

CTR E-File

Before you can E-File a CTR on the BSA E-File System, you must have previously registered as a business entity and completed your MSB registration. Please see the **MSB Registration** section of this resource.

The key to successfully E-Filing a CTR is confirming you have all the information required. A good practice is to complete a *blank CTR* form and then use it to key in the information when online to official E-File the form.

Blank forms can be downloaded at: http://www.fincen.gov/forms/bsa_forms/msb.html

REMINDER: As of April 1, 2013, financial institutions must use the new FinCEN reports, which are available only electronically through the BSA E-Filing System. FinCEN is no longer accepting legacy reports.

Begin CTR E-File

1. Login into the BSA E-File System by going to: <http://bsae filing.fincen.treas.gov/main.html>
2. Once logged in, select **FILE FINCEN CTR** under **REPORTS** on the left side of screen



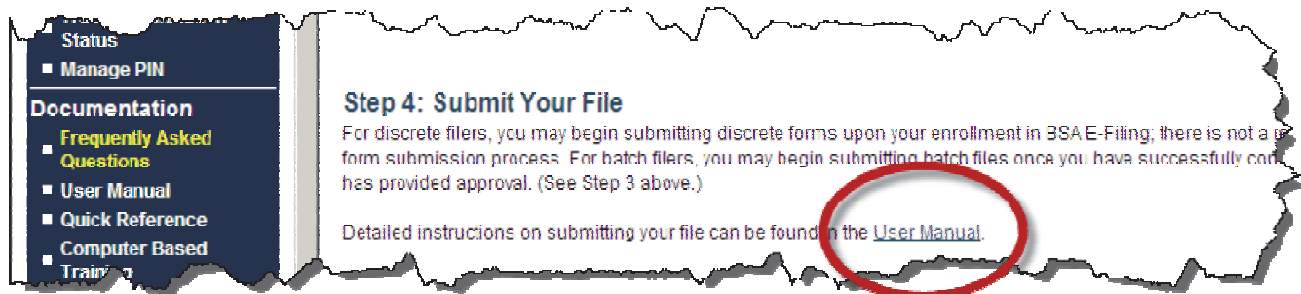
3. Click on **OPEN NEW FORM** on next screen.
4. Complete the form, assuring you go through each tab at top of screen.

To download a step-by-step instruction guide to complete the CTR, follow these directions:

1. Log onto the BSA E-File System.
2. On the right side of screen **under New to BSA E-Filing**, click on **Next Steps for Using BSA E-Filing**



3. Scroll down and click on **USER MANUAL** under **Step 4: Submit Your File**



Information on Saving Your CTR

A BSA filing may be saved at any stage of completion and then reopened at a later time to complete and submit into the BSA E-Filing System. You must electronically save your filing before it can be submitted into the BSA E-Filing System. **NOTE: The BSA E-Filing System is not a record keeping program.** *When saving a BSA filing, users must save the filing to their computer, network, or other appropriate storage device.* For additional information about recordkeeping requirements under the BSA, please refer to 31 CFR § 1010.430(d)

Please note that the BSA E-Filing System will log filers off the system after a certain time period if there is no action within the account, even if the filer is working within the FinCEN CTR. For that reason, FinCEN strongly recommends that filers download the FinCEN CTR template, log out of BSA E-Filing, complete the FinCEN CTR off-line, and then log back into BSA E-Filing to upload and submit the report.