



BOI FILING PREP CHECKLIST

Reporting Company Required Information:

Full legal name (of reporting company)

Any trade or “doing business as” names

A complete current address consisting of:

- the reporting company’s principal place of business in the United States; or
- in all other cases, the street address of the primary location in the United States where the reporting company conducts business

The state, tribal, or foreign jurisdiction of formation

For a foreign reporting company, the state or tribal jurisdiction where such company first registers

The IRS Taxpayer Identification Number (TIN), or for foreign reporting companies that have not been issued a TIN, a foreign tax identification number and the name of the relevant jurisdiction

Beneficial Owner Required Information (for each individual):

Full legal name

Date of birth

Current address consisting of:

- the individual’s residential street address; or
- in the case of a company applicant who forms or registers an entity in the course of such company applicant’s business, the street address of such business

Unique identifying number from an acceptable identification document defined as:

- a non-expired U.S. passport
- a non-expired identification document issued by a state, local government or Indian tribe
- a non-expired driver’s license issued by a state
- if the individual does not possess any of the aforementioned documents, a non-expired foreign passport

Image of document the unique identifying number came from

Company Applicant Required Information* (for each individual - limited to two):

Full legal name

Date of birth

Current address consisting of:

- the individual’s residential street address; or
- in the case of a company applicant who forms or registers an entity in the course of such company applicant’s business, the street address of such business;

Unique identifying number from an acceptable identification document defined as:

- a non-expired U.S. passport
- a non-expired identification document issued by a state, local government or Indian tribe
- a non-expired driver’s license issued by a state
- if the individual does not possess any of the aforementioned documents, a non-expired foreign passport

Image of document the unique identifying number came from

**Please note: Reporting companies created prior to January 1, 2024 do not need to provide information regarding the company applicant(s).*