



Section 5 - How to file your BOI Report



In this section, we're going to review how to file your BOI Report with FinCEN. We'll walk through the information we've gathered on the Reporting Company, as well as its Beneficial owners and Company Applicants (if applicable). We'll then show you how to file your BOI Report with FinCEN.

BOI Report Overview

A BOI Report is made up of 3 parts:

1. Reporting Company Information
2. Beneficial Ownership Information
3. Company Applicant Information (if applicable)

Bob's Plumbing Services

Let's review the information we've gathered for Bob's Plumbing Services:

1. Reporting Company Information:

- a. Legal Name of Business: RK Enterprises, LLC
- b. Trade Name/DBA: Bob's Plumbing Services
- c. State of Formation: Texas
- d. Business Address: 1231 Astros Avenue Houston, TX 77007
- e. Employer Identification Number: 32-1234567

2. Beneficial Owner Information

Legal Name	Robert Joseph King
DOB	1/23/1965
Residential Address	348 Main St. Houston TX 75269
Identifying Information	Texas Drivers License, ID No. 12343532, Expiration date: 1/23/2028
Significant Control?	Yes - title is Chief Executive Officer
Significant Ownership?	Yes - owns 60% of the company

Legal Name	Mark Aaron Smith
DOB	3/10/1972
Residential Address	1697 Walnut St. Houston TX 75269
Identifying Information	Texas Drivers License, ID No. 98464566, Expiration Date: 3/10/2029
Significant Control?	Yes - title is Chief Operating Officer
Significant Ownership?	Yes - Owns 30% of the company

Legal Name	Gerald James Johnson
DOB	4/20/1979
Residential Address	5987 Oak Dr. Houston TX 75269
Identifying Information	U.S. Passport, ID No. 589741565, Expiration Date: 4/20/2032
Significant Control?	Yes - Chief Financial Officer
Significant Ownership?	No - Owns 10% of the company

3. Company Applicant Information

- a. No information required to be reported

Filing Bob's Plumbing Services BOI Report

1. <https://www.fincen.gov/boi>

The screenshot shows the homepage of the Financial Crimes Enforcement Network (FinCEN) website. At the top, there is a header with the text "FINANCIAL CRIMES" and "ENFORCEMENT NETWORK" flanking the FinCEN seal. Below the header is a navigation bar with links for HOME, ABOUT, RESOURCES, NEWSROOM, CAREERS, and ADVISORIES, along with a search bar. The main content area features a large heading "BOI | BENEFICIAL OWNERSHIP INFORMATION". Below this heading, there is a paragraph explaining that many companies are required to report information to FinCEN about the individuals who ultimately own or control them, starting January 1, 2024. There are two main columns of content: "Prepare" and "File". The "Prepare" column includes links for "How do I file?", "Do I qualify for an exemption?", and "How do I get a FinCEN ID?". The "File" column includes links for "File a report using the BOI E-Filing System" and "Create a FinCEN ID (optional)". Below these columns are three service options: "FAQ" (Need More Information? View our FAQ page.), "Chat" (Need More Information? Chat With Us Here.), and "Subscribe" (Stay Informed. Subscribe to FinCEN Updates.). At the bottom, there are three alert boxes: "Alert: FinCEN has issued five Notices extending the filing deadlines to submit BOI reports for certain reporting companies in response to Hurricane Milton, Hurricane Helene, Hurricane Debby, Hurricane Beryl, and Hurricane Francine.", "Alert: FinCEN has learned of fraudulent attempts to solicit information from individuals and entities who may be subject to reporting requirements under the Corporate Transparency Act.", and "Alert: Notice Regarding National Small Business United v. Yellen, No. 5:22-cv-01448 (N.D. Ala.)".

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

An official website of the United States Government [Here's how you know](#) ▾

FINANCIAL CRIMES ENFORCEMENT NETWORK

HOME ABOUT ▾ RESOURCES ▾ NEWSROOM ▾ CAREERS ▾ ADVISORIES

Small Business Resources

Reference Materials

BOI Newsroom

Get FinCEN News Updates

Stay Informed with FinCEN Updates

[Subscribe](#)

Beneficial Ownership Questions?

[Contact FinCEN](#)

BOI | BENEFICIAL 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.

