

INFORMATION REQUIRED FOR SCHEDULING REVIEWS

FIRM INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

REVIEW DUE DATE (date that all review documents must be completed and submitted to the administering entity): _____

REVIEW YEAR-ENDⁱ(the peer review will address the one-year period ended this date): _____

REVIEW NUMBER: _____ **AICPA FIRM NUMBER:** _____

(When making inquiries about your review, please refer to the review or firm number).

1) Firm Nameⁱⁱ (if different from above): _____

2) Mailing Address (if different from above):

Address: _____

City: _____ State: _____ Zip: _____

Please indicate the reason for the different address:

Change of office address. Other (specify) _____

3) Managing Partnerⁱⁱⁱ Mr. Ms.

First MI Last

Is the Managing Partner an AICPA Member? Yes No

AICPA Member Number: _____

Telephone (_____) _____

Fax (_____) _____

Email _____

- 4) Contact person for peer review matters^{iv}: Same as Managing Partner
 Mr. Ms.

First MI Last

Is the Peer Review Contact an AICPA Member? Yes No

AICPA Member Number: _____

Telephone (_____) _____

Fax (_____) _____

Email _____

- 5) Total number of partners: _____
- 6) Total number of partners who are AICPA members: _____
- 7) Total number of CPAs, including partners _____
- 8) Total number of personnel^v, including partners _____
- 9) If the firm belongs to one or more Associations^{vi} of CPA firms or a non-CPA owned entity with which it is closely aligned, add code below.

(Use codes on pages 10 and 11): _____

If you marked 0099, please indicate the name of the association(s) below. If not, proceed to the next question:

10) Does your firm perform, or does it expect to perform, engagements under the following standards that are not subject to permanent inspection by the PCAOB^{vii}:

With periods ending during the peer review year? **Yes** **No**

Statements on Auditing Standards (SASs)

Engagements

International Standards

International Standards on Auditing, Assurance Engagements and related Services (ISAs), or any other standards issued by the International Auditing and Assurance Standards Board (IAASB)

Any other international standards on audit, assurance or related services

Any international accounting or reporting standards (except for International Financial Reporting Standards-IFRS)

Standards of the Public Company Accounting Oversight Board (US)

PCAOB Auditing Standards

PCAOB Attestation Standards

Statements on Standards for Accounting and Review Services (SSARS)

Reviews of financial statements

Compilations of financial statements with disclosures^{viii}

Compilations of financial statements that omit substantially all disclosures^{ix}

Statements on Standards for Attestation Engagements (SSAEs)

With report dates during the peer review year?

Examinations of prospective financial statements

Compilations of prospective financial statements

Agreed-upon procedures of prospective financial statements

With periods ending during the peer review year?

Examinations of written assertions (Including SOC 1 & SOC 2 engagements)

Reviews of written assertions

Other agreed-upon procedures

Other

Any types of engagements referenced above that would subject the accountant to SEC independence rules

If *all* your “Yes” answers were due to your *expectation* to perform the engagements during the peer review year, and after the peer review year and your submission of this form, you find that your firm *did not* perform any of the expected engagements, please contact your administering entity.

Similarly, if *all* your “No” answers were due to your *expectation* not to perform engagements during the peer review year, and after the peer review year and your submission of this form, you find that the firm *did* perform any of these engagements, please contact your administering entity.

If *all* engagement types above are answered “No”, did your firm perform any engagements listed in question 10) during the last twelve months? Yes No. If no, skip to question 20). If yes, please indicate the following and proceed to question 11.

Period end date of the firm’s last issued report: _____

Type of engagement: _____

NOTE: See webpage “Peer Reviews—System Review vs. Engagement Review” aicpa.org/prsystoreng for the most up-to-date information on what engagements would require your firm to have a System Review vs. an Engagement Review

11) Determination of Type of Review for types of engagements performed: **Refer to the Note above for guidance on whether your firm is required to have a System Review or is eligible to have an Engagement Review** aicpa.org/prsystoreng Firms eligible to have an Engagement Review may elect to have a System Review. If you are uncertain about how to classify any engagements, consider consulting AICPA Professional Standards or your reviewer.

