

How to File a Beneficial Ownership Information Report (BOIR)

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

2 Click "beneficial ownership information reports"



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

BENEFICIAL OWNERSHIP INFORMATION

Companies are required to report information to FinCEN about the individuals who ultimately own or control the company. 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)

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

4 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

Ne
Jan
Nee
find

5 Click "Prepare & Submit BOIR"

Prepare BOIR **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

inCEN 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

6 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**

7 Click "a. Initial report"

Filing Information Reporting Company Comp

Filing Information

[Need help?](#)

*1. Type of filing:

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

2. Date prepared (auto-filled)

01/16/2024

8 Click "Next"

Applicant(s) Beneficial Owner(s) Submit

Next

the Paperwork Reduction Act of 1995 (Paperwork Reduction Act) requires the Commission to inform persons of the following when requesting and submitting information.

9 Click "3. Request to receive FinCEN ID"

Filing Information Reporting Company Comp

Part I. Reporting Company Information

Need help?

3. Request to receive FinCEN ID

4. Foreign pooled investment vehicle

Legal name and alternate name(s)

Need help?

*5. Reporting Company legal name

10 Click the "*5. Reporting Company legal name" field.

4. Foreign pooled investment vehicle

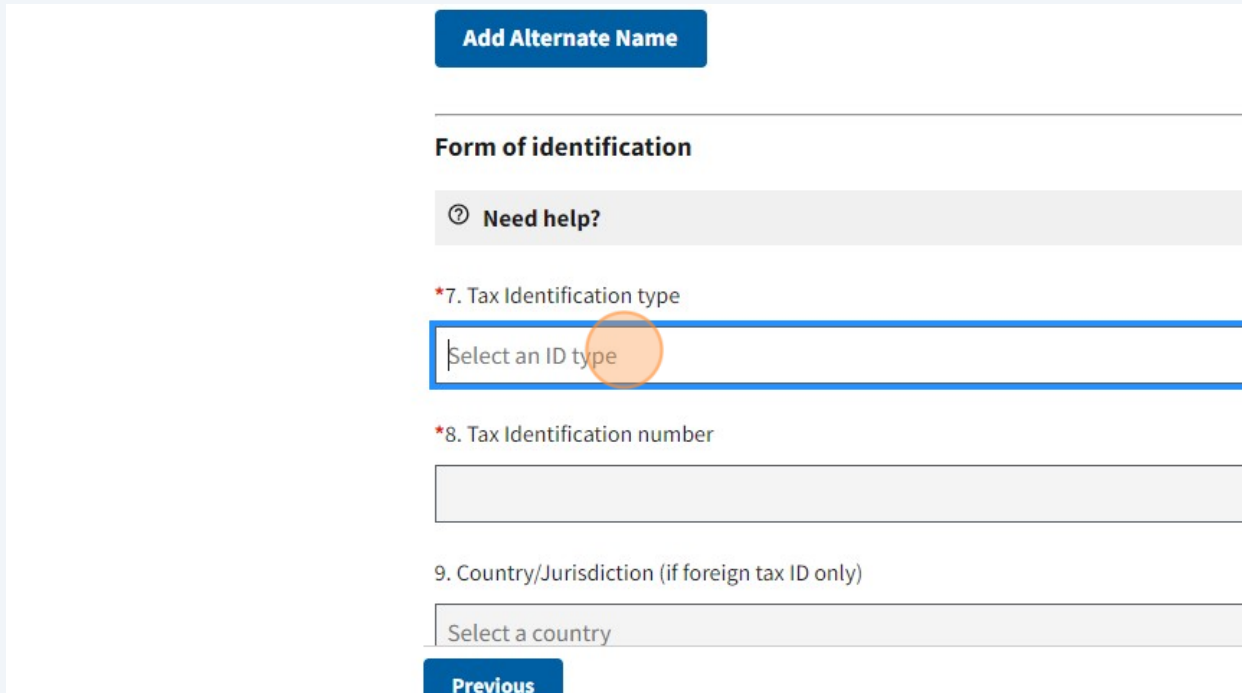
Legal name and alternate name(s)

Need help?

*5. Reporting Company legal name

11 Type the name of your LLC or corporation

12 Click the "*7. Tax Identification type" field.



The screenshot shows a form with the following elements:

- A blue button labeled "Add Alternate Name" at the top.
- A section header "Form of identification".
- A "Need help?" link with a question mark icon.
- A field labeled "*7. Tax Identification type" with a dropdown menu showing "Select an ID type". This field is highlighted with a blue border and an orange circle.
- A field labeled "*8. Tax Identification number" with an empty input box.
- A field labeled "9. Country/Jurisdiction (if foreign tax ID only)" with a dropdown menu showing "Select a country".
- A blue button labeled "Previous" at the bottom.

