

# Creating a FinCEN ID and Filing a Beneficial Ownership Report

1 Navigate to <https://fincen.gov/boi>

2 Click "Create a FinCEN ID (optional)"



## OWNERSHIP INFORMATION

Companies are required to report information to FinCEN about the individuals who ultimately own or control them. Reporting requirements began accepting reports on January 1, 2024. Learn more about reporting deadlines.

### Are

do I file?

do I qualify for an exemption?

do I get a FinCEN ID?

### File

➔ File a report using the BOI E-Filing System

➔ [Create a FinCEN ID \(optional\)](#)

Need More Information?  
View our FAQ page.



Need More Information?  
Chat With Us Here.

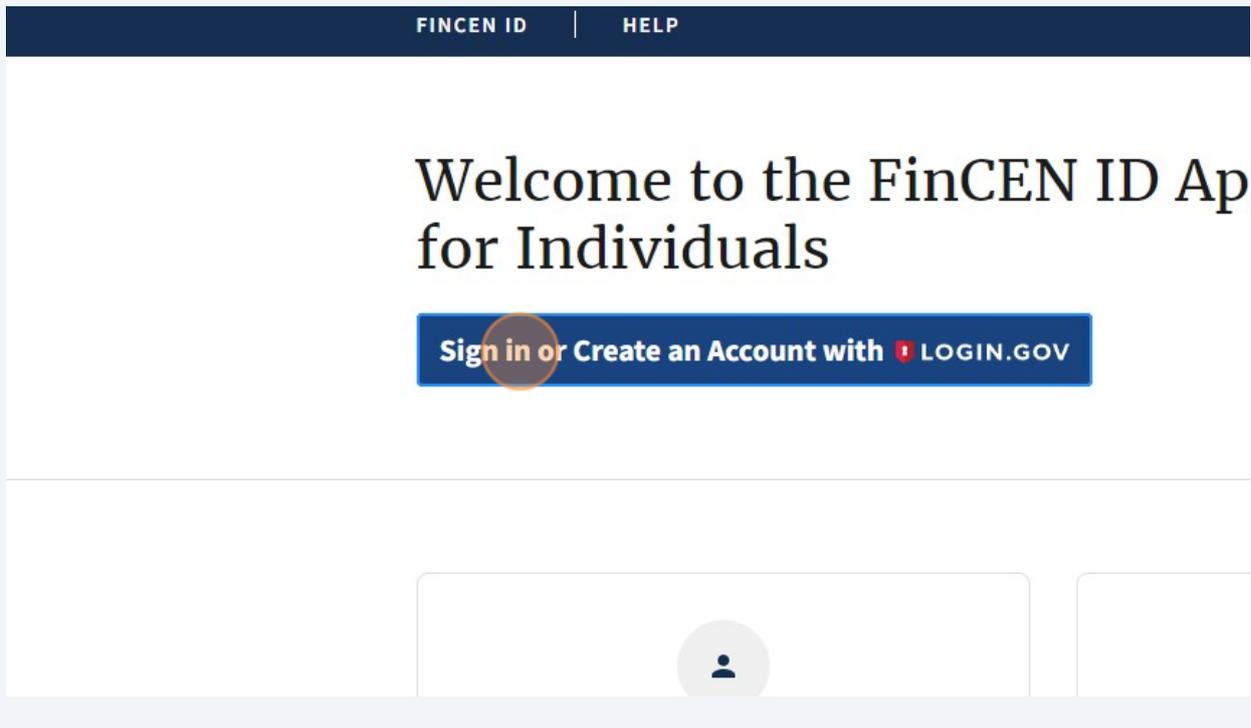


Stay Informed.  
Subscribe to FinCEN Updates.

