

# CTA Compliance

The legal **cheat sheet** for small businesses to comply with the CTA.



# 1

## WHAT IS IT AND WHO NEEDS TO DO IT?

The Corporate Transparency Act (CTA) passed in 2021, with the goal of gathering information on companies doing business in the US to assist in the prosecution of financial crime. This is why the US Department of Treasury's Financial Crimes Enforcement Network (FinCEN) is heading up the process for business owners. If you are a reporting company you will need submit "beneficial ownership information" (BOI) to FinCEN.

### **YOU ARE A REPORTING COMPANY IF YOU ARE: (HINT: THIS IS PROBABLY YOU)**

- Corporation / LLC / Other entity created in the US by filing with the State or an Indian tribe
- A foreign company registered to do business in any US state or Indian tribe

# 2

## WHEN DO I NEED TO DO THIS?

Because the law is new, we have some time to comply. By 2025, this requirement deadline will be 30 days.

### **REPORTING COMPANY DEADLINES:**

- If your business was started before January 1, 2024, you have until the end of 2024 to report.
- If your business is created in 2024, you will have 90 days after registration with the State to report.
- If your business is created on or after January 1, 2025, you will have 30 days.

## **What Info Do I Need for the BOIR?**

Know / bring the following to file the BOIR

- ◆ **Business Name**
- ◆ **Tax ID (EIN/SSN)**
- ◆ **Street address (NO PO Box)**
- ◆ **Company applicant info (who is filing the report) - FOR FUTURE FILINGS ONLY, otherwise skip**
- ◆ **Beneficial Owner info (info on all owners / decision makers of company)**
- ◆ **Copy of Beneficial Owner ID (drivers license / passport)**
- ◆ **Email address for applicant**

# 3

## HOW DO I REPORT?

**YOU CAN E-FILE YOUR BOI BY DOING THE FOLLOWING: (HINT: THIS IS FREE AND NOT HARD)**

- go to <https://boiefiling.fincen.gov> and select "File BOIR"
- Select either PDF or web option
- Fill out form (will take several minutes and you will need some information—SEE TO THE LEFT)

# 4

## IS THAT IT?

That is it. Who can be an applicant, who is considered a BO, etc. can be complicated. If this is not straightforward for you, you should call an attorney. Aside from that, there is NO annual reporting requirement BUT YOU ARE REQUIRED TO FILE AN UPDATED REPORT NO LATER THAN 30 DAYS AFTER ANY CHANGE IN BO INFORMATION.