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Corporate Transparency Act

FinCEN Beneficial Ownership Information Report (“BOIR”) Submission Guide for Community Associations

This *How To* guide details how to submit an electronic Beneficial Ownership Information Report (“BOIR”) through the Financial Crimes Enforcement Network (“FinCEN”)’s website for community associations created prior to January 1, 2024.

This Guide is intended to provide general guidance. It is not intended to be legal advice. Legal advice must be tailored to the specific facts and circumstances of each association. While every effort has been made to ensure this information is up-to-date, it is not intended to be a full and exhaustive explanation of the Corporate Transparency Act, nor should it be used to replace the individualized advice of your legal counsel.

Please see our other How To Guide for directions on how to create a FinCEN ID.

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

 An official website of the United States Government

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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)

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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 \(optional\)](#)

Click “File a report using the BOI E-filing System”



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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.



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.



File BOIR

Need to file a BOIR?
Click here!



Help

Looking for more
information? Click here

Click on “File BOIR”.



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File the Beneficial Ownership Information Report (BOIR)

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](#)

Click “Prepare & Submit BOIR” to proceed with the electronic report.



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)

09/01/2024

Select “Initial Report” if this is the community association’s first report.

The preparation date of the report is automatically filled in for you.

Filing Information

Reporting Company

Company Applicant(s)

Beneficial Owner(s)

Submit

Part I. Reporting Company Information

 Need help? 

3. Request to receive FinCEN ID

4. Foreign pooled investment vehicle

Click Box 3 to obtain the Association's FinCEN ID.

Legal name and alternate name(s)

 Need help? 

*5. Reporting Company legal name

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

Provide the full legal name of the association in Box 5. If the association does business by an alternate name, fill out Box 6 with the alternate name. Box 6 is optional.

Filing Information

Reporting Company

Company Applicant(s)

Beneficial Owner(s)

Submit

Form of identification

Need help?

*7. Tax Identification type

Select an ID type

*8. Tax Identification number

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

Select a country

Type in the EIN in Box 8. If the Tax Identification ID is foreign, complete Box 9.

Select the Tax Identification Type EIN.

*7. Tax Identification type

Select an ID type

EIN

SSN/ITIN

Foreign

Jurisdiction of formation or first registration

Need help?

*10. a. Country/Jurisdiction of formation

Select a country

Select the Country of Formation. The U.S. is the first choice listed.

*10. a. Country/Jurisdiction of formation

Select a country

- United States of America
- American Samoa
- Guam
- Marshall Islands
- Micronesia, Federated States



Filing Information

Reporting Company

Company Applicant(s)

Beneficial Owner(s)

Submit

Current U.S. address

Need help?

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

*12. City

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

 ▼

*14. State

 ▼

*15. ZIP code

Previous

Next

Provide the principal office address for the association. The address cannot be a PO Box. Click “Next” when finished.



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)*

Do NOT select Box 16. You do NOT have to fill out the company applicant portion of the report.

Filing Information

Reporting Company

Company Applicant(s)

Beneficial Owner(s)

Submit

Part III. Beneficial Owner Information

Add Beneficial Owner

Need help?

Beneficial Owner #1

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)

Provide the information of each beneficial owner of the association. Click “Add Beneficial Owner” to add beneficial owners.



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

Beneficial Owner FinCEN ID

[? Need help?](#)

36. FinCEN ID

Exempt entity

[? Need help?](#)

37. Exempt entity

Provide the FinCEN ID of each beneficial owner, if they have previously created an ID.

Individuals are not exempt entities. Therefore, Box 37 should *not* be selected for any beneficial owners.



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

 |

*46. State

 |

*47. ZIP/Foreign postal code

If the beneficial owner did not provide a FinCEN ID, provide the information for the beneficial owner in Boxes 38 through 51.

Form of identification and issuing jurisdiction

🔗 Need help?

*48. Identifying document type

Select an ID type

*49. Identifying document number

*50. Identifying document issuing jurisdiction

a. Country/Jurisdiction

Select a country/jurisdiction

b. State

Select a state

c. Local/Tribal

Select a local/tribal

d. Other local/Tribal description

*51. Identifying document image

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

Previous

Next

Provide the information and image of the identification document for the beneficial owner if the owner did not provide a FinCEN ID.

Once the owner's information or FinCEN ID is provided, click "Next."

Filing Information

Reporting Company

Company Applicant(s)

Beneficial Owner(s)

Submit

Part III. Beneficial Owner Information

Add Beneficial Owner

Need help?

