



### 2018 Annual Renewal of INACTIVE Certificate

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

YES      NO      Have you 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 your employment or practice since your last renewal or *that you have NOT previously disclosed* to the Board? **If YES, attach details and copy of official order or pertinent documents.**

By signing this document I am agreeing that I will not offer or perform accounting, tax or related services involving the use of accounting or auditing skills, including the issuance of reports on financial statements, to Louisiana clients as a certified public accountant or as a "CPA Inactive". I acknowledge that I do not have practice rights as a CPA in Louisiana or other rights provided to those who are licensed by the State Board of CPAs of Louisiana. I do not and will not practice as a CPA or use the CPA title in Louisiana.

While in CPA inactive status, I will have the right to use the "CPA Inactive" title as follows: any time or place the designation may appear, I must use or place the word "inactive" adjacent to the CPA title. This is required on any business card, letterhead or any other document, device or medium (with the exception of my CPA certificate).

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Instructions for 2018 Annual Renewal of INACTIVE Certificate

The *completed original* renewal form with payment is due by December 31, 2017. Delinquent fees are effective February 1, 2018. Failure to submit a completed renewal form and applicable fee by February 28, 2018 results in expiration of the certificate / license.

#### 1. CONTACT INFORMATION

For legal name change: Include copy of marriage license, divorce decree, or court order. Name cannot be changed without these documents. **ALL contact information must be completed. A secondary address is another address where you may be reached for Board communication.**

#### 2. PRINCIPAL EMPLOYMENT INFORMATION

Your principal employment or occupation is your primary source of income. If your principal place of employment is in public practice, indicate your status. If your principal place of employment is in non-public practice, choose the best type. If it is not listed, choose other and list type of employment (i.e. computer consultant, etc.).

#### NON-PUBLIC PRACTICE

These classifications do not apply if your employer or you:
 

- represent that you have, or "hold out" as, a CPA firm; or,
- perform attest services; or,
- are registered as a CPA firm or have a CPA Firm permit.

#### 3. CONFIRMATIONS

If you checked YES to being charged, 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, you must attach the details of the matter including the court and the case number.

Staple your check to the form. Payable to: *STATE BOARD OF CPAs OF LOUISIANA*; put your CERTIFICATE number on the check's memo line. Sign and date the form. Mail or deliver the completed renewal form with payment stapled to the form to Board address shown above.