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Sign your Mowery & Schoenfeld Engagement Letter

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Start by Visiting: <https://msllc.filefincen.com/join>

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Create Your Secure Account

- Enter your email, choose a password, and click “Sign Up.”
- Follow the prompts to complete the account setup:

Step 1 | Provide your personal contact information and identifying documents
(reference step 3 for document details)

Step 2 | Enter your reporting company information

- Full Legal Name
- Any trade or “doing business as” name(s)
- Current address (street address where the business operates)
 - If based in the U.S., use the principal place of business address
 - For non-U.S. companies, use the primary U.S. location address
- The state, tribal, or foreign jurisdiction of formation
 - For foreign companies, include the state or tribal jurisdiction where the company first registered
- 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

Step 3 | Invite beneficial owners

- Send secure requests to beneficial owners to provide:
 1. Full Legal Name
 2. Date of Birth
 3. Current, as of the date of report, residential or business street address

Beneficial owner:

An individual who, directly or indirectly, controls or owns at least 25% of the entity’s ownership interest.

**Step 3 | Invite beneficial owners (continued)**

4. Unique ID number from a non-expired acceptable ID document below or FinCEN ID
 - U.S passport
 - Identification document issued by the state local government, or Indian tribe
 - Driver's license issued by a state
 - If the individual lacks all of the foregoing documents a non-expired foreign passport
5. Image of the document with that unique identifying number if not using FinCEN ID

- Beneficial owners of multiple reporting companies can ease the compliance burden by applying for a FinCEN ID. Visit <https://fincenid.fincen.gov/landing> for more information.

4**File and Submit Reports****5****Stay on top of Deadlines:
Receive reminders to help you meet your reporting requirements**