Beneficial Owner #1

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)

*51. Identifying document image

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

Previous

Next

At this point, click “Add Beneficial Owner” to report additional beneficial owners. Repeat the last three steps for each additional beneficial owner. Click “Next” once all beneficial owners are added.



Filing Information

Reporting Company

Company Applicant(s)

Beneficial Owner(s)

Submit

Complete all fields below before submitting. Directly after submission, a processing page will be displayed, followed by a page confirming 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

*Last Name

Provide the email address and first and last name of the individual who filled out the BOIR.

***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



Submit BOIR

Read the certification and select “I Agree”. A reminder box will appear; select “Close.”

BEFORE YOU CERTIFY...

Please ensure the following fields contain a valid entry:

Filing Information

Filing type is a required field

Reporting Company

Company legal name is required

Tax type is required

Tax ID is required

Country/Jurisdiction is required

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

City is required

Country is required

State is required

ZIP code is required

Company Applicant

Close



***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



Submit BOIR

**Select “I am human.”
Once that Box is checked,
click “Submit BOIR.”**

The next steps detail how to download, complete, and submit a PDF BOIR. You do not need to submit a PDF BOIR if you have submitted an electronic BOIR.

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

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- ➔ Do I qualify for an exemption?
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File

- ➔ File a report using the BOI E-Filing System
- ➔ Create a FinCEN ID (optional)



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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 \(optional\)](#)

Click “File a report using the BOI E-filing System”



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[GET STARTED](#)



Bank Secrecy Act (BSA) Reporting

Need to file another type of
BSA report? [Click here!](#)

[BSA E-FILING](#)

News & Announcements

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Need assistance? Go to the Help section in the blue banner to find filing instructions and other guidance materials.



File BOIR

Need to file a BOIR?
[Click here!](#)



Help

Looking for more
information? [Click here](#)

Click on “File BOIR”.



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File the Beneficial Ownership Information Report (BOIR)

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**



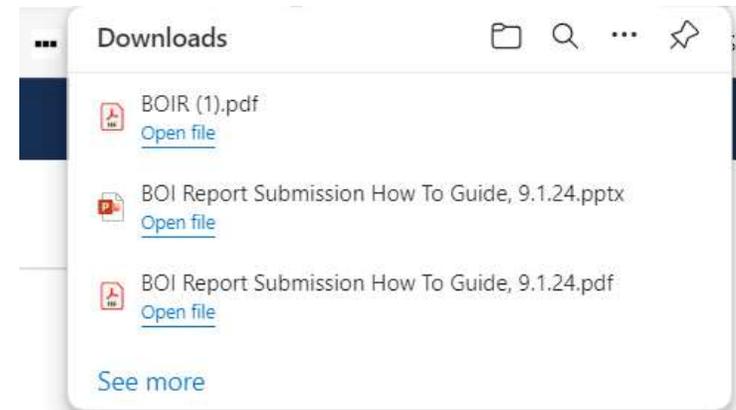
File Online BOIR

- 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

Click “Prepare BOIR” to download the PDF of the report.

A download box should pop up. A copy of the PDF will be in your download folder.



Beneficial Ownership Information Report

Home

Reporting Company

Company Applicant(s)

Beneficial Owner(s)



Beneficial Ownership Information Report

OMB No. 1506-0076

Version Number: 1.0

Release Date: 05-29-2024

Report Preparation & Submission Instructions:

Instructions

1. Complete the report in its entirety with all required information. Click **Instructions** for help.

Validate

2. Click **Validate** to ensure all entered data is properly formatted and that all required fields are completed.

Finalize

3. Click **Finalize** to lock the entries in the report and prepare it for submission. Click **Edit Report** to unlock and re-edit.

Save

4. Click **Save** to retain a local copy of the report (this can be done at any time during report preparation).

Print

5. (Optional) Click **Print** to print a hard copy of your completed report.

Ready To File

6. Select **Ready to File** (activated after the report is finalized and saved locally) to begin the submission process.

The PDF looks like this. Each button corresponds to different task.

The instructions button will take you to FinCEN's help page on the internet. If you do not have internet access, you cannot access the instructions.

Filing Information

9/2024



Print

5. (Optional) Click **Print** to print a hard copy of your completed report.

Ready To File

6. Select **Ready to File** (activated after the report is finalized and saved locally) to begin the submission process.

Filing Information

1. *Type of filing:

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

Select "Initial Report."

Do not fill out the bottom of this page.