Please indicate the type of review you would prefer:

Engagement Review System Review

12) Is your firm, or does it expect to be, subject to permanent inspection by the Public Company Accounting Oversight Board (PCAOB) during the peer review year?

Yes No If yes, please indicate the following:

- a) Total number of SEC issuers for which the firm prepared audit reports during the preceding calendar year, as most recently reported to the PCAOB: _____
- b) Total number of SEC issuers for which the firm played a substantial role in the audit during the preceding calendar year, as most recently reported to the PCAOB: _____
- c) Total number of non-SEC issuer broker-dealers subject to permanent inspection by the PCAOB for which the firm prepared audit or attestation reports during the preceding calendar year, as most recently reported to the PCAOB: _____

13) Does the firm perform, or expect to perform, during the peer review year, any engagements under PCAOB standards that are not subject to permanent inspection by the PCAOB? Yes No

If yes, please indicate the total number of engagements: # Eng _____

14) If your firm is a provider of quality control materials (QCM), does your firm perform the peer review of any of the users of those materials? Yes No N/A

If you responded “Yes” to questions 12), 13) or 14), your firm is required to have its review administered by the National Peer Review Committee (NPRC)^{xi} at the AICPA, and your firm will be subject to the NPRC’s administrative fee structure. Information related to this fee structure can be found at: aicpa.org/nprcfees

15) If your firm is not required to have its review administered by the NPRC, does it choose to do so? Yes No
If yes, your firm will be subject to the NPRC’s administrative fee structure.

If you are uncertain about your answers to questions 12) through 15) or their impact, please contact the NPRC at nprc@aicpa.org or (919) 402-4502.

16) Formation of review team.

Firm on Firm—The reviewed firm selects a qualified firm to perform the review. The following is a link to the AICPA Online Reviewer Search peerreview.aicpaservices.org/resume/default.asp

Committee Appointed Review Team (only available for Engagement Reviews)—The entity administering your firm’s review will select the review team. Please complete **EXHIBIT 3**.

Association Formed Team— An association of CPA firms that your firm belongs to, as indicated in question 9), will select the review team. (The association must be authorized by the AICPA Peer Review Board to arrange and carry out peer reviews for its member firms.) Please indicate the code of the association (from question 9)) that will select the review team _____

17) If your firm is having a firm-on-firm or association formed review, indicate the estimated date of the commencement^{xii} of your review: _____. This date must be prior to the due date on page 1.
If the review team has already been chosen and the timing of the review established, please complete **EXHIBIT 1**.
If you do not know the members of the review team or the timing of the review, you do not have to complete **EXHIBIT 1** at this time. However, the review team must be approved before the commencement of the review.

Please ensure that you have referred to the webpage “Peer Reviews—System Review vs. Engagement Review” aicpa.org/prsystoreng for the most up-to-date information on what engagements would require your firm to have a System Review vs. an Engagement Review (see “NOTE” on page 4). If your firm is eligible to have and elects to have an Engagement Review, skip to question 20).

18) If your firm is required to have a System Review, please check all the appropriate boxes for those practice areas or industries in which the firm performed (or expects to perform) an engagement that would require a System Review, with a period ending during your firm's peer review year (or a report date during your firm's peer review year, for financial forecasts and projections), regardless of the percentage of your firm's practice in that area.