13 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](#)

14 Click the "*8. Tax Identification number" field.

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](#)

15 Type "Your federal tax ID or EIN"

16 Click the "*10. a. Country/Jurisdiction of formation" field.

The screenshot shows a portion of a web form. At the top, there is a dropdown menu with the text "Select a country" and a downward arrow. Below this is a section header "Jurisdiction of formation or first registration". Underneath the header is a grey bar with a question mark icon and the text "Need help?". The main focus is a dropdown menu labeled "*10. a. Country/Jurisdiction of formation". This dropdown menu is highlighted with a blue border and has an orange circle over the "Select a country" text and the downward arrow. Below this dropdown is another section header "Current U.S. address", followed by another grey bar with a question mark icon and "Need help?". At the bottom left of the form area, there is a blue button with the text "Previous".

17 Click "United States of America"

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
- Marshall Islands
- Micronesia, Federated States

18 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 d. Na

Select a local/tribal

Current U.S. address

Need help?

19 Click "Ohio or the state you created your business"

United States of America

Domestic Reporting Company

b. State of formation

Select a state

North Dakota

Ohio

Oklahoma

Oregon

Pennsylvania

Previous

20 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

21 Type "Enter your business address"

22 Click "United States of America"

Current U.S. address

 **Need help?**

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

33916 Lakeshore Blvd

*13. U.S. or U.S. Territory

u

- United States of America
- Guam
- Palau
- Puerto Rico
- U.S. Virgin Islands

*14. State

Select a state

PROTECTION ACT NOTICE

23 Click the "*14. State" field.

Current U.S. address

🔗 Need help?

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

33916 Lakeshore Blvd

*12. City

Eastlake

*13. U.S. or U.S. Territory

United States of America X | v

*14. State

Select a state

*15. ZIP code

State is required

Previous

🔗 PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

24 Click "Ohio or the state you created the business"

Current U.S. address

🔗 Need help?

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

33916 Lakeshore Blvd

*12. City

Eastlake

*13. U.S. or U.S. Territory

United States of America X | v

*14. State

oh

Ohio

*15. ZIP code

Previous

🔗 PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

25 Click the "*15. ZIP code" field.

The screenshot shows a form with several input fields. At the top, there is a grey bar with a downward arrow. Below it, the text "or suite no.)" is followed by an empty text box. To the right, the label "*12. City" is above a text box containing "Eastlake". Below these, the label "*14. State" is above a dropdown menu showing "Ohio" with a checkmark on the left and an "X" and downward arrow on the right. To the right of the state dropdown, the label "*15. ZIP code" is above a text box. This text box is highlighted with a blue border and has an orange circle over its left side. Below the form fields is a blue "Next" button. At the bottom, there is another grey bar with the text "EDUCTION ACT NOTICE" and a downward arrow.

26 Type "Enter the Zip Code"

27 Click "Next"

*12. City

*15. ZIP code

Next

▼

28 Click the "*19. Individual's last name" field. NOTE: Anyone with 25% or more ownership should be entered. You can have multiple individuals as a beneficial owner so enter all of them.

18. FINCEN ID

Legal name and date of birth

Need help?

*19. Individual's last name

*20. First n.

21. Middle name

22. Suffix

Current address

Need help?

29 Type "Your Name and Birthdate"

30 Click "Residential Address"

The screenshot shows a form with several fields. At the top, there are two empty input boxes. Below them is a section titled "Current address". Under this section, there is a "Need help?" link. The main form contains the following elements:

- *24. Address type: Two radio buttons are present. The "Residential Address" radio button is selected and highlighted with an orange circle.
- *25. Address (number, street, and apt. or suite no.): A single-line text input field.
- *27. Country/Jurisdiction: A dropdown menu with the text "Select a country" and a downward arrow.
- *28. State: A dropdown menu with the text "Select a state" and a downward arrow.

31 Click the "*25. Address (number, street, and apt. or suite no.)" field.

Current address

[Need help?](#)

*24. Address type

Business Address Residential Address

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

*27. Country/Jurisdiction

*28. State

Form of identification and issuing jurisdiction

[Previous](#)

32 Type "Your Home Address"

33 Click "United States of America"

Current address

Need help?

*24. Address type
 Business Address Residential Address

*25. Address (number, street, and apt. or suite no.)
20839 Eaton Road

*27. Country/Jurisdiction *28. State

o
United States of America
American Samoa
Micronesia, Federated States

Select a state

g jurisdiction

Previous

34 Click the "*28. State" field.

Current address

Need help?

