

TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

William Treacy, Executive Director
 (512) 305-7800
 FAX (512) 305-7875

505 E. Huntland Drive, Suite 380
 Austin, TX 78752-3757
 www.tsbpa.texas.gov

REGISTRATION OF A LIMITED LIABILITY COMPANY (LLC)

REFER TO THE INSTRUCTIONS FOR REGISTRATION OF A LIMITED LIABILITY COMPANY (LLC)

LLC Information (Type or Print)

Federal Identification No. _____

1. Firm Name _____ Out-of-State License/Permit/Registration No. _____

2. Principal Office Address

Street _____ City _____ State _____ Zip Code _____

3. Mailing Address if Different

Street _____ City _____ State _____ Zip Code _____

4. Principal Office Telephone Number _____ Email _____

5. Contact person for firm registration and license renewals (must be an owner and a CPA)

Name _____ Certificate Number _____ State _____

6. Does each individual or resident person in charge who is a CPA and who resides in Texas hold a current license to practice public accounting in Texas? (Each individual must hold a current license in order for the LLC to be registered and for a firm license to be issued.)

YES NO

7. Has each individual residing in Texas who is a non-CPA owner submitted an application (Form L0022) to be registered in Texas? (Each non-CPA owner must complete an application and be approved before the limited liability company can be registered and a firm office license issued.)

YES NO

8. If an out-of-state LLC, does each shareholder, incorporator, officer, director, or resident person in charge who is a CPA hold a current license to practice public accounting in the state in which the firm's main office is located?

YES NO

For Board Use Only

ARTICLES OF INCORPORATION/CERTIFICATE OF FILING ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	FIRM OFFICE FORM ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	REGISTRATION NO.	
PEER REVIEW FORM ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	NON-CPA OWNERS <input type="checkbox"/> YES <input type="checkbox"/> NO # <input type="text"/>	APPROVED	DATE

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REGISTRATION OF A
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Firm Name _____

9. Date LLC was formed _____ Date LLC commenced practicing in Texas _____

10. If this is a Texas firm whose name has changed, list previous firm name:

Previous Firm Name _____

Firm Registration Number _____

Date Dissolved _____

Effective Date of Name Change _____

11. Has this firm ever had an application for a license to practice public accountancy denied or had such a permit revoked or suspended by any state or federal agency?

YES NO

If YES, attach an explanation.

12. Has any partner or director been convicted of any felony or misdemeanor involving fraud or deceit not previously reported to the Board?

YES NO

If YES, attach an explanation.

13. Has the firm or any individual associated with the firm been involved in legal or administrative proceedings relating to professional accounting services within the state of Texas during the past three years?

YES NO

If YES, attach an explanation.

14. Has a copy of the letterhead currently used by this firm been attached?

YES NO

Check if firm has no letterhead.

15. Number appearing on the charter issued by the Secretary of State of Texas _____

16. Date charter was issued. _____

17. Are any of the owners of the Limited Liability Company non-CPAs?

YES NO

If YES, complete the *Application for NON-CPA Owner in a firm in Texas (Form L0022)*

18. Does the firm principally limit its practice to the type of services indicated in the name?

YES NO

19. Purpose for which the firm was organized, as stated in the charter.

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REGISTRATION OF A LIMITED LIABILITY COMPANY (LLC) - continued

Firm Name _____

DIRECTORS/SHAREHOLDERS

- You must provide a complete list of all the individuals, shareholders, or directors residing in Texas, whether silent, inactive, or a non-CPA owner.
- The firm's practice in Texas must be performed by an individual who meets the requirements of Section 901.362 of *The Public Accountancy Act* or by an individual licensed to practice public accountancy in Texas.
- Each office of the LLC located in Texas must be under the full-time charge of at least one person who is authorized to practice public accountancy in Texas, and, if the LLC is identified as a corporation of certified public accountants, the person in charge must be a certified public accountant of Texas in good standing.
- **THE BOARD MUST BE NOTIFIED IN WRITING IF THERE IS**
 - an admission or withdrawal of a director/shareholder from the company;
 - a change in the office maintained in Texas and/or a change in the resident person in charge of said office both as to the name and address of the resident person and the address of the office with which the licensee is associated; or
 - any other changes which were required for registration.

All changes must be reported to the Board within one month (30 days) after such changes become effective.

Name (Must Be That of an Individual)	Residence Street Address, City, and Zip Code (P.O. Box Numbers Not Acceptable)	Office With Which Member Is Associated	States in Which Certified		Is License Current?
			Cert. No.	State	
_____	_____	_____	_____	_____	<input type="radio"/> YES <input type="radio"/> NO
_____	_____	_____	_____	_____	<input type="radio"/> YES <input type="radio"/> NO
_____	_____	_____	_____	_____	<input type="radio"/> YES <input type="radio"/> NO
_____	_____	_____	_____	_____	<input type="radio"/> YES <input type="radio"/> NO
_____	_____	_____	_____	_____	<input type="radio"/> YES <input type="radio"/> NO

LIST THE NON-CPA OWNERS ASSOCIATED WITH THE FIRM

Name (Must Be That of an Individual)	Residence Street Address, City, and Zip Code (PO Box Numbers Not Acceptable)	Check All That Apply			
		Shareholder	Incorporator	Director	Officer
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Firm Name _____

- If the firm name includes "and company" or "and associates," and only one individual and/or director is involved, the name of the employee(s) licensed by the board must be shown. Otherwise, the terms "and company" and "and associates" cannot be used.
- The *Application for Registration of Firm Office* form must be completed and attached to this application.

LIST ALL CERTIFIED PUBLIC ACCOUNTANTS WHO ARE EMPLOYEES OF THE CORPORATION

Certificate Number	Name	Residence Address	Office Associated with or in Charge of	License Current?
_____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No

AFFIDAVIT

I hereby certify that I am _____ of _____
Title Firm Name

and that all statements, answers, and representations made in the foregoing application, including all supplemental statements, are true and accurate. I understand that if a license to practice public accountancy is issued to a firm or office, it must be surrendered upon demand by the Texas State Board of Public Accountancy upon failure to pay the annual license fees prescribed by law or upon revocation of the license for other causes as prescribed by law.

I certify that all franchise taxes are current and the company is in good standing.

Signature

Date