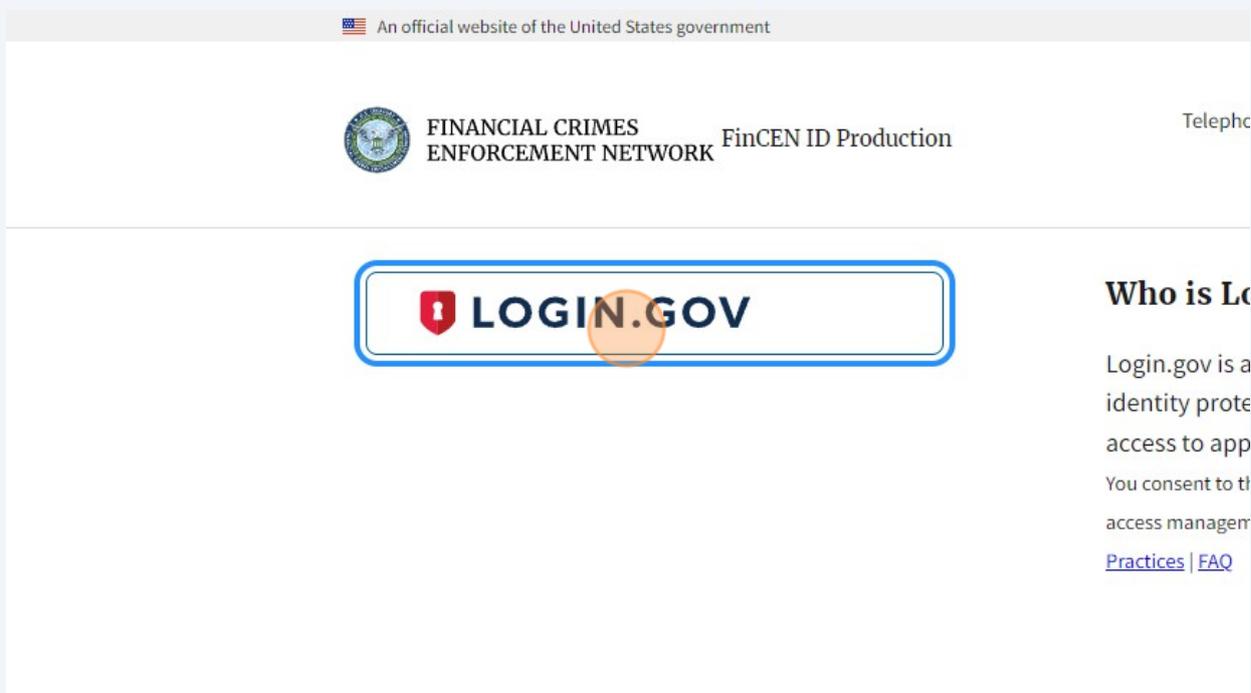
**Alert:** FinCEN has been notified of recent fraudulent attempts to solicit information from individuals and entities who may be subject to reporting requirements under the Corporate Transparency Act. The fraudulent correspondence may be titled "Important Compliance Notice" and asks the recipient to click on a UIRL or to scan a QR code. Those e-mails or letters are fraudulent. FinCEN does not send



3 Click "Sign in or Create an Account with"



4 Click this image.



- 5 Click "Create an account"

**U.S. Department of the Treasury** is using Login.gov to allow you to sign in to your account safely and securely.

Sign in

Create an account

**Sign in for existing users**

Email address

- 6 Click the "Enter your email address" field.

Sign in

Create an account

**Create an account for new users**

Enter your email address

**Select your email language preference**

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español



7 Click "Confirm email address"

## Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

 Confirm email address

[https://secure.login.gov/sign\\_up/email/confirm?\\_request\\_id=d8abdca9-f533-4823-bb44-88ddba0ae11a&confirmation\\_token=cn-yczq\\_WL4PusL9zogA](https://secure.login.gov/sign_up/email/confirm?_request_id=d8abdca9-f533-4823-bb44-88ddba0ae11a&confirmation_token=cn-yczq_WL4PusL9zogA)

Please do not reply to this message. If you need help, visit [login.gov/help/](https://login.gov/help/)

8 Click the "Password" field.

## Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Continue



9

Click "Text or voice message"  
Receive a secure code by (SMS) text or phone call."

two different options in case you lose one of your methods.



#### Authentication application

Download or use an authentication app of your choice to generate secure codes.