- 005 Audits Under Government Auditing Standards (Yellow Book)
(Excluding Single Audit Act (A-133) Engagements)
- 007 Audits of Federally Insured Depository Institutions subject to the FDICIA (with more than \$500 million or greater in total assets at the beginning of its fiscal year)^{xiii}
- 013 Single Audit Act (A-133) Engagements Under Government Auditing Standards (Yellow Book)
- 222 HUD Programs
- 320 School Districts
- 325 State & Local Governments
- 380 Defined Contribution Plans—Full & Ltd Scope (excluding 403(b) plans)
- 383 Defined Contribution Plans—Full & Ltd Scope (403 (b) plans only)
- 390 Defined Benefit Plans—Full & Ltd Scope
- 400 ERISA Health & Welfare Plans
- 403 ESOP Plans
- 405 Other ERISA Plans
- 440 Carrying Broker-Dealers^{xiv}

19) For engagements with periods ending during your firm's peer review year (or a report date for financial forecasts and projections) that would require a System Review:

- Check the first box for any practice areas or industries in which the firm performed (or expects to perform) an engagement, regardless of the percentage of your firm's practice in that area or industry.
- Check the second box for any practice areas or industries in which over **ten percent** of the firm's practice hours for these engagements are concentrated. If your firm does not/will not have any practice areas or industries comprising 10% or more of the firm's practice hours for these engagements during the peer review year, check the second box for the practice areas or industries of the firm's three largest engagements fitting the same criteria.

Your firm may also practice in practice areas or industries that are not listed; that information is not required. If none of the listed practice areas/ industries applies to your practice, select "None of the above practice areas/ industries apply".

20) Are there any special concerns that we should be aware of when scheduling your review (e.g., significant merger/demerger situations)? Yes No. If yes, please explain.

21) Does your firm or do the members of your firm perform any accounting or auditing engagements through a joint venture, partnership or corporate arrangement with another accountant or accounting firm? Yes No. If yes, briefly describe those engagements and the relationships with the parties outside your firm.

22) Do the partners of the firm and the firm itself have licenses to practice public accounting in the state(s) where the firm practices as required by applicable state boards of accountancy? Yes No. If no, please explain.

23) Are there any limitations or restrictions on the firm or its personnel's current ability to practice public accounting that were imposed by any regulatory, monitoring or enforcement body (such as Department of Labor, Government Accountability Office, SEC, PCAOB, State Board of Accountancy, AICPA Professional Ethics, AICPA Joint Trial Board etc.)? Yes No. If yes, please explain.

24) Since the end of the firm's last peer review, has the firm sold any portion of its non-attest practice to a non-CPA owned entity and/or entered into service arrangements for staff, office facilities, equipment, etc. with a non-CPA owned entity? Yes No. If yes, please provide with whom such agreements have been entered, the date that the agreements were entered into, the details of such agreements and what services within the practice were sold.

If this is your intital review select N/A

FACILITATED STATE BOARD ACCESS

The AICPA has implemented a process called Peer Review Facilitated State Board Access (FSBA), which facilitates the voluntary disclosure of peer review results via a secure, state board/licensing body (hereinafter referred to as BOA) limited-access web site. The goal of this voluntary process is to create a nationally uniform system through which CPA firms can satisfy BOA peer review information submission requirements, increase transparency, and retain control over their peer review information. **EXHIBIT 2** contains information about making your firm's peer review results available to the BOA in the state in which your firm's main office is located, if applicable, and expanding access to other BOAs where peer review is mandatory and access to peer review results is not prohibited, Please see **EXHIBIT 2** for this information and to make your selection(s), if applicable. **Please note that by signing this form, your firm acknowledges that it has read the terms outlined in EXHIBIT 2 and has made its selections, if applicable.** For further information, see [Facilitated State Board Access in Florida Q & A](#)

ACKNOWLEDGEMENT

I have reviewed this scheduling form, exhibits, and the related webpage "Peer Reviews – System Reviews vs. Engagement Reviews" at aicpa.org/prsystoreng. To the best of our knowledge and belief, the information submitted herewith is true and correct. We agree to be bound by the policies and procedures for the peer review program, including those that may restrict our right to resign from the program once a peer review has commenced. In particular, we understand that resignations during the course of a peer review will not be allowed except as set forth in *Standards* of the AICPA Peer Review Program Manual. We also understand that if all the partners of the firm who are members of the AICPA resign while a peer review is in process, the firm will not be un-enrolled from the program until the review is completed.

