

2024 BE-10 eFile Guidance

Table of Contents

Overview.....	2
How to link a survey.....	3
Select Correct Survey and Filing Period	6
Updating Mailing Address.....	8

Overview

This document provides step-by-step guidance on how to use BEA’s electronic filing system (eFile) to link a survey, select the correct survey (BE-10) and filing period (2024), and update the mailing address. eFile is the most secure and convenient filing method, providing a confirmation of submission and access to your previously submitted eFile data. You can also file Extension requests and Claims for Not Filing through the eFile system.

Proceed to **Select Correct Survey and Filing Period (page 6)** below if you have previously submitted your BE-10 or BE-11 report using BEA’s eFile system. If this is your first time using BEA’s eFile system to submit a BE-10 or BE-11 report, continue with **How to Link a Survey (page 3)** below to add or link a BE10 survey to your eFile User Account. If you need assistance with creating an eFile User Account please refer to step 1 on page 2 of the following link: https://apps.bea.gov/efile/efile_link_instructions.pdf.

BEA is in the process of upgrading our eFile system and has begun transitioning some forms to web-based versions. More information is provided on the web-based BE-10 forms within this [eFile FAQ](#).

How to link a survey

Step 1

Once you have logged into your eFile account, select either: **“Survey Tools”** or **“Need to link or add a survey?”** from your User Account Homepage, highlighted below.

eFile - User Account Homepage/Survey Selection

To file a survey with BEA, surveys must be linked to your user account using one of the options in **Survey Tools**. Once linked, the survey page below. (Scroll down or click [here](#) to access your previously linked surveys.)

• Looking for a secure message? (PDF File)

User Info

Name:

Email:

Phone:

Update User Info

Change Your Password

Log Out

Linked Surveys

• **Need to link or add a survey?**

Step 2

From there you need to select the survey to be linked from the drop-down menu. Select **“BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad”**.

eFile - Survey Tools: Select Survey

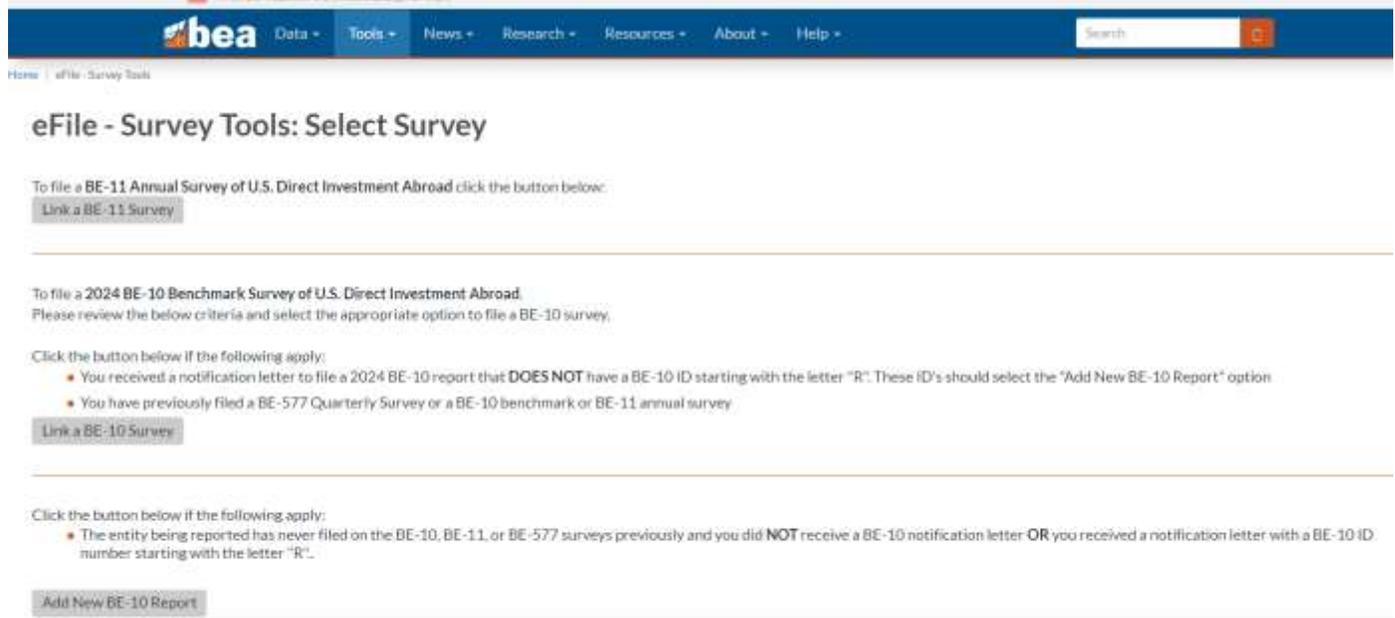
Select the survey you need to add or link:

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad

Next Step

Step 3

From here it is important to identify if you are linking using a **BEA ID** or if you are a **New Filer**. On the **eFile - Survey Tools** page, review the options, and select the one that applies.



The screenshot shows the BEA website's navigation bar with links for Data, Tools, News, Research, Resources, About, and Help. Below the navigation bar is a search box. The main heading is "eFile - Survey Tools: Select Survey". There are three sections of instructions:

- To file a BE-11 Annual Survey of U.S. Direct Investment Abroad** click the button below:
[Link a BE-11 Survey](#)
- To file a 2024 BE-10 Benchmark Survey of U.S. Direct Investment Abroad**. Please review the below criteria and select the appropriate option to file a BE-10 survey.
Click the button below if the following apply:
 - You received a notification letter to file a 2024 BE-10 report that **DOES NOT** have a BE-10 ID starting with the letter "R". These ID's should select the "Add New BE-10 Report" option
 - You have previously filed a BE-577 Quarterly Survey or a BE-10 benchmark or BE-11 annual survey[Link a BE-10 Survey](#)
- Click the button below if the following apply:
 - The entity being reported has never filed on the BE-10, BE-11, or BE-577 surveys previously and you did **NOT** receive a BE-10 notification letter **OR** you received a notification letter with a BE-10 ID number starting with the letter "R".[Add New BE-10 Report](#)

- a. If you have previously filed a BE-10, BE-11, or BE-577 survey or have received a notification in the mail with a BE-10 ID number, select **Link a BE-10 Survey**. On the **eFile Link Request** page (shown below) complete all required information. Including the BEA ID (the six-digit number above the Name and Address on the BE-10 letter you received) will greatly expedite the process and help ensure the accuracy in account maintenance. If this is your first time filing and you **DID NOT** receive a notification with a BE-10 ID, continue down to **Step 3.b (page 5)**.

eFile Link Request

Request access for eFile. Fields denoted by * are required.

The BE-577 bulk Import (csv) file has changed for 2020 Q1. You must use the new templates. See https://apps.bea.gov/eFile/be577_bulk_import.htm

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad

Survey*
 First Name*
 Last Name*
 Company Name (The name of the entity being reported. If you are filing on behalf of another company, enter that company's name.)*
 Telephone Number*
 Email Address*
 Confirm Email Address*
 Fax Number
 BEA ID or eFile ID as it appears on correspondence from BEA (not the same as your username)

Comments or Additional Info
(Limit 500 Characters)

Next Step

After you enter the information, you need to verify it is correct before submitting.

eFile Link Request

Verify the Information.

Verify the information below. If everything is correct, click "Submit Request"; otherwise click the "Make Corrections" button.

Survey: BE-10/11
 First Name:
 Last Name:
 Company Name:
 Phone Number:
 Email Address:
 Fax Number:
 Address Label ID:
 Comments or Additional Info:

Submit Request Make Corrections

OR

- b. If this is your first time filing a BE-10, BE-11, or BE-577 survey and you **DID NOT** receive a notification with a BE-10 ID, select **Add New BE-10 Report**.

On the **eFile – New Report** page complete all required information.

eFile - New Report

BE-10 Benchmark Survey of U.S. Direct Investment Abroad New Report

Complete the information below to begin. Items with a * are required.

