



Section 1 - Introduction/Background



About This Guide

This guide is meant to serve as step-by-step instructions on how to file a BOI Report accurately and completely. There are many misconceptions and misinformation about BOI Reporting, and this guide is meant to give clear instructions on how to file your BOI Report so you can have peace of mind knowing your business is protected

What is the Corporate Transparency Act?

The Corporate Transparency Act (CTA) is a federal law enacted in 2021 as part of the Anti-Money Laundering Act. Its primary purpose is to combat money laundering, terrorist financing, and other illicit activities by requiring certain businesses to report information about their beneficial owners to the Financial Crimes Enforcement Network (FinCEN).

Key aspects of the CTA include:

- Mandatory reporting of beneficial ownership information for covered entities

- Creation of a secure, non-public database maintained by FinCEN
- Penalties for non-compliance, including fines and imprisonment
- Exceptions for certain types of entities already subject to federal regulation

The CTA aims to enhance transparency in corporate structures and prevent the use of shell companies for illegal purposes. It represents a significant shift in U.S. corporate governance and anti-money laundering efforts.

What is BOI Reporting?

BOI Reporting, or Beneficial Ownership Information Reporting, is a requirement under the Corporate Transparency Act (CTA) that mandates certain businesses disclose information about their beneficial owners to FinCEN. This process involves:

- Determining if a business entity is considered a Reporting Company and required to file a BOI Report.
- Identifying the individuals who ultimately own or control the company
- Collecting specific personal information about these beneficial owners
- Submitting this information to FinCEN through a secure filing system
- Updating the information when changes occur

The goal of BOI Reporting is to increase transparency in business ownership and help prevent the use of shell companies for illicit activities such as money laundering or tax evasion.

Who are we?

CTA Integrity is a legal services and business compliance company specializing in BOI Reporting requirements. Our team consists of licensed attorneys and legal professionals dedicated to helping small businesses comply with the Corporate Transparency Act requirements. In 2024 alone, we've successfully filed thousands of BOI reports, gaining extensive experience in this field.

Our mission is to empower business owners by sharing our expertise. We aim to guide you through the process of filing BOI reports independently, helping you

avoid common mistakes and ensure compliance. With our comprehensive knowledge and practical experience, we're well-equipped to provide valuable insights into the nuances of BOI reporting.

Why should you care?

As a business owner or stakeholder, understanding and complying with BOI reporting requirements is crucial for several reasons:

- **Legal Compliance:** Failing to file, or filing inaccurate reports can lead to severe consequences.
- **Financial Penalties:** Non-compliance can result in fines of up to \$591 per day, which can quickly accumulate to significant amounts.
- **Criminal Penalties:** Willful violations may lead to criminal charges, including imprisonment for up to two years.
- **Business Reputation:** Compliance demonstrates your commitment to transparency and ethical business practices.
- **Access to Financial Services:** Some financial institutions may require BOI compliance for certain services.

Given these potential consequences, it's essential to take BOI reporting seriously and ensure all filings are accurate and complete. This guide will help you navigate the process effectively, minimizing risks and ensuring your business remains in good standing.

Outline of this Guide

This guide will walk you through the process of BOI Reporting, covering the following key areas:

1. **Introduction to Guide and Background to CTA/BOI reporting requirements.** We'll follow a fictional company through the entire BOI Reporting process, providing a practical example.
2. **Identifying Reporting Requirements:** Learn how to determine if your company needs to file a BOI Report and what information you'll need.

3. Identifying Beneficial Owners: Understand how to identify your company's Beneficial Owners and what information to collect about them.
4. Company Applicant Reporting: Determine if reporting on a Company Applicant applies to your situation and what information is required.
5. Filing Process: Step-by-step instructions on navigating the government's website to file your BOI Report independently.
6. Managing Information Changes: Learn how to handle and report changes in your company's information.
7. Uncommon Situations/FAQs
8. Professional Assistance: Information on our "Done For You" service option for those seeking expert help with their BOI Reporting.