

Corporate Transparency Act Checklist

Reporting Company

- Full legal name
- Any trade name or “doing business as” (DBA) name
- Complete current U.S. address
- State, Tribal, or foreign jurisdiction of formation
- For a foreign reporting company only, State or Tribal jurisdiction of first registration
- Internal Revenue Service (IRS) Taxpayer Identification Number (TIN) (including an Employer Identification Number (EIN)). NOTE: If a foreign reporting company has not been issued a TIN, report a tax identification number issued by a foreign jurisdiction and the name of such jurisdiction.

Each Beneficial Owner

- Full legal name
- Date of birth
- Complete current address (Report the individual’s residential street address. The address is not required to be in the United States.)
- Unique identifying number and issuing jurisdiction from, and image of, one of the following non-expired documents: U.S. passport, State driver’s license, Identification document issued by a state, local government, or tribe (If an individual does not have any of the previous documents, foreign passport)

Company Applicant (for companies formed on or after January 1, 2024)*

- Full legal name
- Date of birth
- Complete current address (Report the individual’s residential street address, except for company applicants who form or register a company in the course of their business, such as attorneys and paralegals. For such individuals, report the business street address. The address is not required to be in the United States.)
- Unique identifying number and issuing jurisdiction from, and image of, one of the following non-expired documents: U.S. passport, State driver’s license, Identification document issued by a state, local government, or tribe (If an individual does not have any of the previous documents, foreign passport)

*If an individual has obtained a FinCEN identifier and provided it to a reporting company, the reporting company may include such FinCEN identifier in its report instead of the information required about the individual.