CHANGE TO PEER REVIEW PROCESS

I understand that new guidance requires that the Matter for Further Consideration (MFC) form be signed by the reviewed firm representative, which is the sole practitioner, managing partner or the peer review contact. Thus if the reviewed firm representative is the peer review contact, that contact should be familiar with matters and MFC forms and authorized to sign on behalf of the firm.

I understand that due to the increased use of technology, some peer review communications may be sent electronically and that, as described at aicpa.org/prmfccomm, the AICPA will require that certain peer review documents be completed electronically. Firms will be able to comply with the requirement to submit documents electronically using a secure website provided by the AICPA Peer Review Program. If we are unable to access the internet to comply with the electronic form requirements, we understand our Reviewer may assist us with this process.

I also understand that failure to properly represent my firm's practice may result in my firm's enrollment being dropped or terminated and, if dropped or terminated, will result in referral of this matter to the AICPA Professional Ethics Division for investigation of a possible violation of the *AICPA Code of Professional Conduct*.

Partner Signature: _____ Date: _____

Please return this form and any applicable exhibits within 30 days to your administering entity (see next page for instructions for submitting this form).

INSTRUCTIONS FOR RETURNING THE SCHEDULING FORM TO THE FICPA

If you do not know the members of the review team or the timing of the review, you do not have to complete **Exhibit 1** at this time. However, the review team must be approved by the FICPA before the commencement of the review. Please follow the directions below to submit this portion of the scheduling form or continue to **Exhibit 1** and submit the form after completing the Reviewer Information with an estimated commencement and exit conference date.

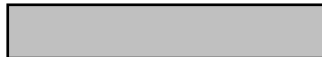
If you choose to submit your scheduling form by email with the “Submit by Email” button below, make sure your email application such as Microsoft Outlook is open. Click on the gray button below and a gray box will open named “Select Email Client”. If you use a Desktop application, select the Desktop Email Application. Your Scheduling Form will automatically attach to an email from you to peerreviewscheduling. If your use Internet Email such as Yahoo, Gmail or Microsoft Hotmail, select Internet Email when the Select Email Client box opens. This will prompt you to save the scheduling form to your computer where you can then attach it to an email and send to: peerreviewscheduling@ficpa.org or creelk@ficpa.org with your firm name in the subject line.

If you prefer to mail your scheduling form to the FICPA, please print the form and mail to the address below.

If you experience any problems or have questions, please contact:

Kathy Creel

Peer Review Scheduling Coordinator
Florida Institute of CPAs
(800) 342-3197 Ext. 252
(850) 224-2727 Ext. 252
Fax (850) 222-8190
creelk@ficpa.org



Thank you for your participation in and support of the Peer Review Program!

FICPA Peer Review Department
325 W College Avenue
Tallahassee, Florida 32314

CODES FOR ASSOCIATIONS OF CPA FIRMS^{xv}

Name	Code
ACPA International	0003
Affiliated Conference of Practicing Accountants	0048
AG Exchange	0067
AGN International North America	0010
Alliance of Practicing CPAs, The	0044
Alliott Group North America	0068
American Association of Hispanic CPAs	0055
Apparel and Textile Accountants & Consultants	0056
Associated Regional Accounting Firm	0006
Auto Team America	0057
Baker Tilley International	0031
BKR International	0020
BR International	0066
California Group of Accounting Firms	0008
Centerprise Advisors	1020
Century Business Services	1010
Community Banking Advisory Network (CBAN)	1026
CORPACCT CPA Affiliates	0030
CPA Affiliates of Virginia, Ltd	0027
CPA Associates International, Inc.	0011
CPA Auto Dealer Consultants Association (CADCA)	1027
CPA Management Systems, Inc t/a INPACT Americas	0013
CPA Manufacturing Services Association (MSA)	1028
CPAConnect	0071
CPAmerica International	0001
CPA–USA Association (formerly NACPAF)	0019
CPSASNET.COM	0046
Crowe Horwath International	0038
DFK International, USA	0014
Enterprise Worldwide	0059
Firm Foundation	1029
Foundation for Accounting Practitioners, Inc.	0033
GMN International	0037
Grant Thornton International	1030
HLB USA Incorporated	0035
IGAF Polaris	0016
INAA Group, International Network of Accountants and	0064
Infinet Resources	0062
Integra International, Inc.	0052
International Association of Practicing Accountants	0040
JHI	0041
Kreston International	0042
KS International	0060
Lone Star Management Group	0017
McGladrey Alliance	0043
MGI North America, LTD	0036
Moore Stephens North America, Inc.	0045

