

**Engagement Agreement for Beneficial Ownership Information ("BOI") Reports  
of United States formed companies**

**This Engagement Agreement is to inform you, the Client, of the services HAASCAYWOOD PC will provide you, and the responsibilities you have for preparation of the BOI Report.**

Starting on January 13, 2024, BOI Reports must be filed electronically using FinCEN's secure filing system. FinCEN will store BOI Reports in a centralized database and only share this information with authorized users for purposes specified by law. The database will use rigorous information security methods and controls typically used in the Federal government to protect non-classified yet sensitive information systems at the highest security level.

**Reporting companies created or registered to do business before January 1, 2024, have until January 13, 2025, to file their initial BOI Reports.** Reporting companies created or registered on or after January 1, 2024, and before January 1, 2025, have 90 calendar days after receiving actual or public notice that their company's creation or registration is effective to file their initial BOI Reports. Specifically, this 90-calendar day deadline runs from the time the company receives actual notice that its creation or registration is effective, or after a secretary of state or similar office first provides public notice of its creation or registration, whichever is earlier. Reporting companies created or registered on or after January 1, 2025, will have 30 calendar days from actual or public notice that the company's creation or registration is effective to file their initial BOI Reports.

If you would like to engage HaasCaywood PC to complete your BOI Reports, please send the completed Engagement Letter, retainer fee, and the required documentation (e.g., copy of driver's license) **no later than Thursday, January 9, 2024**. We cannot guarantee timely filing for any engagement materials submitted after this date.

**BOI Report Filing**

We will prepare your **BOI Report** based on information you provide. Services for preparation of your BOI Report do not include auditing or verification of information provided by you. By signing this Engagement Agreement, you represent and warrant that the information you provide to HaasCaywood is true, correct, and complete. You also agree to indemnify and hold harmless HaasCaywood and its officers, directors, employees, and agents from any and all claims, damages, and liability, including reasonable attorneys' fees, arising out of or relating to this Engagement Agreement.

Any information provided to our office will be treated as confidential and is subject to disclosure by our firm only at your request or when required by law or regulatory matters. Our fee will be \$350.00 to prepare each initial BOI Report. Payment for these services will be due prior to the filing of the BOI Report.

**Client Responsibilities**

You agree to provide our office with the following information concerning your applicable Reporting Company, which can include a Single Member LLC, Multi Member LLC, S or C Corporation, and any company created by the filing of a document with a secretary of state or any similar office under the law of a State or Indian tribe. Filing a document with a government agency to obtain (1) an IRS employer identification number, (2) a fictitious business name, or (3) a professional or occupational license does not create a new entity, and therefore does not make a sole proprietorship filing such a document a reporting company.

If you are engaging HaasCaywood to prepare a BOI Report for more than one entity, or if the number of beneficial owners exceeds the space provided below, **please return a copy of page 2 containing the following information for each entity, identify the total number of entities submitted, and ensure all beneficial owners are identified. Include additional copies of page 2 if needed.**

- ❖ Reporting Company Entity # \_\_\_ of \_\_\_
- ✓ Full legal name: \_\_\_\_\_
  - ✓ Any and all trade names or "doing business as" (DBA) names: \_\_\_\_\_
  - ✓ Complete current U.S. address (No P.O. Boxes): \_\_\_\_\_
  - ✓ State, Tribal, or foreign jurisdiction of formation: \_\_\_\_\_
  - ✓ Date of registration or formation: \_\_\_\_\_
  - ✓ Internal Revenue Service Taxpayer Identification Number (TIN): \_\_\_\_\_

- ❖ Beneficial Owner(s) Beneficial Owner # \_\_\_ of \_\_\_
- ✓ Full legal name: \_\_\_\_\_
  - ✓ Date of birth: \_\_\_\_\_
  - ✓ Complete residential address (No P.O. Boxes): \_\_\_\_\_
  - ✓ Unique identifying number with image, from one of the following sources
    - State Driver's License: \_\_\_\_\_
    - U.S. Passport: \_\_\_\_\_
    - ID document issued by a state, local government, or tribe: \_\_\_\_\_
    - If none of the above, then foreign passport: \_\_\_\_\_

- ❖ Beneficial Owner(s) Beneficial Owner # \_\_\_ of \_\_\_
- ✓ Full legal name: \_\_\_\_\_
  - ✓ Date of birth: \_\_\_\_\_
  - ✓ Complete residential address (No P.O. Boxes): \_\_\_\_\_
  - ✓ Unique identifying number with image, from one of the following sources
    - State Driver's License: \_\_\_\_\_
    - U.S. Passport: \_\_\_\_\_
    - ID document issued by a state, local government, or tribe: \_\_\_\_\_
    - If none of the above, then foreign passport: \_\_\_\_\_

- ❖ Beneficial Owner(s) Beneficial Owner # \_\_\_ of \_\_\_
- ✓ Full legal name: \_\_\_\_\_
  - ✓ Date of birth: \_\_\_\_\_
  - ✓ Complete residential address (No P.O. Boxes): \_\_\_\_\_
  - ✓ Unique identifying number with image, from one of the following sources
    - State Driver's License: \_\_\_\_\_
    - U.S. Passport: \_\_\_\_\_
    - ID document issued by a state, local government, or tribe: \_\_\_\_\_
    - If none of the above, then foreign passport: \_\_\_\_\_

