and click **ADD BENEFICIAL OWNER** and fill in their information. Do this for all owners
- Once you’ve added all owners, click NEXT
- Enter your email address, first and last name.
- Click the checkbox next to **“I certify that I am authorized...”**

Note: You may get a pop-up window showing any entry fields you missed. Click back through the pages along the top to find the fields marked in red and correct them.

- Click the checkbox next to **“I am human”** and complete the verification task given.
- Click box **“SUBMIT BOIR”**
- After a few seconds the **Submission Status Confirmation** page will show up. **PRINT** both the confirmation page AND the transcript page for your records
- Once you have this printed you can close your browser.

For more thorough instructions and frequently asked questions, see the

[Beneficial Ownership Information Report \(BOIR\) Filing Instructions](#) by clicking this link or going

to the HELP button on the main filing page