

BOARD USE ONLY	
_____	Reviewed
_____	Updated

2018 Annual Renewal of FIRM PERMIT

All questions must be answered - INCOMPLETE FORMS CANNOT BE PROCESSED - DUE BY DECEMBER 31, 2017

1. FIRM CONTACT INFORMATION

Firm Permit No. _____ Name of Firm _____

Mailing Address _____ Physical Address (if applicable) _____ Louisiana Address (if different) _____

Phone No. _____ Phone No. _____

Firm website _____ Firm Email Address _____

Name of Designated Firm Licensee _____

State _____ License No. _____ Email Address of Licensee _____

2. ABOUT THE FIRM

PRACTICE TYPE: What type of business entity is your firm? (CHECK ONLY ONE PRACTICE TYPE)

- | | |
|--|---|
| _____ Louisiana Unincorporated Sole Practitioner | _____ Out of State Unincorporated Sole Practitioner |
| _____ Louisiana Partnership | _____ Out of State Partnership |
| _____ Louisiana LLP | _____ Out of State LLP |
| _____ Louisiana Solely Owned Professional Corp | _____ Out of State Solely Owned Professional Corp |
| _____ Louisiana Multi-Owned Professional Corp | _____ Out of State Multi-Owned Professional Corp |
| _____ Louisiana Single Member LLC | _____ Out of State Single Member LLC |
| _____ Louisiana Multi-owned LLC | _____ Out of State Multi-owned LLC |

YES NO Is the firm a partner / shareholder / member in another firm (firm within a firm)?
If yes, name of Firm _____

YES NO Is the firm a part-time practice (e.g., a part-time sole practice that is not your principal employment)?

3. CONFIRMATIONS

YES NO Is more than 50% of the financial interest* in the firm and more than 50% of the voting rights in the firm owned and controlled by CPA(s) who are individually licensed by a state board of accountancy?

*Financial interest includes equity, loans and advances to the firm, guarantees on behalf of the firm, etc.

YES NO Does the Firm have any affiliated entities that conduct business in Louisiana? If YES, attach list, provide entity name(s), owners and ownership percentages. Refer to instructions for Affiliated Entity information.

YES NO Has the firm, or any individual or entity affiliated with the firm, been the subject of any type of investigation or discipline by a licensing board, state or federal agency, regulatory authority, or professional CPA association or society relating to its practice since your last renewal *or that you have not previously disclosed* to the Board? If YES, attach details & copy of official order or pertinent documents.

YES NO Has the firm, or any individual or entity affiliated with the firm, been charged with, convicted of, or pled guilty or nolo contendere to any felony, or to a misdemeanor an element of which was fraud or dishonesty, since your last renewal *or that you have not previously disclosed* to the Board? If YES, attach details, including the name of the court and the case no.

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YES NO Does the firm participate in an AICPA Peer Review program? If **YES**, indicate which type of program:
[] AICPA Peer Review Program administered by a State Society State: _____
[] AICPA National Peer Review Committee - NPRC
Date of last Peer Review: _____

OUT OF STATE FIRMS –

YES NO Did the firm service Louisiana based clients during 2017?

4. SERVICES OFFERED BY FIRM FOR LOUISIANA BASED CLIENTS

Did the Firm perform any of the following accounting related services during 2017 (complete ALL questions):

YES NO Submission of client financial statements without a compilation report
YES NO Bookkeeping; Accounting; or "Write-up"
YES NO Tax return preparation or tax planning
YES NO Peer Reviews
YES NO Other (specify): _____

_____ This firm was dormant. No services of any kind were performed in 2017.

Did the Firm perform any of the following ATTEST engagements for Louisiana based clients (complete ALL questions):

YES NO Compilations
YES NO Reviews
YES NO Audits (non-governmental)
YES NO Governmental audits
YES NO ERISA Audits (non-governmental)
YES NO SSAE engagements
YES NO Other SAS reports or special reports

Provide name(s) of individual licensee(s) qualified to supervise attest engagements and sign, or authorize the signing of, reports on financial statements (such licensees must be in compliance with AICPA QC Standards):

5. ENCLOSURES & ATTACHMENTS REQUIRED

Using a copy of the firm's official letterhead, answer the following questions and submit with the firm's renewal:

- List **all** other firm offices in Louisiana with firm name, address, and resident licensee.
- List of **all** owners/partners/shareholders/LLC members or managers.
 - for **each CPA owner**, indicate all states in which the CPA is licensed, license number, and status (i.e., has an unrestricted right to practice as a CPA)
 - for **each CPA and non-CPA owner**, disclose whether the individual is actively employed in the firm, and/or an affiliate of the firm and the name of the affiliate
- Provide percentages held by **each** licensed CPA owner for each of the following:
 - owners' equity;
 - owners' financial interest (include equity, loans and advances to the firm, guarantees on behalf of the firm, etc.); and,
 - voting rights in the firm
- For **all** non-CPA owners, list the percentage of each owners' equity, financial interest, and voting rights within the firm.
- List of **all** states in which the firm has a firm license, permit or registration with the respective registration, firm, license number.

(continue for fee calculations)

6. FIRM RENEWAL FEE CALCULATION:

\$15 for each firm "owner" WHO DOES NOT HOLD an active Louisiana CPA certificate/ license to practice. Includes owners, partners, shareholders, and members licensed by another state, and non-CPA owners. There is no fee if ALL owners hold active Louisiana CPA certificates for renewal submissions received by January 31, 2018.

