



# Oregon

Kate Brown, Governor

**Board of Accountancy**

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## IMPORTANT FIRM REGISTRATION RENEWAL NOTICE

Renewal notices for firm registrations expiring December 31, 2015 were mailed by the Board of Accountancy (Board) in mid-November to meet the standard December 31 of odd-numbered year's renewal deadline. It has now come to the Board's attention that these renewal notices may not have been timely delivered.

Although timely firm registration renewal is the firm's responsibility, and renewal notices are sent by the Board as a courtesy, the Board has agreed to suspend the imposition of late fees, penalties and other disciplinary action for late renewals for an additional 30-days. The new biennial renewal fee of \$265.00 remains as set forth in OAR 801-010-0010(3)(d) and authorized by Senate Bill 581 (2015).

The registration renewal forms are available on the Board's website under the renewal tab on the home page. To properly renew, you may either print and complete the form from the Board's website or use the paper copy you received by mail and return it to the Board office with the necessary renewal fees and other information as provided in OAR 801-010-0345(5). **Please do not send more than one copy to the Board office.**

Since January 30/31, 2016 falls on a weekend, the action taken by the Board means that completed firm renewal forms and payment must be received in the Board office no later than Monday, February 1, 2016. If received (and complete) by this February 1, 2016 deadline, the firm registration will relate back to December 31, 2015, and no late fees will apply. Notwithstanding the action of the Board, you are still encouraged to submit your renewal as early as possible.

**Failure to renew by the new February 1, 2016 deadline will result in termination of the firm registration. The additional one-month grace identified in OAR 801-010-0345(5)(b) will NOT apply. If you fail to meet this February 1 deadline, you will be required to submit an application for firm reinstatement, including payment of applicable reinstatement fees and an administrative civil penalty in the amount of \$500.00 as provided in OAR 801-010-0010(6)(b).**

If you have difficulty downloading the renewal forms or have other questions regarding this notice, you may contact the Board office by phone at 503-378-2268.

Sincerely,

Kimberly Fast  
Licensing Manager  
Oregon Board of Accountancy