Morning Star	0054
MSI Global Alliance	0058
National Alliance of Auto Dealer Advisors	1031
National Association of Black Accountants	0007
National Association of Investment	0061
National Conference of CPA Practitioners	0021
Network of Accountants	0028
NEXIA International	0039
Not-for-Profit Services Associations (NSA)	1032
NR International	0032
Pannell Kerr Forster	0050
PKF North American Network	1034
Praxity AISBL	0029
Premier International Associates	0073
Real Estate & Construction Advisors Association (RECA)	1033
RSM McGladrey	1015
Russell Bedford International	0074
SC International	0002
Southern Association of Accounting Firms	0022
Texas Management Group	0024
BDO Seidman Alliance, The	0049
Florida CPA Group, The	0053
Leading Edge Alliance	0065
Moss Adams Connection, The	0051
Ruck Network, Inc., The	0070
Southern & Western Accounting Group, The	0023
Virginia Group of CPA Firms, Inc., The	0025
Vestin Group, Inc.	1025
Western Association of Accounting Firms	0026
Other	0099

CODES FOR NON-CPA OWNED ENTITIES^{xvi}

Name	Code
American Express Tax and Business Services	1005
UHY Advisors	1020
CBIZ, Inc.	1010
RSM McGladrey Services	1015
Vestin Group Inc.	1025

EXHIBIT 1

**INFORMATION FOR REVIEW TEAMS FORMED BY QUALIFIED FIRMS
(INCLUDING FIRMS WITHIN ASSOCIATIONS)**

FIRM NAME: _____ **REVIEW NO:** _____

Please provide, or have the team captain/review captain provide, the following information concerning the review team that will perform your review. This information will be used to evaluate whether the review team has the necessary qualifications to perform this review.

The review team may not perform the review until the reviewed firm has received acknowledgement of this form from the entity administering the review. If there are any changes in the date of the exit conference, or the names of the individuals who will serve on the review team, the administering entity should be informed, in writing if possible, of the changes. This is necessary to minimize subsequent questions about the conduct of the review or the qualifications of the review team members.

REVIEWING FIRM INFORMATION

1) Name of Reviewing Firm: _____

2) AICPA Firm Number: _____

3) Mailing Address: _____

4) Review Dates:

Commencement Date: _____

Exit Conference Date: _____

TEAM/REVIEW CAPTAIN INFORMATION

5) Team/Review Captain: Mr. Ms.

First

MI

Last

AICPA Member Number: _____

Telephone: (_____) _____

Fax: (_____) _____

Email: _____

TEAM MEMBER 1 INFORMATION

6) Team Member: Mr. Ms.

First

MI

Last

Firm Name: _____

AICPA Member Number: _____

Email: _____

TEAM MEMBER 2 INFORMATION

7) Team Member: Mr. Ms.

First

MI

Last

Firm Name: _____

AICPA Member Number: _____

Email: _____

TEAM MEMBER 3 INFORMATION

8) Team Member: Mr. Ms.