#### Text or voice message

Receive a secure code by (SMS) text or phone call.



#### Backup codes

A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind

10

Click "Continue"

Enter the code you plug in to your device



#### Government employee ID

PIV/CAC cards for government and military employees. Desktop only.

Continue

[← Cancel account creation](#)



11 Click the "Phone number" field.

**Add a phone number**

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

**Phone number**

**How you'll get your code**

Text message (SMS)  Phone call

You can change this anytime. If you use a landline number, select "Phone call."

12 Click "Agree and continue"

We'll share your information with **U.S. Department of the Treasury** to connect your account.

---

**Email addresses on your account**

- chris@westboundhq.com

---

**Agree and continue**

---

[Cancel](#)



13 In a new tab, navigate to <https://fincen.gov/>

14 Click "Beneficial Ownership Information"

**BOI**  
**Beneficial Ownership Information**  
information about the individuals who ultimately own or control them.

*Existing Companies Have One Year to Report  
Within 90 Days of Creation or Registration*

WASHINGTON -- Today, the U.S. Financial Crimes Enforcement Network (FinCEN) announced that it is now accepting beneficial ownership information reports under the new Beneficial Ownership Transparency Act, enacted in 2021. The act requires many companies doing business in the United States to report

**BOI**  
[Beneficial Ownership Information](#)  
Learn About Reporting Requirements

**Q**  
[Money Services Businesses Information](#)  
MSB Registrant Search and MSB Registration



15 Click "Create a FinCEN ID (optional)"

**OWNERSHIP INFORMATION**

Many companies are required to report information to FinCEN about the individuals who ultimately own or control them. FinCEN began accepting reports on January 1, 2024. [Learn more about reporting deadlines.](#)

**Prepare**

- How do I file?
- Do I qualify for an exemption?
- How do I get a FinCEN ID?

**File**

- File a report using the BOI E-Filing System
- [Create a FinCEN ID \(optional\)](#)

**FAQ** Need More Information? View our FAQ page.

**Need More Information? Chat With Us Here.**

**Stay Informed.** Subscribe to FinCEN Updates.

**Alert:** FinCEN has been notified of recent fraudulent attempts to solicit information from individuals and entities who may be subject to reporting requirements under the Corporate Transparency Act. The fraudulent correspondence may be titled "Important Compliance Notice" and asks the recipient to click on a URL or to scan a QR code. Those e-mails or letters are fraudulent. FinCEN does not send

16 Click "Sign in or Create an Account with"

**Welcome to the FinCEN ID Application for Individuals**

**Sign in or Create an Account with LOGIN.GOV**



17 Click this image.

An official website of the United States government

 FINANCIAL CRIMES ENFORCEMENT NETWORK FinCEN ID Production

Tele



**Who is**

Login.gov i  
identity pro  
access to a  
You consent t  
access manag  
[Practices](#) | [FAI](#)

18 Click the "\* First name" field.

filers must provide information in EVERY field marked with the \* symbol in ALL circumstances are applicable to the filer. For example, the "Middle Name" field is not marked with a \* symbol includes a middle name. Notwithstanding any other instruction, individuals must provide

**Full legal name and date of birth**

 **Need help?**

\* First name Middle name \* Last name

**Address**

 **Need help?**

\* Address type

Residential address  Business address



19 Click "Residential address"

First name  
Christopher

Middle name  
Scott

Address

[? Need help?](#)

\* Address type

Residential address  Business address

[+ Add address](#) [- Remove address](#)

Form of identification and issuing jurisdiction

[? Need help?](#)

\* Identifying document type

State issued driver's license  State/local/Tribe issued ID

20 Click the "\* Address (number, street, and apt. or suite no.)" field.

Address

[? Need help?](#)

\* Address type

Residential address  Business address

\* Address (number, street, and apt. or suite no.)

\* Country/Jurisdiction

\* ZIP/Foreign ID

[+ Add address](#) [- Remove address](#)

Form of identification and issuing jurisdiction



21 Click "Add address"

\* Country/Jurisdiction

UNITED STATES

+ Add address — Remove address

Form of identification and issuing jurisdiction

? Need help?

