

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

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

July 21, 2011

PLEASE PRINT NAME AND/OR
ADDRESS CHANGES

License No:

Exp Date:

INSTRUCTIONS TO ACCESS ONLINE PEER REVIEW REPORTING

Your 2011 Peer Review requirement may be reported electronically at www.michigan.gov/acctreporting.

- 1) Enter the Firm's License # (Permanent ID#). Click "Login".
- 2) Select Peer Review from the menu.
- 3) Verify correct license information is listed. Click "Continue".
- 4) Provide response to Peer Review statement. Click "Continue".
- 5) Verify reporting information is correct. Print a copy for your records. Click "Finish".

Transaction is not complete or submitted until you click "Finish".

If you report your information electronically, do not return this form.

DUE DATE: September 15, 2011

If you have questions, please contact the Accountancy Unit by email at bcslicensing@michigan.gov or by telephone at (517) 241-8205.

NOTE: If you report your information electronically, do not return this form.

CPA Firm License # (**Permanent ID #**) _____

This firm is engaged in activities requiring a peer review (as listed below).

_____ Yes _____ No

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 P.A. 299 of 1980, as amended, and the board's administrative rules.

Print Name: _____ Signature: _____ Date: _____

Each firm that performs any of the following services shall participate in a peer review program established by rule of the department and approved by the board:

- a) Audit
- b) Review
- c) Compilations that are relied upon by third parties

The Department may require proof of peer review. Firms may wish to "opt in" to the AICPA's Facilitated State Board Access (FSBA) site which allows the Department to view the firm's peer review results.

NOTE: A firm required to participate in a peer review program **shall notify the department** within 30 days after receipt of a fail rating or second consecutive pass with deficiencies rating. The notification must be submitted directly to the Department. "Opting in" via the AICPA's FSBA site **does not** fulfill this requirement.

For more information regarding the State of Michigan's peer review requirement for license renewal go to www.michigan.gov/accountancy.

If you wish to change your address, you must notify the Department in writing. You may contact the Department via email at bcslicensing@michigan.gov.

DUE DATE -- SEPTEMBER 15, 2011

RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

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