

Idaho State Board of Accountancy

FIRM REGISTRATION and **PEER REVIEW PROGRAM** **INSTRUCTIONS**

All Idaho CPAs and LPAs practicing public accounting must comply with Firm Registration.

If you do not practice public accounting in Idaho and feel you received this form in error, please contact the Board office.

If you are no longer with a Firm, indicate the change and submit your form.

The Idaho Accountancy Act and Rules contain Firm Registration and Peer Review statutes and rules. If you do not have a copy of the Accountancy Act and Rules, you can find them in the library section of our website at: www.isba.idaho.gov or contact the Board office for a copy.

Sole Practitioners:

- Complete and sign the form (attaching Peer Review documents and the Registration Fee if your firm undergoes Peer Review) and submit to the Idaho State Board of Accountancy's Peer Review Oversight Committee on or before September 30th.

Licensees who work in a Firm with other Idaho licensees:

- The person designated to coordinate Firm registration and Peer Review for the Firm should complete one form for the entire Firm. *It is each licensee's responsibility to make sure they are listed on the Firm's Registration Form.*
- The designated person should complete and sign the Registration Form (attaching Peer Review documents and the Registration Fee as appropriate) and submit to the Idaho State Board of Accountancy's Peer Review Oversight Committee on or before September 30th.

*** * IMPORTANT * ***

The Idaho State Board of Accountancy assesses a Firm Registration Fee according to Idaho Accountancy Rule 600 which states: *"The fee for annual firm registration is \$20 per firm plus \$5 for each licensee in the firm, up to a maximum of \$200 per firm."* This means a Firm subject to Peer Review with one licensee pays \$25. If your Firm has more than one licensee, add another \$5 for each additional licensee. The maximum for any Firm is \$200, which includes all Idaho branch offices. Please see reverse side for an example of how the fee is calculated. These fees are used to cover administrative costs incurred by the Board, including Peer Review Oversight Committee administrative costs.

If your Firm had a Peer Review in the past year, copies of the *Peer Review Report Letter; Letter of Comments and Letter of Response (if any); Conditional Acceptance Letter (if any)*; and Final Acceptance Letter* must be sent to ISBA.

**If your Firm received a Conditional Acceptance letter, submit it with the form. You must provide a copy of the Final Acceptance letter to the ISBA office within 30 days of receipt.*

Failure to file the Firm Registration form by September 30th will result in a \$100 per licensee penalty.

Failure to enroll and undergo a Peer Review when required will result in a \$100 per licensee penalty for each act of non-compliance in addition to administrative penalties.

CPA/LPA Licenses will not be renewed if Firm Registration requirements are not met.

FEE CALCULATION EXAMPLE

5. LIST ALL IDAHO LICENSEES IN YOUR FIRM Attach additional sheets as necessary. If licensees joined your firm in the past year, please indicate their start date.

1.	<u>John Doe, CPA</u>	<u>CP-9999</u>	<u>N.A.</u>
	Licensee Name of Primary Partner/ Owner	License #	Start date, if new to firm
2.	<u>Jane Doe, LPA</u>	<u>PA-0999</u>	<u>mm/dd/yyyy</u>
	Licensee Name	License #	Start date, if new to firm
3.	_____	_____	_____
	Licensee Name	License #	Start date, if new to firm
4.	_____	_____	_____
	Licensee Name	License #	Start date, if new to firm
5.	_____	_____	_____
	Licensee Name	License #	Start date, if new to firm

6. FIRM REGISTRATION FEE

* Please Note*

***** Only Firms subject to Peer Review pay the Registration Fee.*****

To calculate your Firm Registration Fee:

\$25 for a Firm with one Licensee (Main Branch only, no fee for additional sites) = \$25

Plus \$5 for each additional Licensee Listed \$5 x 1 Additional Licensees Listed = 5

TOTAL \$30

(Maximum Fee \$200 per Firm)

For any questions you may have, please contact the Board office at isba@dopl.idaho.gov.