

Individual CPA License Renewal Inactive status

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 \$60. 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 licensees will automatically go into Expired status on July 1. Once the license goes into Expired status, it will be the responsibility of the licensee to reinstate the license. There is a \$350 reinstatement fee. The steps for reinstatement are available at www.boa.virginia.gov/individual-cpas/reinstate.html.

NAME CHANGE

Documentation must be provided to show each name change if your name has been changed from the most recent renewal. Photocopies of marriage license, court orders or drivers license are accepted.

Please be aware that your signed application affirms that your application is complete and correct and that 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 FOR INACTIVE STATUS

- I certify I have complied to the standards of conduct and practice prescribed in [§ 54.1-4413.3](#) of the Code of Virginia.
- I certify that I am not currently providing services, including on a volunteer basis, as defined in [§ 54.1-4400](#), "Providing services to an employer" or "Providing services to the public."
- I certify my current position does not use accounting, financial, tax or other skills that are relevant, as determined by the VBOA.
- I certify that I am not and will not provide relevant services to the public or to an employer that require the use of accounting, financial, tax or other skills that are relevant, as determined by the VBOA, with the Inactive status.
- I certify and understand that per VBOA regulation [18VAC5-22-90C1](#), in order to begin providing services, I must apply to change back to Active status. This change requires me to submit at least 120 hours of continuing professional education (CPE), including a VBOA-approved ethics course of at least two hours, prior to providing any services. I must demonstrate this compliance upon the Active application.
- I certify that my job description/current employer has not changed and if there are changes, I will notify the VBOA to determine if I still qualify for the Inactive status.
- *I certify that I have complied with [18VAC5-22-170](#) and have notified the VBOA in writing within 30 days of the following:
 - Any change to my legal name, postal address, email address or other contact information of where I may be reached.
 - Any administrative action where I was the subject or a party to, before any court, agency, state, federal government, branch of the armed forces, the AICPA or the VSCPA or their successors.
 - Any conviction or guilty plea including a nolo contendere plea also known as an Alfred plea, regardless of whether a sentence was imposed, suspended or executed.
 - Any final judgment rendered against me in a civil court of law.
- I certify I have not withheld any information that might affect the decision by the VBOA to renew my license.
- I certify all 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.
- I certify to abide by and remain current with the applicable laws and regulations, which are available at 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.

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Name: _____ License number: _____

Signature: _____ Date: _____