22 Click "State-issued driver's license"

+ Add address — Remove address

Form of identification and issuing jurisdiction

? Need help?

\* Identifying document type

State-issued driver's license  State/local/Tribe-issued ID

\* Identifying document number

\* Identifying document image

Accepted file types: JPG/JPEG, PNG, and PDF

Drag file here or [choose from folder](#)



23 Click this file field.

State-issued driver's license  State/local/Tribe-issued ID  U.S. passport  Foreign

\* Identifying document number  \* Country/Jurisdiction  \* State

**Identifying document number required**

\* Identifying document image  
Accepted file types: JPG/JPEG, PNG, and PDF

Drag file here or [choose from folder](#)

**Certification**

\* I certify that the information furnished is true, correct, and complete.

**COMPLIANCE REMINDER:** The willful provision of false or fraudulent beneficial ownership information

24 Click here.

**Certification**

\* I certify that the information furnished is true, correct, and complete.

**COMPLIANCE REMINDER:** The willful provision of false or fraudulent beneficial ownership information

I agree

**PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE**

This notice is given under the Privacy Act of 1974 (Privacy Act) and the Paperwork Reduction Act of 1995 (Paperwork Act) require that FinCEN inform persons of the following when requesting and collecting information in connection with the opening of a new account or the completion of a transaction. This collection of information is authorized under 31 U.S.C. 5336 and 31 C.F.R. 1010.380. The principal purpose of this information that is highly useful in facilitating national security, intelligence, and law enforcement activities, as well as financing of terrorism, and customer due diligence requirements under applicable law. Pursuant to 31 U.S.C. 5336 a persons must provide specified information. The provision of that information is mandatory and failure to provide t



25 Click "Submit"

Certification

\* I certify that the information furnished is true, correct, and complete.

**⚠ COMPLIANCE REMINDER:** The willful provision of false or fraudulent information is a criminal offense under the laws of the United States.

I agree

**Submit**

**! PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE**

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This collection of information is authorized under 31 U.S.C. 5336 and 31 C.F.R. 101.100 information that is highly useful in facilitating national security, intelligence, and customer due diligence requirements under applicable laws. Persons must provide specified information. The provision of that information is required for the purpose of requesting a FinCEN Identifier.

26 Click "Download" - save this for future use

**Download prior report**

[Empty text input field]

**Download**

[Empty table with 2 columns and 2 rows]



27 In a new tab, navigate to <https://fincen.gov/>

28 Click "Beneficial Ownership Information"

**BOI**  
Beneficial Ownership Information  
information about the individuals who ultimately own or control them.

*Existing Companies Have One Year to Within 90 Days of Creation or Register*

WASHINGTON -- Today, the U.S. Financial Crimes Enforcement Network (FinCEN) announced that existing companies must file their beneficial ownership information re Transparency Act, enacted in 2021 many companies doing business in the United States must provide

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[Beneficial Ownership Information](#)  
Learn About Reporting Requirements

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[Money Services Businesses Information](#)  
MSB Registrant Search and MSB Registration



29

Click "File a report using the BOI E-Filing System"

# BOI | BENEFICIAL OWNERSHIP INFORMATION

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## Prepare

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## File

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Updates.



Alert: FinCEN has been notified of recent fraudulent attempts to solicit information from individuals

30

Click this image.

the Corporate Transparency Act (CTA). The CTA requires certain types of U.S. and foreign entities to report beneficial ownership information to the Financial Crimes Enforcement Network (FinCEN), a bureau of the U.S. Department of the Treasury.



### File BOIR

Need to file a BOIR?  
Click here!