Reporting Company information associated with most recent report, if any:

- e. Legal name
 - f. Tax Identification type
 - g. Tax Identification number
 - h. Country/Jurisdiction (if foreign tax ID only)
2. Date prepared (auto-filled when form is finalized)

Part 1. Reporting Company Information

3. Request to receive FinCEN Identifier (FinCEN ID)

Click Box 3 to obtain the Association's FinCEN ID.

4. Foreign pooled investment vehicle

Full legal name and alternate name(s):

5. * Reporting Company legal name

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

Provide the full legal name of the association in Box 5. If the association does business by an alternate name, fill out Box 6 with the alternate name. Box 6 is optional.

Form of identification:

7. * Tax Identification type

8. * Tax Identification number

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

Jurisdiction of formation or first registration:

10. * a. Country/Jurisdiction of formation

Domestic Reporting Company:

b. State of formation

c. Tribal jurisdiction of formation

d. Name of the other Tribe

Foreign Reporting Company:

e. State of first registration

f. Tribal jurisdiction of first registration

g. Name of the other Tribe

Part I. Reporting Company Information

3. Request to receive FinCEN Identifier (FinCEN ID)

4. Foreign pooled investment vehicle

Full legal name and alternate name(s):

5. * Reporting Company legal name

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

Form of identification:

7. * Tax Identification type

8. * Tax Identification number

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

Jurisdiction of formation or first registration:

10. * a. Country/Jurisdiction of formation

Domestic Reporting Company:

b. State of formation

c. Tribal jurisdiction of formation

d. Name of the other Tribe

Foreign Reporting Company:

e. State of first registration

f. Tribal jurisdiction of first registration

g. Name of the other Tribe

Select the Tax Identification Type EIN.

EIN
SSN/ITIN
Foreign

Type in the EIN in Box 8. If the Tax Identification ID is foreign, complete Box 9.



Part I. Reporting Company Information

3. Request to receive FinCEN Identifier (FinCEN ID)

4. Foreign pooled investment vehicle

Full legal name and alternate name(s):

5. * Reporting Company legal name

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

Form of identification:

7. * Tax Identification type

8. * Tax Identification number

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

Jurisdiction of formation or first registration:

10. * a. Country/Jurisdiction of formation

Domestic Reporting Company:

b. State of formation

c. Tribal jurisdiction of formation

d. Name of the other Tribe

Foreign Reporting Company:

e. State of first registration

f. Tribal jurisdiction of first registration

g. Name of the other Tribe

Select the Country of Formation. The U.S. is the first choice listed.

United States
American Samoa
Guam
Marshall Islands
Micronesia, Federated States
Northern Mariana Islands
Palau
Puerto Rico

Provide the principal office address for the association. The address cannot be a PO Box.

Current U.S. Address:

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

12. * City

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

14. * State

15. * ZIP Code

16. Existing Reporting Company (check if Reporting Company was created or registered before January 1, 2024)

17. (This item is reserved for future use)

Part II. Company Applicant Information

1 of 1



Company Applicant FinCEN ID:

18. **FinCEN ID**

Full legal name and date of birth:

19. * Individual's last name

20. * First name

21. Middle name

22. Suffix

23. * Date of birth

Current address:

24. * Address type a. Business address b. Residential address

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

26. * City

27. * Country/Jurisdiction

28. * State

29. * ZIP/Foreign postal code

Select Box 16. You do not have to fill out the company applicant portion of the report.

Provide the FinCEN ID of each beneficial owner, if they have previously created an ID.

Individuals are not exempt entities. Therefore, Box 37 should *not* be selected for any beneficial owners.

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

Part III. Beneficial Owner Information

1 of 1



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:

36. FinCEN ID

Exempt entity:

37. Exempt entity

Full legal name and date of birth:

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

39. * First name

40. Middle name

41. Suffix

42. * Date of birth

Item 39 - First name: Enter the beneficial owner's legal first name.



Residential address:

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

44. * City

45. * Country/Jurisdiction

46. * State

47. * ZIP/Foreign postal code

Form of identification and issuing jurisdiction:

48. * Identifying document type

49. * Identifying document number

50. * Identifying document issuing jurisdiction:

a. Country/Jurisdiction

b. State

c. Local/Tribal

d. Other local/Tribal description

51. * Identifying document image

If the beneficial owner did not provide a FinCEN ID, provide the information for the beneficial owner in Boxes 38 through 51.

Provide the information and image of the identification document for the beneficial owner if they did not provide a FinCEN ID.

