

DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH

Bureau of Commercial Services
Board of Accountancy
P.O. Box 30018
Lansing, MI 48909
(517) 241-8205
www.michigan.gov/accountancy

July 7, 2009

PLEASE PRINT NAME AND/OR
ADDRESS CHANGES

Rothstein-Kass PA
4 Becker Farm Road
Roseland, NJ 07068

License No: 1102003244

INSTRUCTIONS TO ACCESS ONLINE PEER REVIEW AND ADMINISTRATIVE RESPONSIBILITY REPORTING

Your 2009 Peer Review status and Firm's Administrative Responsibility information can be reported electronically at www.michigan.gov/bcsrenewal.

NOTE: To complete this transaction you will need your Firm's Permanent ID#, the print "audit" number (located in the bottom right hand corner of your last license issued to the Firm), Firm's email address, name of Michigan CPA with administrative responsibility for the Firm, and the licensee's permanent ID#.

- 1) Login using the Firm's Permanent ID#.
- 2) Select CPA Firm Peer Review/Admin Responsibility from the menu on the left side of the screen.
- 3) Enter CPA Firm Permanent ID #, CPA Firm Print Audit Number, CPA Firm Email Address, Name of the Licensee with Administrative Responsibility, Licensee's Permanent ID#, respond to Peer Review question, click "Submit"

If you report your information electronically, it is not necessary to return this form.

DUE DATE: AUGUST 31, 2009

If you have questions, please contact the Michigan Board of Accountancy by email at accountancy@michigan.gov, or by telephone at 517-241-8205.

NOTE: If you report your information electronically, it is not necessary to return this form.

Individual with Administrative Responsibility: The person who is administratively responsible for a public accounting firm is required to be a licensed Michigan certified public accountant.

CPA Firm Permanent ID # 1102003244

CPA Firm Print Audit Number _____

CPA Firm Email Address _____

Licensee with Administrative Responsibility _____

Licensee's Permanent ID # _____

Peer Review: Each firm or sole proprietor that performs attest services, including audits, reviews, or compilations with disclosures that are relied upon by third parties, shall participate in a peer review program. For more information regarding the State of Michigan's peer review requirement for license renewal go to www.michigan.gov/accountancy or www.michcpa.org.

Does your firm perform attest services including audits, reviews or compilations with disclosures that are relied upon by third parties? Yes _____ No _____

If yes, you are required to provide proof of a peer review in progress or completed prior to December 31, 2009, in order to renew your license.

If no, and you provide compilation services without disclosures relied upon by third parties, you will be required to provide proof of a peer review prior to renewing your license in 2011.

I ATTEST THAT I HAVE FULL AUTHORITY TO SUBMIT THIS INFORMATION ON BEHALF OF THE FIRM AND OTHERWISE BIND THE FIRM TO THE SUBMITTED INFORMATION AS TRUE AND CORRECT IN ACCORDANCE WITH ACCOUNTANCY BOARD RULES FOR ADMINISTRATIVE RESPONSIBILITY AND PEER REVIEW.

Print Name _____ Signature _____ Date _____

**DUE DATE - AUGUST 31, 2009
YOU SHOULD RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

ADDRESS CHANGE

If you wish to change your address, you must notify the Department in writing within 30 days of change.

AUTHORITY: The information requested on this form is required under Public Act 299 of 1980, as amended, and will be used to process your renewal.