Dear Business Client,

You are receiving this notice because your business entity falls into a category under “Who must report.”

**Below you will find important information that you as a business owner MUST act on.**

***The deadline for filing is BEFORE January* 1, 2025**

Effective January 1, 2024, many companies in the United States must report information about their beneficial owners—the individuals who ultimately own or control the company—to the Financial Crimes Enforcement Network (FinCEN), a bureau of the U.S. Department of the Treasury.

Filing is simple, secure, and free of charge\*\*. Beneficial ownership information reporting is not an annual requirement. Unless a company needs to update or correct information, a report only needs to be submitted once.

**Who must report?**

1. a corporation, a limited liability company (LLC), or was otherwise created in the United States by filing a document with a secretary of state or any similar office under the law of a state or Indian tribe; or

2. a foreign company and was registered to do business in any U.S. state or Indian tribe by such a filing

**How Do I Report?**

Reporting companies report beneficial ownership information electronically through FinCEN’s website: <https://www.fincen.gov/boi>. The system provides a confirmation of receipt once a completed report is filed with FinCEN. There are a lot of useful guides on their website.

**What Information Do Companies Need to Include in a Beneficial Ownership Report?**

* The business’s legal name and any trade names or “doing business as” (DBA) names
* The current street address of its principal place of business in the U.S.
* Its jurisdiction of formation or registration
* Its taxpayer identification number
* Full legal name, date of birth, and address of all beneficial owners of the company
* A unique identifying number from an acceptable identification document, such as a driver’s license issued by a U.S. state or passport

\*\*There ARE third party companies online who, for a fee, will complete your filing.