



Oregon Board of Accountancy
 200 Hawthorne Ave SE Ste D450
 Salem OR 97301-5289
 503-378-4181
www.oregon.gov/boa

OREGON BOARD OF ACCOUNTANCY MAILING LIST REQUEST FORM

ATTENTION: Attach/Include appropriate non-refundable fee with request. Please type or print clearly.

CONTACT INFORMATION OF REQUESTOR

Person Requesting Information:

Name of Organization:

Telephone Number:

E-Mail Address:

Mailing Address:

City and State:

Zip Code:

EXPLANATION OF INFORMATION INCLUDED IN MAILING LIST

The cost to produce a list of the names and addresses of Certified Public Accountants (CPA) and Public Accountants (PA) licensed in Oregon is \$5.75. Payment is accepted by check, money order or Visa or MasterCard only.

SELECT ALL CATEGORIES TO BE INCLUDED IN THE LIST (\$5.75 per category selected)

Active CPAs	Inactive CPAs	CPA Exam Candidates
Active PAs	Inactive PAs	Candidates - Passed Exam
Registered Firms	Municipal Roster	

SELECT DEMOGRAPHIC INFORMATION TO BE INCLUDED

Mailing Address (complete)	License Number	Date License Granted
Phone Number	Specific Counties:	Specific Cities:
Email	Oregon only	All Geographic Areas
New Licensees Only: please state date range requested:	Firm / Business Association	Other Requested Information:

FORMAT OF MAILING LIST REQUESTED

	E-Mail List to:
	Pick up list from Board Office
	Send printed list through US Postal Mail (address)

Clerk:	Date Processed:	Seq #	Batch #	Last 4	Date List Sent:
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GENERAL INFORMATION:

- Accuracy of information is based on information provided by licensee, candidate or applicant
- Social Security Numbers are not available as public information
- Customization of the mailing list is the responsibility of your organization. The mailing list is provided in a standard Excel spreadsheet.
- Our database is updated daily. We do not offer "upgrades" for previous mailing lists.
- **Allow seven business days from the date of receipt of your request for processing.**

TO PREVENT DELAYS:

- Provide a clear return address or email. **DO NOT EMAIL CREDIT CARD DATA.**
- Print or type your contact information so that we may reach you if we have questions about your request.
- The Board has a licensee look-up feature on its website: <http://licenseesearch.oregonboa.com/>

ATTENTION:

- **Pre-payment is required to process. Fees are non-refundable.** Fees collected are for the cost of processing the mailing list. Submit payment by credit card (Visa or MasterCard are accepted), check or money order. Submit this form with your payment.
- If there is a problem with the list you received, call the Oregon Board of Accountancy (BOA) within 30-days of receipt. Replacement requests for lists that are more than 30 days old require resubmission of a new mailing list request form and processing fee.

The Oregon Board of Accountancy will process your request within 14 business days. You may call the Board at 503-378-4181 if you have any additional questions regarding this process.

PAYMENT INFORMATION

Payment may be made by credit card (VISA, MasterCard, or Discover) or by check. Payments by credit card may be made online at <https://appengine.egov.com/apps/or/boa>. A complete application must be uploaded at the time of payment.

All application fees paid with a check must be received with a completed application in the Board office at 200 Hawthorne Ave SE Ste D450, Salem, Oregon 97301-5289.

For your protection, **email submissions will not be accepted.**

VISA, MASTERCARD, or Discover only for credit card payments

You make payment and submit your application using **ONE** of the following options (*please select only ONE*):

Payment by CREDIT CARD or ACH

To pay by credit card (VISA, MasterCard, or Discover) or using ACH (requires your bank routing and account number), you may submit payment and completed application online. The PAYMENT LINK for applications is <https://appengine.egov.com/apps/or/boa>.

You will be required to upload a copy of your completed application at the time of payment. You may upload supplemental documents as a PDF, Word, Excel, JPG, or GIF document only. Electronic signatures are accepted.

Payment by CHECK

Mail completed application and check together to the Board office at:

**Oregon Board of Accountancy
200 Hawthorne Ave SE Ste D450
Salem, Oregon 97301-5289**

RECEIPTS FOR CREDIT CARD or ACH PAYMENTS:

Upon completion of the online application submission and payment process, you will receive confirmation that your payment was made successfully and a receipt can be printed before closing the web browser. An automated email notification with receipt will also be sent to the email address you entered for the payment. ***Please retain receipt for online payment with your renewal records for verification.***

RECEIPTS FOR CHECK PAYMENT:

Your cancelled check is your receipt. If you need a more detailed receipt, you may make the request by email to boa.info@boa.oregon.gov. The Board will generally email a receipt within two weeks of the request.