Public Accounting Firm Creation Form

Instructions
Please provide the following information required to create a new public accounting firm.

Note: If this new firm is the result of a firm merger, purchase, sale, or dissolution, please complete the Firm Structure Change Form and submit it to your Administering Entity, along with this form.

To avoid processing delays, please return this form 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, email us at prsupport@aicpa.org, or call the Peer Review Hotline at 919-402-4502 for assistance.

Information about your firm:

1. Firm/Individual Name: ____________________________________________________________

2. FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN) (DO NOT ENTER A SOCIAL SECURITY NUMBER):

   [ ] [ ] – [ ] [ ] [ ] [ ] [ ] [ ] [ ]

   If your firm does not have an EIN, please go to IRS.gov to apply for an EIN online. Providing a valid EIN is required for enrollment and is a condition of cooperation with the program.

3. Main Office Address
   Address: ____________________________________________________________
   City: ___________ State: _____ Zip: _____

4. Managing Partner Mr. Ms.

   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 ________________________________
5. Contact person for peer review mattersiv: [ ] Same as Managing Partner
[ ] Mr. [ ] Ms.

_________________________________________  ____________  ___________
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 ______________________________________

Please return this form within 30 days to your administering entity.

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

ii Firm's Federal EIN: In support of the AICPA’s Enhancing Audit Quality initiatives to improve audit
quality and to better serve the profession and the public, enrolling and enrolled firms will now be asked to
provide an Employer Identification Number (EIN) to allow comparisons of firms in the peer review
database (PRIMA) with various regulatory databases. This effort will assist in identifying firms that are not
enrolled in peer review (but are required to do so) and those that may not have provided accurate
information to their peer reviewers. In either case, such firms are potentially putting enrolled firms at a
competitive disadvantage by not complying with the rules, and pose significant risks to the profession and
the public. Enter the firm’s federal EIN most closely associated with the firm’s public accounting practice
subject to peer review. Do not enter a social security number. If you are a sole practitioner and do not
have an EIN please visit IRS.gov to obtain an EIN and enter it in the boxes provided. Providing this
information is required for enrollment and is a condition of cooperation with the program.

iii Partner: Depending on how a CPA firm is legally organized, its partner(s) could have other names,
such as shareholder, member or proprietor.

iv 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.