



John R. Kasich, Governor  
 John E. Patterson, Executive Director

**2016 LATE FIRM REGISTRATION RENEWAL APPLICATION-FIRMS PERFORMING ATTEST SERVICES**

All public accounting firms in Ohio that perform attest services, such as compilations, reviews, audits, and attestation engagements, must register with the Board. Please read the applicable law (Ohio Revised Code sections 4701.01 and 4701.04) and rules (Ohio Administrative Code rules 4701-13-01 through 4701-13-11 and 4701-7-04). The Accountancy law and Board rules are available on our Web site.

Renewal fee including Late Fees:	after 10/31/16	after 01/31/17
Firms with (1-4) licensees --->	\$180.00	\$330.00
Firms with (5-9) licensees --->	\$390.00	\$720.00
Firms with (10 or more) licensees --->	\$930.00	\$1,800.00

The renewal deadline was October 31, 2016. The Board will not abate late fees. NOTE: Firms not completing a peer review by October 31, 2016 may be subject to disciplinary action against both the firm and the owner(s) of the firm.

**Renewal checklist: (Put N/A ("Not applicable") in front of any item that does not apply to your firm.)**

- \_\_\_ Renewal fee including late fees: (see above fees chart.) Make check payable to: Treasurer, State of Ohio
- \_\_\_ Copy of the firm's letterhead including the mailing address, telephone number, and contact person for each Ohio office.
- \_\_\_ List of all owners of the firm, with the CPA/PA numbers (CPA.xxxxx or PA.xxxxx) or asterisk if not a licensed CPA/PA.
- \_\_\_ List of names, addresses, and CPA/PA numbers of all licensed employees at the Ohio locations. (This can be on the firm's letterhead.)
- \_\_\_ Signed statement, if the firm is a limited liability entity, that the firm possesses adequate professional liability insurance per rule 4701-13-01. (This can be on the firm's letterhead.)
- \_\_\_ A signed statement that the firm is in compliance with divisions (C) and (D) of section 4701.04 of the Ohio Revised Code. (This can be on the firm's letterhead.)
- \_\_\_ Ohio Peer Review Compliance Reporting form. (Can be found on Board website)
- \_\_\_ A copy of The Ohio Society of CPA's peer review acceptance letter signed by the chairman of the OSCP Peer Review Acceptance Committee or AICPA Peer Review Program acceptance letter.
- \_\_\_ If the firm is requesting an exemption from the peer review requirements (not performing attest services) per division (J) of section 4701.04 of the Revised Code, please check this line and must submit an Exemption/Professional services form with this application.

Name of Firm: \_\_\_\_\_ Firm ID number \_\_\_\_\_

Name of Chief Executive Officer: \_\_\_\_\_ Licensee ID number \_\_\_\_\_

Name of Contact Person if different from above: \_\_\_\_\_

E-mail Address _____				Telephone _____		
Address: _____				Street Address (Physical Address) _____		
Mailing Address _____				Street Zip _____		
City _____	State _____	Mailing Zip _____	City _____	State _____	Street Zip _____	

I hereby certify that to the best of my knowledge and belief, all information contained in this application, as well as the accompanying attachments, is true, accurate, and complete.

PRINTED NAME and TITLE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_