



ANNUAL 2017 IN-STATE FIRM RENEWAL DUE BY JANUARY 31, 2017

Firm Name: _____

Firm Registration Number: _____

RENEWAL INSTRUCTIONS

1. **Renewal Fee for 2017 is \$50.** Make checks or money orders payable to: SC BOARD OF ACCOUNTANCY.
2. If you do not wish to renew, return this notice along with a brief statement of explanation.
3. Please provide your email address and let us know of any changes, as we will be using email to forward you information.
4. Licenses not renewed by February 1, 2017, are considered lapsed. Continued practice after February 15th may result in a sanction for unlicensed practice of accounting. A firm may not practice on a lapsed license.
5. The firm shall notify the Board in writing, thirty days after its occurrence, of any change in contact information, and any issuance, denial, revocation, or suspension of a registration by any other state/jurisdiction.

FIRM INFORMATION

Mailing Address: _____
 Street/ PO Box City State Zip

Physical Address: _____
 Street City State Zip

Phone No. _____ Fax No. _____

Resident Manager: _____ License #: _____

E-Mail Address: _____
 Please provide your email address and notify the Board of any changes, as staff will use it to send information.

1. Type Organization (Please check one):
 Sole Proprietor Partnership LLP LLC Professional Corp or Assoc.
2. What type of work does your firm perform? (Select all that apply):
 Compilations Preparation of Financial Statements Payroll Processing Reviews Audit ERISA Audits
 Governmental Audits/Yellow Book Taxes Financial Statements w/o Reports Prospective Financial Information
 Agreed-Upon-Procedures Other Services (Please List) _____
3. If you provide Compilation, Auditing or Review services, are you enrolled in an approved Peer Review Program? **Please attach a copy of your most recent Peer Review Report. *If no, you will need to produce evidence of enrollment with the submission of this application.**
 Yes No If yes, when was your firm's last peer review? _____
4. Does your firm have a succession plan in place? List the name of the responsible party: _____
5. List the name and license number of each licensed owner in SC personally engaged in public practice, include percentage of ownership. Use additional paper if needed.

	Name	License Number	% of Ownership
1)			
2)			
3)			
4)			
5)			

6. List the name of all non-licensed owners; include their percentage of ownership, job title, and duties. Use additional paper if needed.

1) Name: _____ % of Ownership: _____ Certifications: _____
 Job Title: _____ Duties: _____

2) Name: _____ % of Ownership: _____ Certifications: _____
 Job Title: _____ Duties: _____

7. Please email a copy of the CPE report for all non-CPA owners. You must submit CPE by emailing a completed, signed report to AcctCPE@LLR.SC.GOV. Unsigned reports will be returned. Attach all self-study certificates to the report. Name file LNAME, FNAME, CREDENTIAL TYPE, CREDENTIAL NUMBER (i.e. TESTPERSON, JOEY CPA 0000)

8. Please provide the firm's other locations (not your parent firm), resident manager's name and contact information. Use additional paper if necessary.

1) Location Address: _____
 Street City State Zip

Resident Manager Name: _____ Phone Number: _____
 Email: _____

2) Location Address: _____
 Street City State Zip

Resident Manager Name: _____ Phone Number: _____
 Email: _____

3) Location Address: _____
 Street City State Zip

Resident Manager Name: _____ Phone Number: _____
 Email: _____

4) Location Address: _____
 Street City State Zip

Resident Manager Name: _____ Phone Number: _____
 Email: _____

5) Location Address: _____
 Street City State Zip

Resident Manager Name: _____ Phone Number: _____
 Email: _____

IF YOU ANSWER "YES" TO A QUESTION BELOW, PROVIDE A DETAILED WRITTEN EXPLANATION ALONG WITH A COPY OF THE ORDER OR OTHER RELEVANT DOCUMENTATION.

- Since its last renewal, have you or your firm had a complaint or charge against you or the firm referred to a bonding or insurance company? Yes No
- Since its last renewal, has your firm had any investigations, formal complaints, disciplinary actions or consent orders filed against it by any person, employer, or licensing board in any jurisdiction? Yes No
- Since its last renewal, has your firm been convicted, pled guilty, or pled nolo contendere (no contest) for the violation of any federal, state or local law or does the firm have charges pending? "Convicted" includes a verdict of a court of jury, plea of guilty, plea of nolo contendere or forfeiture of bond. Yes No
- Since you last renewed the firm's registration, has the firm or any owner of the firm become a party to any civil suit, bankruptcy action, administrative proceeding, or binding arbitration; the basis of which is grounded upon an allegation of gross negligence, dishonesty, fraud, misrepresentation, incompetence, or substandard work, or any act related to the practice of accounting? Yes No
- Since its last renewal, has your firm been disciplined or disbarred from any regulatory body within the United States or its territories, to include but not be limited to State Licensing Boards, SEC, PCAOB, Department of Labor, IRS, any state taxing authority, AICPA, or state CPA society? Yes No
- Are you delinquent in filing any of the firm's required tax returns to include, but not be limited to, income taxes, payroll taxes, unemployment taxes, or property taxes? Yes No

Have you carefully read the most recent changes in the Accountancy Practice Act? The updates can be found in the email blast sent by the Board or at the Board's website, www.llr.sc.gov/accountancy. Yes No

In submitting this application, it is agreed that I and the firm associated, will comply with all laws and regulations governing the practice of accounting by Certified Public Accountants in South Carolina. The firm shall notify the Board in writing, within thirty (30) days after its occurrence, of any change in contact information, and any issuance, denial, revocation, suspension of a registration by any other state/jurisdiction.

Signature

Date

ORIGINAL SIGNATURE REQUIRED – COPIES SENT BY FAX ARE NOT ACCEPTABLE

Personal information provided may be subject to public scrutiny or release under the S.C. Freedom of Information Act or other provisions of federal and state law.