*24. Address type
 Business Address Residential Address

*25. Address (number, street, and apt. or suite no.) *26. City

20839 Eaton Road Fairview Park

*27. Country/Jurisdiction *28. State *29. ZIP/Foreign postal c

United States of America Select a state

State is required

Previous

35 Click "Ohio"

Current address

Need help?

*24. Address type

Business Address Residential Address

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

20839 Eaton Road

*26. City

Fairview Park

*27. Country/Jurisdiction

United States of America

*28. State

oh
Ohio

*29. ZIP/Foreign postal code

Previous

36 Click the "*29. ZIP/Foreign postal code" field.

Residential Address

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

*26. City

Fairview Park

*28. State

Ohio

*29. ZIP/Foreign postal code

issuing jurisdiction

Next

37 Type "Your Home Zip Code"

38 Click the "*30. Identifying document type" field.

*27. Country/Jurisdiction United States of America X | v

*28. State Ohio X

Form of identification and issuing jurisdiction

🔗 Need help?

*30. Identifying document type Select an ID type | v

*31. Identif

*32. Identifying document issuing jurisdiction

a. Country/Jurisdiction b. State

Previous

39 Click "State issued driver's license Or Passport"

*27. Country/Jurisdiction X | v

*28. State X

Form of identification and issuing jurisdiction

[? Need help?](#)

*30. Identifying document type v

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

*31. Identifying document number

b. State

40 Click the "*31. Identifying document number" field.

y/Jurisdiction X | v

*28. State X | v

*29. ZIP/Foreign postal code

Form of identification and issuing jurisdiction

[? Need help?](#) v

Identifying document type X | v

*31. Identifying document number

Identifying document issuing jurisdiction

Issuing document jurisdiction b. State

Next

41 Type "Your drivers license or passport number"

42 Click the "a. Country/Jurisdiction" field.

Form of identification and issuing jurisdiction

🔔 Need help?

*30. Identifying document type *31. Ide

State issued driver's license X | v rr2677

*32. Identifying document issuing jurisdiction

a. Country/Jurisdiction b. State

Select a country/jurisdiction Select

c. Local/Tribal d. Other

Select a local/tribal v

[Previous](#)

43 Click "United States of America"

Form of identification and issuing jurisdiction

Need help?

*30. Identifying document type
State issued driver's license X | v

*31. Identifying document number
rr267752

*32. Identifying document issuing jurisdiction

a. Country/Jurisdiction
Select a country/jurisdiction v

United States of America
American Samoa
Guam
Marshall Islands

b. State
Select a state

d. Other
Other local/tribal description

Next

44 Click the "b. State" field.

Form of identification and issuing jurisdiction

Need help?

Identifying document type
State issued driver's license X | v

*31. Identifying document number
rr267752

Identifying document issuing jurisdiction

a. Country/Jurisdiction
United States of America X | v

b. State
Select a state v

d. Other local/Tribal description
Other local/tribal description v

Next

45 Enter "State your drivers license"

Identification and issuing jurisdiction

help? ▼

Identifying document type rr267752 ✕ ▼ ***31. Identifying document number**

Identifying document issuing jurisdiction

United States of America ✕ ▼ **b. State**

Select a state ▼

North Dakota

Ohio

Oklahoma

Oregon

Next

46 Click the "***33. Identifying document image** and choose from folder (find your pic or pdf).

United States of America ✕ ▼ Ohio

c. Local/Tribal Select a local/tribal ▼ d. Other local/Tribal description

***33. Identifying document image**

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

Previous

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

47 Click "Next"

. Other local/Tribal description

Next

▼

48 For this page enter all the information you just entered again including your drivers license.

37. Exempt entity

Legal name and date of birth

? Need help?

*38. Individual's last name or entity's legal name *39. Fir

|

40. Middle name 41. Suffix


Residential address

? Need help?

49 Type "oh"

50 Click "Ohio"

Residential address

 Need help?

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

20839 Eaton Road

*44. City

Fairview Park

*45. Country/Jurisdiction

United States of America  

*46. State

oh

Ohio

*47. ZIP/Foreign postal code

previous

51 Click the "*47. ZIP/Foreign postal code" field.

The screenshot shows a form with several input fields. At the top, there is a grey bar with a downward arrow. Below it, there are four main input areas: 1. A text field labeled "nd apt. or suite no.)" which is currently empty. 2. A text field labeled "*44. City" containing the text "Fairview Park". 3. A dropdown menu labeled "*46. State" showing "Ohio" with a close button (X) and a downward arrow. 4. A text field labeled "*47. ZIP/Foreign postal code" which is highlighted with a blue border and an orange circle. Below these fields is a section labeled "f issuing jurisdiction" with a blue "Next" button at the bottom right.