[Chat](#) Need More Information? Chat With Us Here.

[Subscribe](#) Stay Informed. Subscribe to FinCEN Updates.

Alert: FinCEN has issued five Notices extending the filing deadlines to submit BOI reports for certain reporting companies in response to Hurricane Milton, Hurricane Helene, Hurricane Debby, Hurricane Beryl, and Hurricane Francine.

Alert: FinCEN has learned of fraudulent attempts to solicit information from individuals and entities who may be subject to reporting requirements under the Corporate Transparency Act.

Alert: Notice Regarding National Small Business United v. Yellen, No. 5:22-cv-01448 (N.D. Ala.)

3. Click on "Get Started" under the Beneficial Ownership Information (BOI) Reporting section



NOTICE: Site Maintenance -- The BOI E-Filing System will be unavailable for scheduled maintenance on November 18th, from 8PM - 11PM EST

Welcome to the BOI E-Filing System

The BOI E-Filing System supports the electronic filing of the Beneficial Ownership Information Report (BOIR) under 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



Beneficial Ownership Information (BOI) Reporting

Need to file a BOIR? Click here!

GET STARTED



Bank Secrecy Act (BSA) Reporting

Need to file another type of
BSA report? Click here!

BSA E-FILING

News & Announcements

Jan 04 2024

[Need assistance? Go to the Help section in the blue banner to find filing instructions and other guidance materials.](#)

4. Click "Prepare & Submit BOIR" under the File Online BOIR section

Select the filing method that works best for you:



File PDF BOIR

- Adobe Reader is required
- Prepare report offline at your own pace, save as you go
- Reuse PDF BOIR when filing updates/corrections
- Download BOIR transcript upon submission

[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](#)

FinCEN 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 contact FinCEN and one of our representatives will reach out.

[Contact FinCEN for API Information](#)

5. Click "I agree"

WARNING!

You are entering a U.S. Government information system 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

6. Under "Type of filing", click "Initial Report", then click Next

Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol are the fields that, *at a minimum*, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requirements are summarized above under HELP.

Filing Information | Reporting Company | Company Applicant(s) | Beneficial Owner(s) | Submit

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)

11/18/2024

Previous

Next

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 Reduction Act)

7. Under Reporting Company section, include all information for the Reporting Company. For Bob's Plumbing Service, here's the information we'll add:
- a. Legal Name of Business: RK Enterprises, LLC - Box 5
 - b. Trade Name/DBA: Bob's Plumbing Services - Box 6
 - c. State of Formation: Texas
 - d. Business Address: 1231 Astros Avenue Houston, TX 77007
 - e. Employer Identification Number: 32-1234567

Box 3 - Request to receive FinCEN ID - check this box if you would like to receive a FinCEN ID for your Reporting Company. For Bob's Plumbing Service, we clicked this box.

Box 5 - Enter in the Reporting Company Legal Name: RK Enterprises, LLC

Box 6 - Enter in Alternate name (Trade Name or DBA): Bob's Plumbing Services

If a Reporting Company has additional Trade Names/DBA, click "Add Alternate Name" to add additional fields.

OMB No. 1506-0076

Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol are the fields that, *at a minimum*, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requirements are summarized above under HELP.



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

RK Enterprises, LLC

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

Bob's Plumbing Services

Add Alternate Name

Previous

Next

Box 7 - Tax Identification Type - Select "EIN" if you are adding your Employer Identification Number. Select SSN/ITIN if you are adding your SSN (Single-Member LLCs or certain trusts only). If you are a foreign Reporting Company, click "Foreign"

Box 8 - Enter in your Tax Identification Number: 321234567 (RK Enterprises, LLC EIN)

Box 9 - Country/Jurisdiction - Foreign Reporting Companies only

Form of identification

[Need help?](#)

*7. Tax Identification type
EIN

*8. Tax Identification number
321234567

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

[Previous](#) [Next](#)

Box 10: Enter in your Country/Jurisdiction of formation: United States of America

Box 10b: Enter in your State of Formation: Texas

Box 10c: Enter in your Tribal jurisdiction of formation (if applicable)

Box 10d: Enter in the Name of the other Tribe (if applicable)

Box 11-15: Physical business address (No PO Boxes)

1231 Astros Avenue

Houston Texas 77007

United States of America

Jurisdiction of formation or first registration

Need help?  