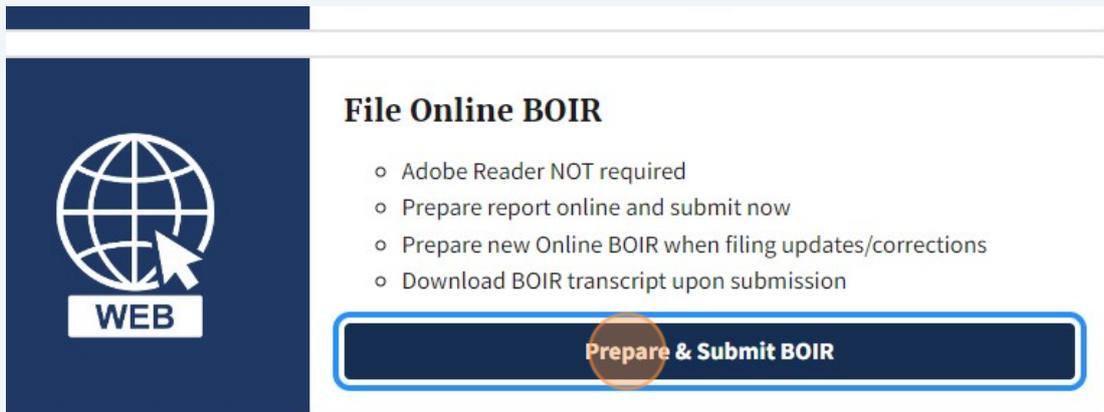


### Help

Looking for more  
information? Click here



**31** Click "Prepare & Submit BOIR"



**File Online BOIR**

- Adobe Reader NOT required
- Prepare report online and submit now
- Prepare new Online BOIR when filing updates/corrections
- Download BOIR transcript upon submission

**Prepare & Submit BOIR**

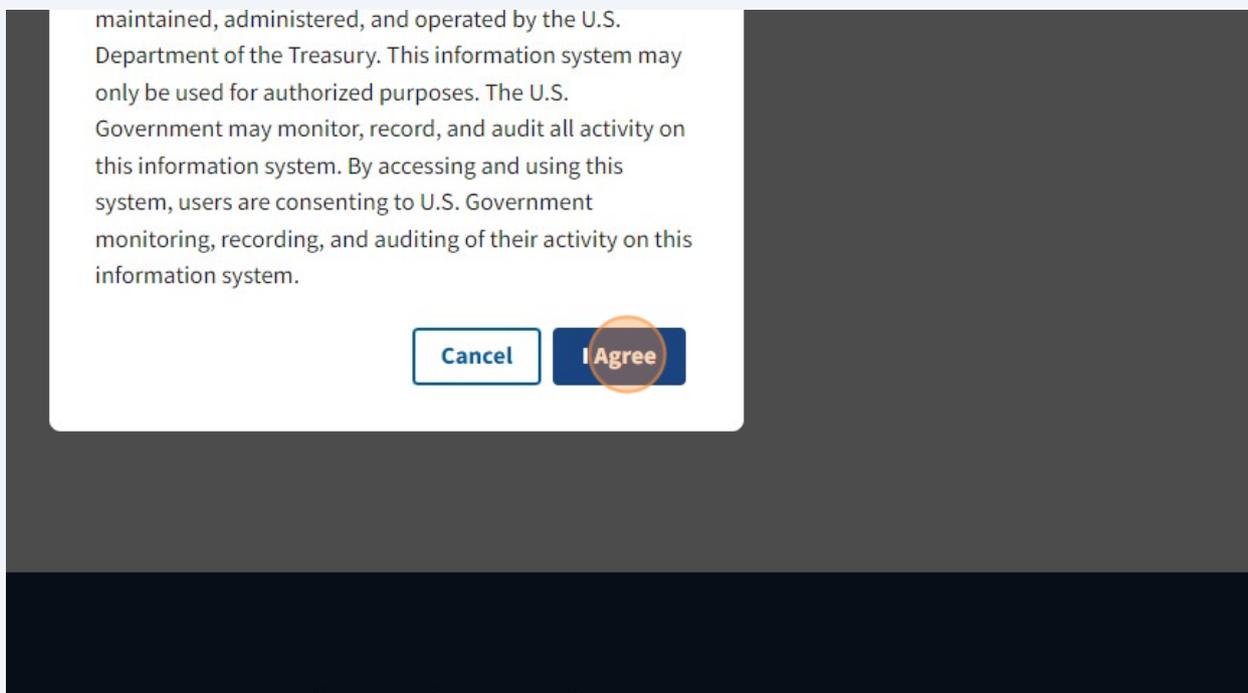
EN also offers system-to-system BOIR transmission via secure Application Programming Interface (API) for those, including third-party service providers, who are interested in automating the BOIR filing process:



**System-to-System API**

If you are interested in this method of filing, select the button below to

**32** Click "I Agree"



maintained, administered, and operated by the U.S. Department of the Treasury. This information system may only be used for authorized purposes. The U.S. Government may monitor, record, and audit all activity on this information system. By accessing and using this system, users are consenting to U.S. Government monitoring, recording, and auditing of their activity on this information system.

**Cancel** **I Agree**



33 Click "a. Initial report"

Filing Information Reporting Company Compa

### Filing Information

[? Need help?](#)

\*1. Type of filing:

- a. Initial report
- b. Correct prior report
- c. Update prior report
- d. Newly exempt entity

[Previous](#)

34 Click "Next"

ant(s) Beneficial Owner(s) Submit

[Next](#)

^

Paperwork Reduction Act of 1995 (Paperwork Reduction Act) inform persons of the following when requesting and receiving information.

11 C.F.R. 1010.380 The principal purpose of this collection of



**35** Click the "\*5. Reporting Company legal name" field.

4. Foreign pooled investment vehicle

**Legal name and alternate name(s)**

 **Need help?**

\*5. Reporting Company legal name



6. Alternate name (e.g. trade name, DBA)

**Add Alternate Name**

**36** Click the "\*7. Tax Identification type" field.

**Add Alternate Name**

**Form of identification**

 **Need help?**

\*7. Tax Identification type

\*8. Tax Identification number

9. Country/Jurisdiction (if foreign tax ID only)



**37** Click "EIN"

**Form of identification**

[? Need help?](#)

\*7. Tax Identification type

Select an ID type

- EIN**
- SSN/ITIN
- Foreign

9. Country/Jurisdiction (if foreign tax ID only)

Select a country

[Previous](#)

**38** Click the "\*8. Tax Identification number" field. Enter your EIN.

**Form of identification**

[? Need help?](#)

\*7. Tax Identification type

EIN

\*8. Tax Identification number

|

9. Country/Jurisdiction (if foreign tax ID only)

Select a country

[Previous](#)



**39** Click "United States of America"

8. Tax identification number  
471604257

9. Country/Jurisdiction (if foreign tax ID only)  
Select a country

---

**Jurisdiction of formation or first registration**

**Need help?**

\*10. a. Country/Jurisdiction of formation

Select a country

- United States of America
- American Samoa
- Guam

**40** Click the "b. State of formation" field.

**Need help?**

\*10. a. Country/Jurisdiction of formation  
United States of America

**Domestic Reporting Company**

b. State of formation  
Select a state

c. Tribal jurisdiction of formation  
Select a local/tribal

d. Name of the other Tribe

---

**Current U.S. address**

**Need help?**

**Done**



**41** Click the "\*11. Address (number, street, and apt. or suite no.)" field.

Select a local/tribal ▼

---

**Current U.S. address**

[Need help?](#)

\*11. Address (number, street, and apt. or suite no.)

\*13. U.S. or U.S. Territory Select a country ▼      \*14. State Select a state

[Previous](#)

[PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE](#)

**42** Click "Next"

---

\*12. City OVERLAND PARK [Help](#)

\*15. ZIP code 66213

× ▼

[Next](#)



**43** Click the "18. FinCEN ID" field.

**Company Applicant #1**

**Company applicant FinCEN ID**

[Need help?](#)

18. FinCEN ID

**Legal name and date of birth**

[Need help?](#)

\*19. Individual's last name

\*20. First name

**44** Click "16. Existing reporting company" (if existing before 01/01/2024)

must be completed by all companies to file the report. Reporting companies to provide, regardless of whether a field is marked with an asterisk under HELP.