Total Number of Owners of Firm (in all states: CPAs and non-CPAs)

=====

Compute the total fee:

Total Number of Owners above who DO NOT have an ACTIVE Louisiana CPA License

X \$ 15.00

[If filing after 01/31/2018 refer to Firm Renewal Fees on the enclosed instructions.]

Total
Renewal
Fee

(Total fee should be capped at \$2,500 if the computed fee exceeds this amount.)

ENCLOSE CHECK FOR TOTAL RENEWAL FEE PAYABLE TO: STATE BOARD OF CPAs OF LOUISIANA

By signing below, I am acknowledging that to the best of my knowledge the above information is complete and correct. I confirm that (i) in order to perform services for Louisiana based clients, the primary engagement partner/CPA is either actively licensed in Louisiana or is actively licensed in a substantially equivalent state, and (ii) the State Board of CPAs will be notified in writing within 30 days of changes as required by the LA Accountancy Act (LAA) & Board Rules.

Name of Designated "Firm" Licensee (Print) _____

Signature _____ Date _____

Firm Permit Annual Renewal Instructions

***** Filing after the due date does not extend rights to practice beyond December 31, 2017. *****

The completed original renewal form with payment is due on or before December 31, 2017. Delinquent fees are effective February 1, 2018. Failure to submit a completed renewal form and applicable fee by February 28, 2018 will result in expiration of the firm permit.

WHO MUST SUBMIT A FIRM PERMIT RENEWAL:

IN STATE CPA FIRMS - Every firm with an office or place of business in LA that uses the certified public accountant (CPA) title –or– performs attest services (i.e., compilations, reviews, audits, etc.) must renew the firm permit to continue practicing in Louisiana. This includes sole practitioners, part-time practitioners, partnerships, professional corporations, LLPs, LLCs and joint ventures/consortiums of CPAs or Firms. The **DESIGNATED FIRM LICENSEE**, a licensee with an active CPA certificate selected by the Firm, is responsible for submitting the completed form on behalf of all firm owners. A CPA who also has a separate part-time practice must also file a separate renewal for the part-time practice. An incorporated CPA or LLC whose corporation or LLC is a partner/shareholder/member of another CPA Firm must also file a separate form for his/her individual corporation or LLC.

OUT OF STATE CPA FIRMS (ones that do not have an office or place of business in Louisiana) - The Louisiana Accountancy Act (specifically R.S. §37:77) was **amended during 2016** to adopt what is commonly referred to as “firm mobility.” A CPA firm that does not have an office or a place of business in Louisiana but provides attest services in Louisiana is no longer required to hold a permit if the CPA firm meets the provisions set forth in the Louisiana Accountancy Act. Your firm should review the Louisiana Accountancy Act before deciding not to renew the firm permit.

Firms that were dormant in 2017 may choose to maintain and renew the Firm Permit if practice is expected to resume in order to avoid reinstatement fees in the future. But you should complete all items on the form, even if no services were performed in 2017.

If the firm’s practice has permanently ceased, you may CANCEL the firm permit. Complete the FIRM CONTACT INFORMATION section of the renewal form and mark “Cancel” on front of form and sign and return the form to us. Or, provide a letter with your signature requesting cancellation of the firm permit.

1. FIRM CONTACT INFORMATION

If there is a change in business entity or in the name of the business, the firm must submit a change of entity/name application to the Board for review. All supporting documents must be submitted with the application to change the entity/name. A Firm may only practice under the name that is registered with the Board. Misleading names are not permitted. [See R.S. §37:83(G) and Board Rules §1707(C) for more information]

2. ABOUT THE FIRM

Practice Type - Indicate the type of business entity of the firm.

A part-time practice is in addition to the principal employment classification indicated on your individual certificate renewal and is applicable if you offer or perform professional services for clients or to the public. A CPA Firm must have a permit even if it is a part-time practice.

3. CONFIRMATIONS

All confirmation questions must be answered by circling either "Yes" or "No".

Affiliated Entity: If there are "affiliated entities" associated with the firm include a list with names and ownership percentages of owners of affiliated entities. [The terms "affiliate" or "affiliated entities" refer to any entity related to or affiliated by ownership to the CPA firm and/or its owners, which offer in Louisiana or to Louisiana clients *professional services* or *products* related to the skills associated with CPAs, i.e., accounting, financial reporting, tax, finance, investment advice or financial planning, management advisory, or consultation. Refer to Board website for more information on the Affiliated Entities rule.]

4. SERVICES OFFERED BY FIRM FOR LOUISIANA BASED CLIENTS

All firms should respond for each service. If you are a firm within a firm, you are an incorporated CPA or single member LLC whose entity is an owner/member in another CPA firm and *client services are not performed directly by the solely-owned entity*, you should choose "other" and state that you / your firm does not offer services thru this entity.

5. ENCLOSURES & ATTACHMENT REQUIREMENTS

Using firm letterhead associated with the firm renewing, respond to all items listed in this section. If the item is not applicable, then respond by writing "Not Applicable."

6. FIRM RENEWAL FEES

Firms owned 100% by CPAs with active Louisiana CPA licenses do not have a fee for the Firm Permit renewal *if filed timely*. After January 31, 2018, additional fees apply.

Also note that: (a) if a renewal form is incomplete, the Firm permit is not considered "renewed", (b) the form with original signature must be submitted, and (c) after January 31, 2018 delinquent and reinstatement fees are due: \$15 for each owner if received after January 31, 2018; or, \$30 for each owner if received after February 28, 2018.

Compute and enclose the renewal fee. Make check for the renewal fee payable to the State Board of CPAs of Louisiana. Staple your check to the form. Be sure to put your PERMIT number on the check's memo line. Form must be signed by the Firm's designated Louisiana licensee.

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