*10. a. Country/Jurisdiction of formation

United States of America  

Domestic Reporting Company

b. State of formation

Texas  

c. Tribal jurisdiction of formation

Select a local/tribal 

d. Name of the other Tribe

Current U.S. address

Need help?  

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

1231 Astros Avenue

*12. City

Houston

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

United States of America  

*14. State

Texas  

*15. ZIP code

77007 

Previous

Next

8. Add Company Applicant Information

- a. Since Bob’s Plumbing Service was established PRIOR to January 1, 2024, we selected “Existing Reporting Company”. We’re not required to file Company Applicant Information. Click “Next”.

Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol are the fields that, *at a minimum*, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requirements are summarized above under HELP.

- Filing Information
- Reporting Company
- Company Applicant(s)**
- Beneficial Owner(s)
- Submit

Need help? ▼

16. Existing reporting company *(check if existing reporting company as of January 1, 2024)*

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

Part II. Company Applicant Information

Add Company Applicant

Need help? ▼

Company Applicant #1 ▲

Company applicant FinCEN ID

Need help? ▼

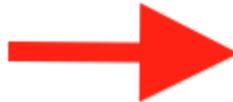
18. FinCEN ID

Previous

Next

Attention

When Existing Reporting Company is indicated, all Company Applicant fields will be cleared/disabled. Do you wish to continue?



Yes

[No](#)

? **Need help?** ▼

16. Existing reporting company *(check if existing reporting company as of January 1, 2024)*

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

Part II. Company Applicant Information

Add Company Applicant

? **Need help?** ▼

Company Applicant #1 ▲

Company applicant FinCEN ID

? **Need help?** ▼

18. FinCEN ID

Item 18 - FinCEN ID: Reporting companies may report the FinCEN ID for a company applicant instead of the information in fields 19 through 33. Enter the FinCEN ID as a single text string. If a FinCEN ID for the company applicant is not provided, information about the company applicant must be provided in fields 19 through 33.

Legal name and date of birth

? **Need help?** ▼

*19. Individual's last name

*20. First name

Previous

Next

Filing Information
Reporting Company
Company Applicant(s)
Beneficial Owner(s)
Submit

Form of identification and issuing jurisdiction

🔗 Need help?
▼

***30. Identifying document type**

▼

***31. Identifying document number**

***32. Identifying document issuing jurisdiction**

a. Country/Jurisdiction

▼

b. State

▼

c. Local/Tribal

▼

d. Other local/Tribal description

***33. Identifying document image**

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

Previous
➔
Next

🗨️ **PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE**
▼

9. Enter Beneficial Ownership Information

- a. Because there are 3 Beneficial Owners, click the button "Add Beneficial Owner" to add 3 Beneficial Owners. You'll enter each of their information in the drop down. It doesn't matter which Beneficial owner is labeled as Beneficial Owner 1, 2, or 3.

34. (This item is reserved for future use)

Part III. Beneficial Owner Information

Add Beneficial Owner

Need help? ⌵

Beneficial Owner #1 ⌵

Beneficial Owner #2 ⌵

Beneficial Owner #3 ⌴

Remove Beneficial Owner #3

Need help? ⌵

35. Parent/Guardian information instead of minor child
(check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)

Beneficial Owner FinCEN ID

Need help? ⌵

36. FinCEN ID

Previous

Next

b. Enter Beneficial Owner #1's information. For this example, we entered Robert King (Bob).

Legal name and date of birth

[Need help?](#)

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

40. Middle name 41. Suffix *42. Date of birth

Residential address

[Need help?](#)

*43. Address (number, street, and apt. or suite no.) *44. City

*45. Country/Jurisdiction × | v *46. State × | v *47. ZIP/Foreign postal code

Form of identification and issuing jurisdiction

[Need help?](#)

Previous

Next

Form of identification and issuing jurisdiction

🔗 **Need help?** ▼

***48. Identifying document type** X | ▼

***49. Identifying document number**

***50. Identifying document issuing jurisdiction**

a. Country/Jurisdiction X | ▼

b. State X | ▼

c. Local/Tribal ▼

d. Other local/Tribal description

***51. Identifying document image**
1 copy.png

Beneficial Owner #2 ▼

Beneficial Owner #3 ▼

c. Enter Beneficial Owner 2's and 3's information the same way, then click "Next".