**Filing Information** | **Reporting Company** | **Company Applicant #1**

[Need help?](#)

16. Existing reporting company *(check if existing reporting company)*

17. *(This item is reserved for future use)*

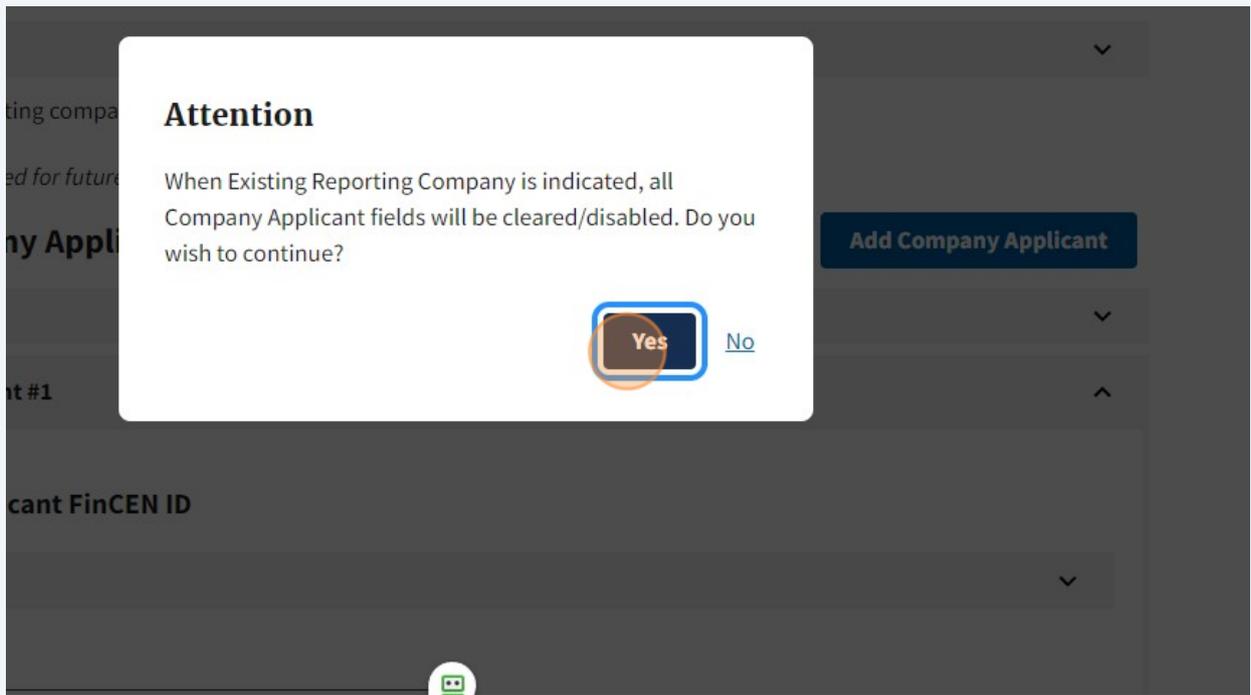
**Part II. Company Applicant Information**

[Need help?](#)

