

INSTRUCTION SHEET

Public Accounting Firm

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

To apply for licensure of a Public Accounting firm under the provisions of the Illinois Public Accounting Act, follow all steps as they are indicated below. This will aid you in accurately completing your application and eliminate delay in processing. **THE APPLICATION WHICH YOU SUBMIT IS VALID FOR THREE YEARS FROM THE DATE OF RECEIPT.**

IMPORTANT INFORMATION: A majority of the ownership of the firm, in terms of financial interests and voting rights of all partners, officers, shareholders, members, or managers belongs to persons licensed in some state, and the partners, officers, shareholders, members, or managers whose principal place of business is in Illinois and who practice public accounting in Illinois, as defined in Section 8 of the Illinois Public Accounting Act, hold a valid license issued by Illinois.

STEP 1 - Application

Use a typewriter or black pen to complete all information requested on the Application for Licensure.

STEP 2 - Supporting Documents

In addition to the Application: if the firm is a Limited Liability Company, enclose a copy of the Articles of Organization. If you have marked "yes" on item #9a) of the Illinois Secretary of State's form LLC-5.5, you must also submit a copy of your Operating Agreement.

If the firm is a business corporation, enclose a copy of the entire Articles of Incorporation which have been filed with the Illinois Secretary of State; or if the corporation is located in another state you must submit a copy of the Articles of Incorporation and a copy of the Certificate of Authority to do Business in Illinois. (NOTE: PROFESSIONAL SERVICES CORPORATIONS CANNOT USE THIS APPLICATION.)

If the firm is a limited liability partnership, enclose a copy of the Certificate of Registration issued by the Illinois Secretary of State. If the partnership was organized in a jurisdiction other than Illinois, you must also submit proof from the Illinois Secretary of State of your authority to transact business in this State.

Only those sole proprietorships which use a business name other than the licensee's own name (i.e., "and company," "and associates" or similar words which indicate that others take part in the conduct of the business) must obtain a firm license. You must comply with the Illinois Assumed Business Name Act and sign the affidavit contained on the Application form.

All fees are not refundable

The fee is \$120 and must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

Forward application, supporting documentation and fee payment to:

Illinois Department of Financial and Professional Regulation
Attn: Division of Professional Regulation
P.O. Box 7007
Springfield, Illinois 62791

If assistance is needed, direct your request to the following telephone number: 217/782-8556. When an operator answers, state the profession for which you are applying and that you need assistance with your application. Please allow six (6) weeks from mailing before making an inquiry concerning the status of the application.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 450/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is REQUIRED. Failure to provide this information or furnishing false or incomplete information could result in a penalty as outlined in said ACT.

Type of Business: (check one)

- Partnership Business Corporation
 Sole Proprietorship Limited Liability Partnership
 Limited Liability Co.

Professional Code: 066
Application Fee: \$120.00
FEIN No. _____

PUBLIC ACCOUNTING FIRM APPLICATION BUSINESS TELEPHONE #: _____ FAX #: _____

1. Name of Business and Principal Address	E-mail address:
A. Name of Firm	B. Address of Principal Office
C. Date of Formation	

D. Address of other offices at which accounting services are provided. (Attach additional sheet, with the firm name typed clearly on top, if necessary.)

(1)	(2)
(3)	(4)

2. Partner/Member/Shareholder/Owner Information. For ALL Partners, Members, Shareholders or Owners, please list their names, address, and if applicable, licensure information. (Attach additional sheet, with the firm name typed clearly on top, if needed.)

Name and Illinois Business Address	Check Here if Person in Charge at this Location	State(s) Issuing Licensure	License Number(s)
A.			
B.			
C.			
D.			
E.			

3. Is the name indicated in number 1, a fictitious name? Yes No If Yes, you must sign the following statement shown below.
 Definition of fictitious name: A fictitious name is any name other than an individual owner's legal name. If the firm uses an individual owner's legal name followed by "and Associates", "and Company," etc., it is considered to be a fictitious name for licensure purposes.

Under the penalties of perjury, I declare that I have complied with all provisions of the Illinois Assumed Business Name Act.

_____ Signature of Person Making Application _____ Date

I hereby certify that I personally completed this application, that the information appearing hereinabove is true and correct to the best of my knowledge and belief.

_____ Name of Applicant (Please Print) _____ Date

_____ Signature of Applicant

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

Application Checklist for Certified Public Accounting Firm

*In order for your application to be processed,
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Before you mail your application, check the following items to make sure your application is complete!

ONE-PAGE APPLICATION REVIEW	COMPLETED
Application Information	
SUPPORTING DOCUMENTS	SUBMITTED
Application Fee	
One Page Application	
Submit appropriate proof of legal firm name.	

**All supporting documents may not be required. Please refer to application instructions
for your specific method of licensure.**