

SAR E-File

Before you can E-File a SAR 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 SAR is confirming you have all the information required. A good practice is to complete a *blank SAR* 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 SAR 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 SAR** 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 view further directions on completing the SAR, follow these directions:

1. Go to http://www.fincen.gov/financial_institutions/msb/materials.html
2. On right side of screen, under **GENERAL INFORMATION for MSBs**, click on **FINCEN SAR FAQs**



Information on Saving Your SAR

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 SAR. For that reason, FinCEN strongly recommends that filers download the FinCEN SAR template, log out of BSA E-Filing, complete the FinCEN SAR off-line, and then log back into BSA E-Filing to upload and submit the report.