Need help? ⌵

***48. Identifying document type** U.S. passport ✕ ⌵

***49. Identifying document number** 589741565

***50. Identifying document issuing jurisdiction**

a. Country/Jurisdiction United States of America ✕ ⌵

b. State Select a state ⌵

c. Local/Tribal Select a local/tribal ⌵

d. Other local/Tribal description

***51. Identifying document image**

1 copy.png

[Remove](#)

[Previous](#) → [Next](#)

d. Next, you'll enter your name and email address. You'll also certify that you are authorized to act on behalf of the Reporting Company, and that the BOI Report is true, correct, and complete.

bob@bobsplumbing.com

*First Name

Robert

*Last Name

King

***I certify that I am authorized to file this BOIR on behalf of the reporting company. I further certify, 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 complete beneficial ownership information to FinCEN, the willful failure to update beneficial ownership information provided to FinCEN when previously reported information changes, or the willful provision of false or fraudulent beneficial ownership information to FinCEN, may result in civil or criminal penalties. A person may also be subject to civil or criminal penalties for willfully causing a reporting company to report incomplete or false beneficial ownership information to FinCEN.

I am human  [Privacy - Terms](#)

Submit BOIR

[Previous](#) [Next](#)

 **PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE** 

Click, "I agree", and click the box "I am human". You'll then have to answer a couple of questions to prove that you're a human.

Then click "Submit BOIR"

Note: Because Bob's Plumbing Service is a fictional company used for demonstration purposes, we didn't actually Submit a BOIR.

BOI Report Transcript

On the next page, you'll have the option to download your BOI Report Transcript. Because we didn't actually submit a BOI Report for Bob's Plumbing Service, we can't show you what it looks like for Bob's Plumbing Service, but here's an example of what it looks like:

Submission Status Confirmation

SUBMISSION INFORMATION

Status	FILING SUCCESSFUL. You may download the transcript below.
BOIR ID	
Submission Tracking ID	
Received Timestamp (UTC)	2024-01-01T14:44:43Z
Reporting Company FinCEN ID	

SUBMITTER INFORMATION

First name	[REDACTED]
Last name	[REDACTED]
E-mail address	



IMPORTANT! Before closing this page, we strongly recommend downloading your transcript below.

[Download Transcript](#)

Click "Download Transcript" and save a copy of your completed BOI Report transcript (example below) for your records. THIS IS EXTREMELY IMPORTANT! Because the database for BOI Reports is not public, you won't be able to access your BOI Report transcript. This will be your only record that you've completed your BOI Report. So....please copy and save.



FILING SUCCESSFUL - Beneficial Ownership Information Report (BOIR) Status

Submission Information	
Status	FILING SUCCESSFUL
BOIR ID	[REDACTED]
Submission Tracking ID	[REDACTED]
Received Timestamp (UTC)	2024-08-12T21:32:30Z
Reporting Company FinCEN ID	

Submitter Information	
First name	[REDACTED]
Last name	[REDACTED]
E-mail address	[REDACTED]@m

Validation Information	
Code	Description
No validation errors	

[REDACTED] - Beneficial Ownership Information Report (BOIR) Transcript

Filing Information	
Type of filing	Initial report
Date prepared (assigned upon finalization)	08/12/2024

Reporting Company Information	Back to top
Request to receive FinCEN Identifier (FinCEN ID)	
Foreign pooled investment vehicle	
Reporting Company legal name	[REDACTED]
Alternate name (e.g. trade name, DBA)	[REDACTED]
Tax Identification type	EIN
Tax Identification number	[REDACTED]
Country/Jurisdiction (if foreign tax ID only)	
Country/Jurisdiction of formation	United States
State of formation	[REDACTED]
Tribal jurisdiction of formation	
Name of the other Tribe	
State of first registration	
Tribal jurisdiction of first registration	
Name of the other Tribe	
Address (number, street, and apt. or suite no.)	[REDACTED]
City	[REDACTED]
U.S. or U.S. Territory	United States
State	[REDACTED]
ZIP Code	[REDACTED]
Existing Reporting Company	