- ❖ Beneficial Owner(s) Beneficial Owner # \_\_\_ of \_\_\_
- ✓ Full legal name: \_\_\_\_\_
  - ✓ Date of birth: \_\_\_\_\_
  - ✓ Complete current address (No P.O. Boxes): \_\_\_\_\_
  - ✓ Unique identifying number with image, from one of the following sources
    - State Driver's License: \_\_\_\_\_
    - U.S. Passport: \_\_\_\_\_
    - ID document issued by a state, local government, or tribe: \_\_\_\_\_
    - If none of the above, then foreign passport: \_\_\_\_\_

**Company Applicants**

Reporting companies created or registered with the Secretary of State or similar office **on or after January 1, 2024**, will also need to report their company applicants. If you retained HaasCaywood to create or register your company, you would just need to identify HaasCaywood below and we will complete the remaining information. Company applicants include:

1. The individual who directly filed the first document that created or registered the company; and
2. If more than one person was involved in the filing, the individual who was primarily responsible for directing or controlling the filing of the first document that created or registered the company.

- ❖ Company Applicant(s) **Company Applicant # \_\_\_ of \_\_\_**
  - ✓ Full legal name: \_\_\_\_\_
  - ✓ Date of birth: \_\_\_\_\_
  - ✓ Complete current address (No P.O. Boxes): \_\_\_\_\_
  - ✓ Unique identifying number with image, from one of the following sources
    - State Driver's License: \_\_\_\_\_
    - U.S. Passport: \_\_\_\_\_
    - ID document issued by a state, local government, or tribe: \_\_\_\_\_
    - If none of the above, then foreign passport: \_\_\_\_\_

- ❖ Company Applicant(s) **Company Applicant # \_\_\_ of \_\_\_**
  - ✓ Full legal name: \_\_\_\_\_
  - ✓ Date of birth: \_\_\_\_\_
  - ✓ Complete current address (No P.O. Boxes): \_\_\_\_\_
  - ✓ Unique identifying number with image, from one of the following sources
    - State Driver's License: \_\_\_\_\_
    - U.S. Passport: \_\_\_\_\_
    - ID document issued by a state, local government, or tribe: \_\_\_\_\_
    - If none of the above, then foreign passport: \_\_\_\_\_

**Updates or Corrections**

If there is **any change** to the required information about your company or its beneficial owners in a BOI Report that your company filed, your company must file an updated BOI Report no later than 30 calendar days after the date on which the change occurred. The same 30-day timeline applies to changes in information submitted by an individual in order to obtain a FinCEN identifier. A reporting company is not required to file an updated report for any changes to previously reported personal information about a company applicant.

**HAASCAYWOOD is not responsible for and assumes no liability stemming from your neglect or failure to provide updated information relating to your BOI Report or your continuing reporting obligations under the Corporate Transparency Act. HAASCAYWOOD can assist with future reporting after your initial BOI Report, however, any such engagement would require an additional formal engagement and additional fees.**

**The following must be reported within 30 calendar days to FinCEN. Some likely triggers and or examples (not inclusive) of the changes that would require an updated beneficial ownership information report:**

- ✓ Any change to the information reported for the reporting company, such as registering a new business name, trade name or DBA.

- ✓ A change in beneficial owners, such as a new CEO, or a sale that changes who meets the ownership interest threshold of 25 percent, or the death of a beneficial owner.
  - Note: When a beneficial owner dies, resulting in changes to the reporting company's beneficial owners, report those changes within 30 calendar days of when the deceased beneficial owner's estate is settled. The updated report should, to the extent appropriate, identify any new beneficial owners.
- ✓ Any change to a beneficial owner's name, address, or unique identifying number previously provided to FinCEN. Furthermore, if a beneficial owner obtained a new driver's license or other identifying document that includes a changed name, address, or identifying number, the reporting company also would have to file an updated beneficial ownership information report with FinCEN, including an image of the new identifying document.
- ✓ Keep in mind the update requirement related to the special reporting rule for a minor child. When a beneficial owner that was a minor child reaches the age of majority, you must file an updated BOI Report, identifying the individual as a beneficial owner and, if warranted, replacing their parent or legal guardian's information with their own.

If an inaccuracy is identified in a BOI Report that your company filed, your company must correct it no later than 30 calendar days after the date your company became aware of the inaccuracy or had reason to know of it. This includes any inaccuracy in the required information provided about your company, its beneficial owners, or its company applicants. The same 30-day timeline applies to inaccuracies in information submitted by an individual in order to obtain a FinCEN identifier.

HAASCAYWOOD is not responsible for and assumes no liability stemming from your neglect or failure to provide accurate or updated information relating to your BOI Report or your continuing reporting obligations under the Corporate Transparency Act.

**Signature(s).** By signing below, you acknowledge that: (i) you have authority to bind all reporting companies you identify to the terms and conditions described above; (ii) you have read, understand, and accept your obligations and responsibilities; and (iii) you understand our responsibilities in preparing your BOI Report as explained above.

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**Printed Name:**  
**Title:**  
**Date:**  
**Email Address:**  
**Phone Number:**

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**Printed Name:**  
**Title:**  
**Date:**  
**Email Address:**  
**Phone Number:**

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**Printed Name:**  
**Title:**  
**Date:**  
**Email Address:**  
**Phone Number:**

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**Printed Name:**  
**Title:**  
**Date:**  
**Email Address:**  
**Phone Number:**

**How to submit**  
 E-mail: [lawyers@haascaywood.com](mailto:lawyers@haascaywood.com)  
 Fax: 269-651-3261  
 In person or via postal mail: 112 S. Monroe Street, Sturgis, MI 49091  
 21 W. Chicago Street, Coldwater, MI 49036