To add the image, click “Add Attachment.”



34. (This item is reserved for future use)

Part III. Beneficial Owner Information

1 of 1  

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:

36. FinCEN ID

Exempt entity:

37. Exempt entity

If you are adding another beneficial owner, click the “Plus” (+) sign.

You should see the page count increase from “1 of 1” to “2 of 2”.

Part III. Beneficial Owner Information

2 of 2  

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:

36. FinCEN ID

Repeat the previous steps to complete this portion of the report for each additional beneficial owner.



Beneficial Ownership Information Report

OMB No. 1506-0076

Version Number: 1.0

Release Date: 05-29-2024

Report Preparation & Submission Instructions:

Instructions

Validate

Finalize

Save

Print

Ready To File

1. Complete the report in its entirety with all required information. Click **Instructions** for help.
2. Click **Validate** to ensure all entered data is properly formatted and that all required fields are completed.
3. Click **Finalize** to lock the entries in the report and prepare it for submission. Click **Edit Report** to unlock and re-edit.
4. Click **Save** to retain a local copy of the report (this can be done at any time during report preparation).
5. (Optional) Click **Print** to print a hard copy of your completed report.
6. Select **Ready to File** (activated after the report is finalized and saved locally) to begin the submission process.

Follow the steps outlined at the top of the PDF to finalize the PDF for submission.



Report Preparation & Submission Instructions:

Instructions

1. Complete the report in its entirety with all required information. Click **Instructions** for help.

Validate

2. Click **Validate** to ensure that all information is completed and correctly formatted.

Finalize

3. Click **Finalize** to lock the report to unlock and re-edit.

Save

4. Click **Save** to save the report (for report preparation).

Print

5. (Optional) Click **Print** to print the report.

Ready To File

6. Select **Ready To File** to complete the submission process.

Adobe Acrobat



Item 1 Type of filing is required.
Item 5 Reporting company legal name is required.
Item 7 Tax identification type is required.
Item 8 Tax identification number is required.
Item 10a Country/Jurisdiction of formation is required.
Item 11 Address (number, street, and apt. or suite no.) is required.
Item 12 City is required.

Message limit exceeded. Remaining 58 errors not reported.

OK

Click “Validate” to ensure that all information is completed and correctly formatted. If a portion of the PDF needs to be edited, a gray box will inform you which box(es) need additional attention.



Beneficial Ownership Information Report

OMB No. 1506-0076

Version Number: 1.0

Release Date: 05-29-2024

Report Preparation & Submission Instructions:

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1. Complete the report in its entirety with all required information. Click **Instructions** for help.

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Save

4. Click **Save** to retain a local copy of the report (this can be done at any time during report preparation).

Print

5. (Optional) Click **Print** to print a hard copy of your completed report.

Ready To File

6. Select **Ready to File** (activated after the report is finalized and saved locally) to begin the submission process.

Click “Ready to File.”

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- ➔ 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)

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

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News & Announcements

Jan 04 2024

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File BOIR

Need to file a BOIR?
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File the Beneficial Ownership Information Report (BOIR)

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

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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

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Click “Submit BOIR”.

A warning box will pop up, informing you that you are leaving the FinCEN website. Click “I Agree.”

Submit the PDF Beneficial Ownership Information Report (BOIR)

Complete all fields below and attach your finalized PDF BOIR before submitting. Directly after submission, a processing page will be displayed, followed by a page confirming 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

*Last Name

Provide the email address and first and last name for the filer of the report. We recommend one person fill out the PDF report and also electronically file the report.

Upload the PDF BOIR report. You may drag the file into the upload box or select “Choose from folder.”

*Please attach the PDF BOIR you are attempting to file

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

*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 

Submit BOIR

Once the PDF is uploaded, read the certification and select “I Agree.” A reminder box may appear; select “Close.”



***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

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I am human



Submit BOIR

Select “I am human.” Once that Box is checked, click “Submit BOIR.”

Congratulations! At this point, the filer should receive confirmation of submission of the BOIR report, and the BOIR should be considered submitted.

We recommend saving electronic copies of the confirmation and/or transcript of the BOIR for the association's records.



If you have any questions, please contact your attorney.

For further information, please see FinCEN's website at <https://www.fincen.gov/boi>.

For updates regarding the CTA, please visit CAI's website, <https://www.caionline.org/Advocacy/Priorities/CTA/Pages/default.aspx> – or CWMEB's blog, <https://www.chadwickwashington.com/blog/> - .