



**Association of International Certified Professional Accountants  
American Institute of Certified Public Accountants  
US Public Accounting Firm Record Creation Form**

**Instructions**

Please answer the two questions (A & B) below about this new public accounting firm and provide the information required to create a new public accounting firm (1-4 and/or 5) on the following page.

- A. Is this new firm currently engaged to perform any of the following types of engagements (check **all** that apply)?

| <u>Yes</u>               | <u>No</u>                | <u>Engagement Type</u>  |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Audits or other Engagements under the Statements on Auditing Standards (SASs)                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Audits or other Engagements under Government Auditing Standards (GAS)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Examinations under the Statements on Standards for Attestation Engagements (SSAEs)                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Engagements under PCAOB standards   |
| <input type="checkbox"/> | <input type="checkbox"/> | Reviews, Compliances, or other Services under Statements on Standards for Accounting and Review Services (SSARSs) |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>NOT INCLUDING</b> Preparations of Financial Statement Engagements  |
| <input type="checkbox"/> | <input type="checkbox"/> | Services under the SSAEs not listed above   |

- B. Is this new firm the result of a **firm merger, purchase, sale or dissolution** involving one or more firms enrolled in **Peer Review**?  Yes  No

If yes, please complete the [Firm Structure Change Form](#) and submit it to your Administering Entity, along with this form.

**Submitting the Form**

If you **DID NOT** answer “Yes” to any section of A or B above, please complete the remainder of this form and return the completed form to [prsupport@aicpa.org](mailto:prsupport@aicpa.org).

If you answered “Yes” to ANY section of A or B above, please complete the remainder of this form and return the completed form (and [Firm Structure Change Form](#), if applicable; see B. above) to the appropriate peer review administering entity. To determine your firm’s [peer review administering entity](#) and find contact information, please visit our website at: [AICPA.org](http://AICPA.org), email us at [prsupport@aicpa.org](mailto:prsupport@aicpa.org), or call the Peer Review Hotline at 919-402-4502 for assistance.



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**Information about your firm:**

1. Firm/Sole Practitioner Name:  
\_\_\_\_\_

2. Main Office Address

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Managing Partner<sup>ii</sup>

\_\_\_\_\_  
First MI Last

Is the Managing Partner an AICPA Member?  Yes  No

AICPA Member or Customer Number: \_\_\_\_\_

Is the Managing Partner a state society member?  Yes  No

State Society Member Number: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

4. **Please provide the name, email address, and AICPA member/customer number for all partner-level individuals<sup>iii</sup> (e.g., sole practitioner, owner, partner, shareholder etc.) in the firm.** You may attach a separate page(s) or submit a spreadsheet or other electronic listing, depending on what is most convenient.

| Name | Email Address | AICPA member/cust. no. |
|------|---------------|------------------------|
|      |               |                        |
|      |               |                        |
|      |               |                        |
|      |               |                        |
|      |               |                        |

**If this firm will be enrolling in Peer Review:**

5. Contact partner<sup>iv</sup> for peer review matters<sup>v</sup>:  Same as Managing Partner

\_\_\_\_\_  
First MI Last

Is the Peer Review Contact an AICPA Member?  Yes  No

AICPA Member or Customer Number: \_\_\_\_\_

Is the Peer Review Contact a state society member?  Yes  No

State Society Member Number: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_



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<sup>i</sup> **Firm Name:** To ensure that the firm name in correspondence we will send you is accurate, your firm name in our records should match your firm's legal name and the firm license(s) issued by your applicable state licensing body(ies).

<sup>ii</sup> **Partner:** Depending on how a CPA firm is legally organized, its partner(s) could have other names, such as shareholder, member or proprietor. See [QC Sec 10 of the professional standards](#) for the definition of partner used for the purposes of this form.

<sup>iii</sup> **Partner:** Depending on how a CPA firm is legally organized, its partner(s) could have other names, such as shareholder, member or proprietor. See [QC Sec 10 of the professional standards](#) for the definition of partner used for the purposes of this form.

<sup>iv</sup> **Partner:** Depending on how a CPA firm is legally organized, its partner(s) could have other names, such as shareholder, member or proprietor. See [QC Sec 10 of the professional standards](#) for the definition of partner used for the purposes of this form.

<sup>v</sup> **Peer Review Contact** The Peer Review Contact should be carefully selected since the contact may be responsible for tasks other than coordinating the peer review. This is due to a change in how MFC forms are addressed by the firm. MFC forms were previously signed by engagement partner(s) for engagement questionnaire matters, or an individual charged with governance responsibility of the firm as a whole for matters relating to functional areas. New guidance requires that the MFC form be signed by the reviewed firm representative, which is the sole practitioner, managing partner or the peer review contact. That reviewed firm representative would also be responsible for discussing the MFC forms with the appropriate individuals within the firm, including those charged with governance. Thus if the reviewed firm representative is the peer review contact, that contact should be familiar with matters and MFC forms. For instance, for System Reviews, a peer reviewer notes a matter as a result of his or her evaluation of the design of the reviewed firm's system of quality control, and/or tests of compliance with it. For Engagement Reviews, a matter is noted as a result of evaluating whether an engagement submitted for review was performed and/or reported on in conformity with applicable professional standards. A matter is documented on an MFC form.