Mailing Address	
(This is where BEA should send survey forms and related correspondence regarding this survey. Fields with * are required.)	
U.S. Reporter Name (Company or Individual):*	<input type="text"/>
In Care Of:	<input type="text"/>
Attention:	<input type="text"/>
Title:	<input type="text"/>
Street 1*:	<input type="text"/>
Street 2:	<input type="text"/>
City*:	<input type="text"/>
State/Territory/Province (If in the U.S. or Canada)*:	<input type="text"/>
Zip/Postal Code (If none, enter N/A)*:	<input type="text"/>
Country (if not the U.S. or a U.S. territory):	<input type="text"/>
Contact Information	
(This is the individual BEA should contact regarding this survey. Fields with * are required.)	
Contact Name*:	<input type="text"/>
Phone Number*:	<input type="text"/>
Fax Number:	<input type="text"/>
E-mail Address*:	<input type="text"/>
<input type="button" value="Submit"/>	

Step 4

If you are filing a BE-10 for more than one US Reporter, you will need to submit a separate link request for each US Reporter. Also, if you need to file more than one BEA survey, such as the BE-10 and the BE577, then you will need to submit a separate link request for each survey.

If you selected the “**Link a BE-10 Survey**” option in **Step 3a (page 4)**, you must wait for confirmation from BEA before the survey can be linked to your eFile user page. This process can take up to 24 hours. Once you receive your email confirmation, proceed to **Select Correct Survey and Filing Period**, which is located on this page.

If you selected the “**Add New BE-10 Report**” option in **Step 3b (page 5)** your new ID will be automatically linked to your User Account Homepage and no confirmation is required. Proceed to **Select Correct Survey and Filing Period**, which is located on this page. **DO NOT** select “**Add New BE-10 Report**” if you received a notification letter with a BE-10 ID that doesn’t begin with the letter “R”, this could result in delays and additional follow up from BEA.

Select Correct Survey and Filing Period

Step 1

Under “Linked Surveys” in your User Account Homepage, click “Select” for the company you are required to file for. You may have multiple surveys listed so it is important to make sure you are under the BE-10/11 survey section, as highlighted below.

Foreign Direct Investment in the US

BE-12/15 Benchmark/Annual Survey of Foreign Direct Investment in the United States

Select (9999987_2)

US Direct Investment Abroad

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad

Select (E000081_1)

Step 2

Select the appropriate filing period.

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad		
Filing Period	Select	Required Documents Filed
2024 Benchmark	Select	0 of 2
2023 Annual	Select	0 of 0
2022 Annual	Select	0 of 0
2021 Annual	Select	0 of 0
2020 Annual	Select	0 of 0
2019 Benchmark	Select	0 of 0

Step 3

Answer the questions to determine what forms to file.

Before you begin completing the 2024 BE-10 Benchmark survey, please answer the questions below so we can assign the correct forms for you to complete.

Is the U.S. Reporter an individual, estate, trust, or nonprofit organization?

Yes No You answered no.

Did the U.S. Reporter have any of these three items: (1) total assets, (2) sales or gross operating revenues, excluding sales taxes, or (3) net income (loss), greater than \$300 million at the end of, or for, the U.S. Reporter's 2024 fiscal year?

Yes No You answered no.

Did the U.S. Reporter own one or more foreign affiliates with any of these three items: (1) total assets, (2) sales or gross operating revenues, excluding sales taxes, or (3) net income (loss), greater than \$25 million at the end of, or for, the 2024 fiscal year?

Yes No You answered yes.

Based on your responses, you are required to file the forms as shown on the next page.

[Continue](#)

Updating Mailing Address

If there are any changes in mailing address, please provide an update. You can also access your secure messaging mailbox from this page (which appears after you select the 2024 period year shown in the screenshot above).

<p>Account Tools</p> <p>Logout</p> <p>Back to Period Selection</p> <p>Back to Survey Selection</p>	<p>Mailing Address (This is where BEA should send survey forms and related correspondence regarding this survey for My Test Company. Fields with * are required.)</p> <p>Reporting Entity Name: Company</p> <p>In Care Of:</p> <p>Attention:</p> <p>Title:</p> <p>Street 1*:</p> <p>Street 2:</p> <p>City*:</p> <p>State/Province (If in the U.S. or Canada)*:</p> <p>Zip*:</p> <p>Country:</p>
	<p>Contact Information (This is the individual BEA should contact regarding this survey for My Test Company. Fields with * are required.)</p> <p>Contact Name*:</p> <p>Phone Number*:</p> <p>Fax Number:</p> <p>email Address*:</p> <p>Update Address and Contact Information</p> <p>Note: Any change in the Reporting Entity Name may not be reflected in BEA mailings or electronic forms until it has been reviewed by BEA staff.</p>