

Association file

Field name	Required / Optional	Explanation
Reference_id	Optional	for 1) identifying client's internal billing 2)
Legal_name	Required for filing	Company's Legal Name
Db_a_field	Optional	Company Doing Business As name
Business_type	Required for filing	Company), LP (Limited Partnership), Other
business_orgstate	Required for filing	was organized. This is 2 digit state, i.e
business_formation_date	Required for filing	company/association. It's used to
business_file_number	Optional	assigned by the state of formation
business_ein	Required for filing	3456789
business_ssn_itin	Optional	used in leui of the EIN #
business_address1	Required for filing	legal notifications
business_address2	Optional	Only if necessary to complete addr
business_city	Required for filing	City
business_state	Required for filing	State - 2 letter code
business_zipcode	Required for filing	5 digits
foreign_tax_id	Optional	a SSN
billing_party	Optional	company)
contact_phone	Optional	not needed
contact_name	Required for filing	first admin onto the system
contact_email	Required for filing	in order to invite first admin
contact_fincen_id	Optional	replace the contact_email
advisor_name	Optional	(Lawyer) to have Advisor capabilities
advisor_email	Optional	(Lawyer) email address for contact to have
secondary_advisor_name	Optional	Partner (Lawyer) to have Advisor
secondary_advisor_email	Optional	Partner (Lawyer) email address for contact
applicant_name	Sometimes required	in 2024, then this is a required field,
applicant_email	Sometimes required	in 2024, then this is a required field,
applicant_fincen_id	Optional	in 2024, then this can replace the
secondary_applicant_name	Sometimes required	based on the formation date
secondary_applicant_email	Sometimes required	in 2024, then this is a required field,
secondary_applicant_fincen_id	Optional	in 2024, then this can replace the

Importer Member file

Field name	Required / Optional	Explanation
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reference_id	Optional / required	user defined field, used importing BO or board members. It is not required to be unique. Alpha-numeric
business_file_number	Optional / required	The number the company was assigned by the state of formation or a unique number that the client utilizes for identification. Unique value
contact_email	Required for filing	Board Member email address
contact_name	Required for filing	Board Member name
contact_fincen_id	Optional	If the Board Member has a FinCen ID
contact_reference_id	Optional	Leave blank

Board Members/ Benefical

Business_file_number is required.

Reference_id is required. Not both

**Used for matching for
Board Members/ Benefical
Owners**

YES - can use this field or
business_file_number to
identify the association, this
field is not unique

YES - either this field or
Reference_id is required. Not
both. recommend this field, it is
unique

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