

Kansas Board of Accountancy
900 SW Jackson, Ste. 556
Topeka, KS 66612-1239
785-296-2162
<https://ksboa.kansas.gov>
ksboa@ks.gov

This is the only notice that you will receive.

(FOR IN-STATE FIRMS ONLY) IMPORTANT INFORMATION REGARDING REPORTING OF STAFF: YOU ARE REQUIRED TO LIST ALL STAFF CPAS, (EMPLOYEES AND INDEPENDENT CONTRACTORS) IN THE APPLICABLE SECTIONS.

→**ONLINE RENEWALS:** To renew your firm registration online, you will need your firm number and pin number, which are found on the paper application form located in the upper right-hand corner. If you lose or misplace your renewal application, we cannot provide you with your pin number by any other means than by mailing you another renewal application. We do not give out pin numbers by phone, email, fax, etc.

We suggest that you first review the paper renewal application to determine if any of your answers will preclude you from registering online. Once you start the renewal process, you will not be able to save it and go back to it. If you see a screen that tells you that you may not proceed, you will not be able to go back to change the answer that keeps you from proceeding. You will then have to submit your application in paper form.

A complete firm renewal registration is due on or before December 29, 2023, if renewing by paper, as December 31 falls on a Sunday this year.

Online firm registrations may be submitted until 11:59 PM on December 31. After that time, all renewals must be submitted in paper form and will be subject to the late fee and possible disciplinary action for practicing without a firm registration. **DO NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE YOUR FIRM REGISTRATION. IF YOU EXPERIENCE PROBLEMS ONLINE AND ARE UNABLE TO REGISTER IN THAT MANNER, IT MAY RESULT IN YOUR RENEWAL BEING FILED LATE WITH THE BOARD.**

Facsimiles and e-mail applications are not accepted.

Please sign the application in blue ink to ensure original signature.

Firm registration renewals not received, or renewals received but returned as incomplete and not resubmitted with all required documentation will be dated the date they are received and processed.

LATE FIRM RENEWALS WILL RESULT IN THE IMPOSITION OF A LATE FEE AND/OR DISCIPLINARY ACTION FOR PRACTICING WITHOUT A FIRM REGISTRATION.

The current renewal fee is \$100.00. However, for the convenience of registering online, the online provider will charge a transaction fee in addition to the renewal fee.

REASONS FOR NOT BEING ABLE TO RENEW ONLINE: It is past the December 31st deadline. Your Peer Review on file with the Board expires on or before December 31, 2023. You answer yes to any question that requires an explanation and documentation. You have been advised by the Board that you may not renew online. You must submit a paper application.

NOTE: IF YOU ARE NOT RENEWING THE FIRM REGISTRATION, PLEASE NOTIFY THE BOARD IN WRITING BY EMAIL AT KSBOA@KS.GOV, OR BY MAIL AT THE ADDRESS SHOWN ABOVE.

EXPLANATION OF PEER REVIEW FORM:

→ **SOLE PRACTITIONERS AND FIRMS CURRENTLY SUBJECT TO PEER REVIEW FOR STATE BOARD PURPOSES ARE NOT REQUIRED TO COMPLETE THE PEER REVIEW FORM, UNLESS REPORTING THE ISSUANCE OF THE FIRST ATTEST REPORT. HOWEVER, IF YOU, OR YOUR FIRM, HAVE ISSUED YOUR FIRST ATTEST REPORT SUBJECT TO PEER REVIEW AND YOU HAVE NOT NOTIFIED THE BOARD, YOU MUST COMPLETE THE PEER REVIEW FORM INCLUDED WITH YOUR RENEWAL PACKET AND RETURN TO THE BOARD OFFICE.**

Note: If your firm's peer review expires on or before December 31, 2022, you will not be able to renew unless you have obtained either the Peer Review letter of completion (a letter from the administering entity stating that the firm's Peer Review has been completed and issues a due date for the next Peer Review), or a letter from the administering entity stating that the Peer Review is "in process". We will only accept an "in process" letter if the Peer Review has been completed and the Report and letter of response, if applicable, have been submitted to the administering entity. It is not necessary for the Peer Review Report to have been submitted to the Report Acceptance Body to obtain the initial "in process" letter, only that the Peer Review Report and letter of response, if applicable, have been submitted to the administering entity.

ADDRESS CHANGE NOTIFICATION:

Pursuant to K.A.R. 74-5-408, you are required to notify the board of any change in name, home address and/or business name and address within thirty days of the change. Change of address may be done by e-mail or mail.

If you have any questions concerning your renewal application, please contact the Board office at 785-296-2162, or by e-mail at ksboa@ks.gov