



Business Ownership Checklist



Reporting Company Required Information:

- Full legal name
- Any trade or “doing business as” names
- A complete current address consisting of:
 - for a reporting company with a principal place of business in the United States, the street address of the principal place of business
 - 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 the company first registered
- The IRS Taxpayer Identification Number (TIN) (including an Employer Identification Number) or where a foreign reporting company has not been issued a TIN, a tax identification number issued by a foreign jurisdiction and the name of that jurisdiction

Beneficial Owner* Required Information:

- Full legal name
- Date of birth
- Current, residential or business street address
- 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; or
 - if the individual lacks all of the foregoing documents, a non-expired foreign passport
- Image of document the unique identifying number came from

Company Applicant Required Information:

- Full legal name
- Date of birth
- Current, as of the date of report, residential or business street address
- 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; or
 - if the individual lacks all of the foregoing documents, a non-expired foreign passport
- Image of document the unique identifying number came from

**A beneficial owner is an individual who, directly or indirectly, exercises substantial control over the entity or owns or controls not less than 25 percent of the ownership interests of the entity.*