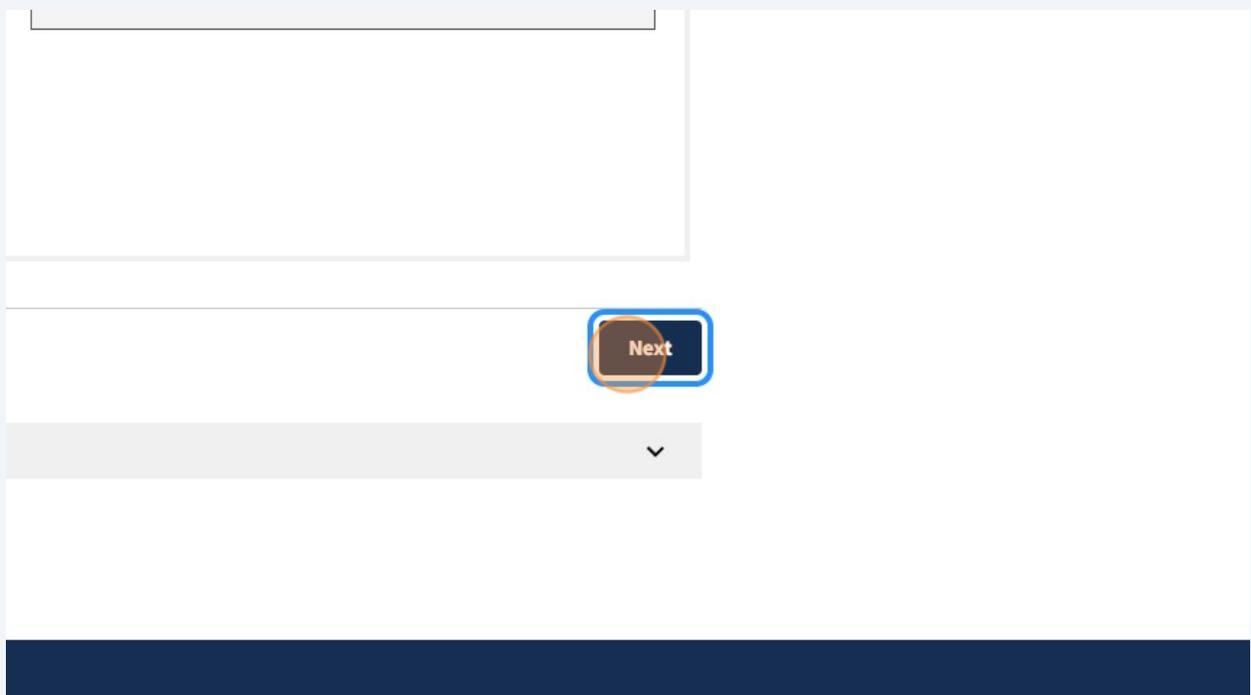
**Company Applicant #1**



45 Click "Yes"



46 Click "Next"



**47** Click the "36. FinCEN ID" field.

(check if the Beneficial Owner is a minor child and the parent/guardian information is

---

**Beneficial Owner FinCEN ID**

[Need help?](#)

36. FinCEN ID

---

**Exempt entity**

[Need help?](#)

37. Exempt entity

---

**48** Click "Next"

▼

---

**Next**

▼

---



49 Click the "\*Email" field.

under HELP.

Filing Information Reporting Company Company Applicant(s) Beneficial Owner

Complete all fields below before submitting. Directly after submission, a processing page will be displayed, for the status of your report. This confirmation page will also give you an opportunity to download a transcript of your report.

\*Email 

\*Confirm Email

\*First Name

50 Click "I agree"

\*First Name  
Christopher

\*Last Name  
Jones

**\*I certify that I am authorized to file this BOIR on behalf of the reporting company, that the information contained in this BOIR is true, correct and complete.**

I agree

**COMPLIANCE REMINDER:** The willful failure to report company information or to update beneficial ownership information provided to FinCEN, or the provision of false or fraudulent beneficial ownership information, may also be subject to civil or criminal penalties for willful failure to report.

Previous



51 Click here.

**COMPLIANCE REMINDER:** The willful failure to report compliance information or to update beneficial ownership information provided to FinCEN, or the willful provision of false or fraudulent beneficial ownership information to FinCEN, may also be subject to civil or criminal penalties for willfully causing a reporting company to file false or fraudulent beneficial ownership information to FinCEN.

I am human

hCaptcha  
Privacy · Terms

Submit BOIR

Previous

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

52 Click this button.

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✓ I am human

hCaptcha  
Privacy · Terms

Submit BOIR

Previous

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE



53 Click "Download Transcript"

Submission Tracking ID	<a href="#">BVIR240103W699580751U</a>
Received Timestamp (UTC)	2024-01-03T16:29:42Z
Reporting Company FinCEN ID	

**SUBMITTER INFORMATION**

First name	Christopher
Last name	Jones
E-mail address	chris@westboundhq.com

**i IMPORTANT!** Before closing this page, we strongly recommend dow

[Download Transcript](#)