52 Type "44126"

53 Click the "*48. Identifying document type" field.

United States of America X | v Ohio X | v

Form of identification and issuing jurisdiction

Need help?

*48. Identifying document type *49. Identifying document type

Select an ID type | v

*50. Identifying document issuing jurisdiction

a. Country/Jurisdiction b. State

Select a country/jurisdiction | v Select a state

c. Local/Tribal d. Other local/Tribal

54 Click "State issued driver's license"

Form of identification and issuing jurisdiction

Need help?

*48. Identifying document type *49. Identifying document type

Select an ID type | v

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

b. State Select a state

c. Local/Tribal d. Other local/Tribal

Previous

55 Click the "*49. Identifying document number" field.

States of America X | v | Ohio X | v | 44126

of identification and issuing jurisdiction

ed help? v

ntifying document type

ssued driver's license X | v | ***49. Identifying document number**

ntifying document issuing jurisdiction

ry/Jurisdiction

a country/jurisdiction | v | b. State

Select a state | v

Tribal

d. Other local/Tribal description

Next

56 Type "rr267752"

57 Click the "a. Country/Jurisdiction" field.

Form of identification and issuing jurisdiction

[Need help?](#)

*48. Identifying document type *49. Identifying d

State issued driver's license rr267752

*50. Identifying document issuing jurisdiction

a. Country/Jurisdiction b. State

Select a country/jurisdiction Select a state

c. Local/Tribal d. Other local/Trib

[Previous](#)

58 Click "United States of America"

Form of identification and issuing jurisdiction

[Need help?](#)

*48. Identifying document type *49. Identifir

State issued driver's license rr267752

*50. Identifying document issuing jurisdiction

a. Country/Jurisdiction b. State

Select a country/jurisdiction Select a stat

United States of America d. Other local/

American Samoa

Guam

59 Click the "b. State" field.

Notification and issuing jurisdiction

a. Document type

driver's license X | v

*49. Identifying document number

rr267752

b. State

Select a state X | v

d. Other local/Tribal description

Next

60 Click "Ohio"

b. State

Select a state X | v

- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma

Next

61 Click the "*51. Identifying document image" field.

a. Country/Jurisdiction X | v

b. State

c. Local/Tribal v

d. Other local/Tribal description

***51. Identifying document image**

choose from folder"/>

Previous

62 Click "Next" When you finish everything on that page.

b. State X | v

d. Other local/Tribal description

Next


63 Click "I agree"

BOI E-FILING | FILE BOIR | HELP

Filing Information | Reporting Company | Compa

I agree

COMPLIANCE REMINDER: The willful failure to report comp to update beneficial ownership information provided to Fin provision of false or fraudulent beneficial ownership inform may also be subject to civil or criminal penalties for willfully beneficial ownership information to FinCEN.

I am human  hCaptcha
Privacy - Terms

Submit BOIR

64 Click "Close"

ield

Close

d to file this BOIR on behalf of the reporting company. I further certify, on behalf of the reporting

Next

65 Click the "*Email" field.

under HELP.

Filing Information Reporting Company Company Applica

Complete all fields below before submitting. Directly after submission, a proce
status of your report. This confirmation page will also give you an opportunity

*Email

Email is a required field

*Confirm Email

Confirm email is a required field

*First Name

66 Type your email and first and last name.

67 Click "I agree"

steve@premieraccountingweb.com

*First Name

Steven

*Last Name

Patriok

***I certify that I am authorized to file this BOIR on behalf of the company, that the information contained in this BOIR is true, c**

I agree

COMPLIANCE REMINDER: The willful failure to report com
to update beneficial ownership information provided to Fi


Previous

68 Click here.

I agree

COMPLIANCE REMINDER: The willful failure to report complet
to update beneficial ownership information provided to FinCEI
provision of false or fraudulent beneficial ownership informati
may also be subject to civil or criminal penalties for willfully ca
beneficial ownership information to FinCEN.

I am human


hCaptcha
Privacy - Terms

Submit BOIR

Previous

69 Answer the picture quiz

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Previous

PRIV EN

⋮ ↻ hCaptcha Skip

70 Click this button.

to update beneficial ownership information provided to FinCEN when p
provision of false or fraudulent beneficial ownership information to FinC
may also be subject to civil or criminal penalties for willfully causing a r
beneficial ownership information to FinCEN.

✓ I am human  hCaptcha
Privacy - Terms

Submit BOIR

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PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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Click "Download Transcript" - YOU ARE DONE

SUBMITTER INFORMATION

First name	Steven
Last name	Patriok
E-mail address	steve@premieraccountingw



IMPORTANT! Before closing this page, we strongly recom

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