**Corporate Transparency Act and Beneficial Owners Reporting**

This is meant to provide you with basic information on the steps you will need to take to file a report if applicable. Please visit the [Small Businesses Resources](https://www.fincen.gov/boi/small-business-resources) page for more information.

* There are two ways to file:
	+ PDF (create document offline and upload, some have been having challenges with this option)
	+ [Online form](https://boiefiling.fincen.gov/)
* Business will need their exact name of the legal entity and their EIN (or SSN/ITIN) to add the company info. (\*\*TIP do not include a hyphen in the EIN or SSN)
* The “Reporting Company Applicant”
	+ Existing companies (created before January 1, 2024) DO NOT HAVE TO REPORT THEIR COMPANY APPLICANTS
	+ New Companies (created after January 1, 2024) have to report WHO FILED THEIR FORMATION PAPERWORK WITH THE SECREARY OF STATE (or similar entity in another state)
	+ The company application is an INDIVIDUAL and must provide identification (Driver’s License, Passport, etc) or can Provide a [FINCEN ID](https://www.fincen.gov/boi-faqs#M_3) number
		- If you engage with your accountant, lawyer, or other entity to help you file, they may be able to provide you with a FINCEN ID
* Must include the person who directly filed the documents AND if someone directed documents to be filed.