

Filing the FBAR using the “Online” form

An online version of the FBAR form is now available to individual FBAR filers as an alternative to the current Adobe Reader enabled pdf form. This document will guide you through the process and requirements for filing the FBAR as an individual using the online FBAR form.

Online form features

Browser enabled form (Adobe Reader NOT required)

The online FBAR form is designed to function within your internet browser, benefiting filers who are unable to file using the current pdf FBAR as it eliminates the requirement to install Adobe Reader and perform any modifications to your browser configuration.

One-time submission

The online FBAR form does not allow you to save your progress during form completion as it is designed to benefit filers who are ready to file the FBAR today. If you have gathered all information needed to complete and submit the FBAR in a one-sitting, then the online form might be right for you.

NOTE: You will have the opportunity to download a read-only copy of your FBAR after submission for record keeping purposes. If you need to amend your FBAR for any reason, you will not be able to use this copy for resubmission.

System requirements

Active Internet Connection

You must maintain an active internet connection throughout form preparation and submission. If at any point prior to submission you lose internet connection, all data entered in the form will be lost and you will be required to start over, as there is no option to save prior to submission when using the online FBAR form.

Supported Internet Browser

The following browsers are supported by the BSA E-Filing System when using the alternative (online form) filing method:

- ✓ Chrome 41.0 (or higher)
- ✓ FireFox 35.0 (or higher)
- ✓ Internet Explorer 10 (or higher)

To verify the version of your internet browser, simply open the browser, locate the Help menu and select the About link from the list of options (e.g. About Google Chrome).

**Please see next page for detailed instructions regarding
“how to file” the online FBAR form**

How to file

Follow the steps below to file your FBAR via the online form:

1. Go to <http://bsaefiling.fincen.treas.gov/NoRegFBARFiler.html>
2. Click **Start Now** under the Online Form E-Filing Method.
3. Enter your contact information on the **Filer Contact Information** page.

NOTE: The email address you enter will only be used to send correspondence regarding the status of your FBAR submission. The additional information is used to identify you as the filer in the event that you contact BSA E-Filing for assistance.
4. Click **Start FBAR** at the bottom of the **Filer Contact Information** page to access the FBAR Home page.
5. In the **Filing name** field, enter a descriptive name to identify your FBAR (e.g. SMITH FBAR 2014).

NOTE: This filing name is also useful when contacting the BSA E-Filing Help Desk for assistance.
6. Complete the FBAR in its entirety. Additional parts or accounts can be entered by clicking on the small plus (+) signs located on the report.

NOTE: At the very least, all required fields – identified with an asterisk (*) – must be completed.
7. When you are ready to submit, return to the Home tab and click **Sign the Form** to accept the signature agreement.

NOTE: If you need to make changes to the FBAR after it has been signed, simply click **Remove Signature** from the Home tab.
8. When the form is free of any validation errors and electronically signed, return to the Home tab and click **Submit**. A confirmation page will be displayed at this time.
9. Click **Download Copy of My FBAR** on the confirmation page to retain a read-only copy of your FBAR submission. Save the confirmation page for your records as well by selecting to save from your browser menu.

NOTE: When saving your FBAR information, be sure to enter a file name and save to a familiar location on your computer to make it easy to find your file in the future.
10. Shortly after submission, you will receive an email notification regarding the status of your FBAR submission. Save this email for your records.
11. In approximately two (2) business days, you will receive a second and final email notification informing you that your FBAR submission has been acknowledged by FinCEN and assigned a unique BSA ID. Save this email for your records. **Your FBAR filing is now complete!**

NOTE: In the event that you need to amend your FBAR, you must enter the BSA ID assigned to your FBAR on your amendment.

Additional assistance

Questions or issues encountered during the FBAR filing process may be directed to the BSA E-Filing Help Desk at 1-866-346-9478 or via email at BSAEFilingHelp@fincen.gov. The Help Desk is available Monday through Friday from 8 a.m. to 6 p.m. EST. Please note that the Help Desk is closed on Federal holidays.