

Firm CPA License Renewal

Please complete and return this form by mail to 9960 Mayland Drive, Suite 402, Henrico, VA 23233.

REMINDERS FOR RENEWAL:

DISCLOSURES

Please contact the VBOA by email at enforcement@boa.virginia.gov if you need to disclose any information regarding a felony or misdemeanor conviction, an administrative action or civil judgment.

FEES

The annual renewal fee is \$75. If you choose not to use the online payment method, the VBOA accepts payment by check or money order made payable to the Treasurer of Virginia. **The fee for sending a check or money order is an additional \$25.**

Unrenewed firm licenses will automatically go into Expired status on July 1. Once the license goes into Expired status, it will be the responsibility of the firm to reinstate the license. There is a \$500 reinstatement fee.

NAME CHANGE

Documentation must be provided to show each name change if your entity's name has been changed from the most recent renewal.

Please be aware that by signing this application on behalf of your entity, you are affirming that your entity's application is complete and correct. On behalf of your entity you have read and understand and will remain current with the laws and regulations governing the practice of accounting in Virginia.

Documents submitted with an application are the property of the VBOA and cannot be returned. Payments returned by the bank for insufficient funds are subject to a returned payment fee, pursuant to [§ 2.2-4805](#) of the Code of Virginia.

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Please select Yes or No for each certification below. Incomplete renewal forms will not be accepted for submission

CERTIFICATION

- The firm conforms to the standards of conduct and practice prescribed in [§ 54.1-4413.3](#) of the Code of Virginia.
- If the firm provides services within the scope of the practice-monitoring program of the American Institute of CPAs or its successor, then the firm is enrolled and complies with any requirements of a practice-monitoring program approved by the VBOA.
- Is the firm enrolled in peer review?

If the firm received any receipt of a peer review report or a PCAOB firm inspection report containing criticisms of or identifying potential defects in the firm's quality control systems, it has been disclosed to the VBOA.

- *The firm certifies they have complied with [18VAC5-22-170](#) in they have notified the VBOA if there has been any administrative disciplinary action the firm has been subject of or party to including:
 - Actions of any court, agency of the state or federal government, or standard setting or regulatory body
 - Any conviction concerning a felony or misdemeanor, regardless of whether sentence is imposed, suspended, or executed
 - Any final judgment rendered in a civil court of law
- The firm has not withheld information that might affect the decision by the VBOA to renew the firm license.
- The firm certifies all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting information in connection with this application can result in disciplinary action on the firm.
- The firm agrees to abide by and remain current with the applicable laws and regulations related to the practice of public accounting, which are available at <http://www.boa.virginia.gov>.

*If you need to disclose any information regarding a felony or misdemeanor conviction, a violation of standards or disciplinary action, please contact the VBOA immediately at enforcement@boa.virginia.gov or at (804) 367-8505.

Name: _____ License number: _____

On behalf of (firm name): _____ Firm license number: _____

Signature: _____ Date: _____