



Corporate Transparency Act Prep Kit

Responsible Business Owner Package

TURBOCTA 

September 2022 Edition

Hello and welcome to your Corporate Transparency Act report prep kit.

This PDF has pre-filled the information you entered and generated the fields you need to complete for your upcoming CTA reports based on your provided information.

Completing the remaining fields in this PDF packet will prepare you to file the reports needed by FinCEN based on the information they have published to date. Of course, this information could change as FinCEN publishes further information, in which case we will update the PDFs you have available.

You kit includes **two sections** with instruction pages for each:

1. Company and office information page.
2. Beneficial owner information pages.

Remember, your preparation kit includes a free first-year filing coupon! If FinCEN's final report filing procedure supports PDF form paper filing or third-party e-filing options, your TurboCTA dashboard will be updated to support converting this prep kit into your first filing at no additional charge for one of your companies. We expect FinCEN will release the final filing procedures by the end of 2022.

Please email help@turbocta.com with any questions you have or for faster answers, join our telegram group at [\[link\]](#).

A background image showing a group of people in a meeting, with a woman in the foreground smiling and looking towards the right.

Section 1

Company and Office Information

This section of your prep kit collects information about the entity itself and your corporate office address.

Some helpful notes to complete this section:

- **DBA:** Leave this field blank unless you have a DBA (Doing Business As) name registered with your state.
- **State of Registration:** This is the State where you filed your Articles of Incorporation or Organization documents during your first year of business.
- **Year Company was Founded:** This is the year you started your business by filing the documents above.
- **Company Registration Number:** This is the number issued by your state - typically found on their division of corporations or similar website - after your filed the documents above or used to file your annual reports.
- **Corporate office address:** This is the main address for your company on file with your state. It can be a home address if that is the address you used.

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CORPORATE TRANSPARENCY ACT PREPARATION KIT

Company Information

Company Information

Company Name

Alternate Company Name or "DBA" Name/s (Optional)

FEIN

State of Registration

Year Company was Founded

Company Registration Number (Optional)

Corporate Office Address

Address Line 1

Address Line 2

City

State

Zip

Postal Code (ONLY IF Non-US Business)

Provence (ONLY IF Non-US Business)

This space is intentionally left blank.



Section 2

Beneficial owner / decision maker information

Who must fill out the forms in Section Two?

This next section gathers the data you need for each **beneficial owner** including those who own 25% or more of the company **OR** have “substantial control” of the company. A reporting company must identify any and all individuals who fit into either (or both) of these two categories.

The Corporate Transparency Act 2021 requires reporting companies to identify their beneficial owners. FinCEN defines “beneficial owners” as any individuals who directly or indirectly:

A. Own or control 25% or more of the entity’s ownership interests. According to FinCEN, a beneficial owner is “an individual who owns or controls not less than 25 percent of the ownership interests of the entity.” Ownership interests could include (but are not limited to):

- Equity in the reporting company
- Capital or profit interests (including partnership interests)
- Convertible instruments
- Warrants or rights
- Other options or privileges to acquire equity, capital, or other interests

B. Have substantial control over the entity to make decisions. “Substantial control” is a very broad term that can be hard to quantify. For that reason, FinCEN has proposed three specific substantial control indicators:

- Serving as one of a reporting company’s senior officers
- Having the authority to appoint or remove a reporting company’s senior officers or board-of-director members
- Providing direction and determination, making decisions for, or exercising substantial influence over a reporting company’s important matters

You will need to complete (or have the beneficial owner complete) one page in the following section for EACH person who qualifies for EITHER of the two categories above.

CORPORATE TRANSPARENCY ACT PREPARATION KIT

Beneficial Owners

Owner Information

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth (MM/DD/YYYY)	SSN
<input type="text" value="/ /"/>	<input type="text" value="- -"/>

Is this person a U.S citizen?	If no, what is their country of citizenship?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

Does this person own more than 25% of the company?	If yes, what percent do they own?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

Does this person make important decisions on behalf of the company?	If yes, enter title or capacity served.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

Beneficial Owner Residential Address

Address Line 1

Address Line 2

City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal Code (ONLY IF Non-US Address)	Province (ONLY IF Non-US Address)
<input type="text"/>	<input type="text"/>

Identifying Document

Select EITHER Drivers License or Passport.

<input type="checkbox"/> Drivers License	<input type="checkbox"/> Passport
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If Drivers License:

Drivers License Number	Issue Date	Issuing State
<input type="text"/>	<input type="text"/>	<input type="text"/>

If Passport:

Passport Number	Issue Date	Country of Issuance
<input type="text"/>	<input type="text"/>	<input type="text"/>



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