First

MI

Last

Firm Name: _____

AICPA Member Number: _____

Email: _____

RELATIONSHIPS OR TRANSACTIONS¹

9) Do any arrangements exist between the reviewed firm, the reviewing firm or the review team members to jointly share fees, office facilities, professional staff, continuing education programs, marketing, selling services, consultation, etc. with each other or with a non-CPA owned entity? Yes No. If yes, please describe the arrangements in detail.

10) Is the reviewed firm a member of a network under Ethics Interpretation 101-17²? Yes No --If yes:

a) Enter the association code: _____

b) Are any of the review team members employed by or owners of a firm that is a member of the same network?
 Yes No --If yes, the reviewed firm should reference PRP Standards Interpretation 26-2, which states that the owners and employees of network firms are not considered to be independent with respect to other firms within the same network. As a result, those individuals should be excluded from the review team.

¹ Reference AICPA Peer Review Standards and Interpretations for guidance on when independence may be impaired.
² Questions regarding Ethics Interpretation 101-17, including whether a firm is a member of a network, should be directed to the ethics hotline at ethics@aicpa.org or 888-777-7077.

11) Are there any other relationships or transactions between the reviewed firm, the reviewing firm and the review team members that may give rise to a conflict of interest or the appearance of independence being impaired?

Yes No. If yes, please describe the relationships or transactions.

12) Did your firm use an individual outside your firm or another firm to perform monitoring (for instance, engagement quality control review, post-issuance review, inspection procedures, etc.), a consulting review, a quality control document review, preliminary quality control procedures review or pre-issuance review on an accounting or auditing engagement for your firm for the year immediately preceding or during the current peer review year?

Yes No

If yes, please provide the following information:

Name of Individual	Firm Name	Description of Service	Year-End of Engagement(s)
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In the Interpretations titled "Independence, Integrity, and Objectivity" of the revised Standards, independence would be considered impaired for purposes of being able to perform a firm's peer review (whether as a team captain, review captain, or team member) for anyone also performing monitoring (for instance, engagement quality control review, post-issuance review, inspection procedures, etc.), a consulting review, a quality control document review, preliminary quality control procedures review or pre-issuance review on an accounting or auditing engagement for the firm for the year immediately preceding or during the current peer review year. This would also apply if another individual from the reviewer's firm were performing such services. The only exception is if those services were performed for the year immediately following the previous peer review year-end. Thus, performing those services in the year immediately preceding or during the current peer review year would impair independence for peer review purposes. There are various permutations and interpretations of this guidance which could still be applicable to your firm.

Please carefully consider your choice of a peer reviewer and/or reviewing firm, and consult your peer reviewer or administering entity for additional guidance on this matter as necessary, so that your peer reviewer and/or reviewing firm's independence is not impaired.

13) Did your firm obtain any quality control materials (QCM) (e.g., audit programs, checklists, practice aids, etc.) that are integral to your firm's system of quality control from the reviewing firm, an entity related to the reviewing firm or an association? (Please consult with your peer reviewer if you're unsure whether your firm's QCM were obtained from an entity related to the reviewing firm) Yes No N/A

If yes:

a) Please list the firms or related entities or associations that provide the externally developed QCM used at your firm. _____

b) _____

c) Is there an independent peer review report that covers the specific QCM used by your firm? (Evidenced by a QCM peer review report and an acceptance letter) Yes No If no, please contact the AICPA at prptechnical@aicpa.org to determine whether the review team is independent to perform your firms' peer review.

EXHIBIT 2—FACILITATED STATE BOARD ACCESS

The AICPA has implemented a process called Peer Review Facilitated State Board Access (FSBA), which facilitates the voluntary disclosure of peer review results via a secure, state board/licensing body (hereinafter referred to as *BOA*) limited-access web site. The goal of this voluntary process is to create a nationally uniform system through which CPA firms can satisfy BOA peer review information submission requirements, increase transparency, and retain control over their peer review information.

We are engaged in an ongoing collaborative effort with the AICPA and state CPA societies for this to be the primary process by which all BOAs obtain peer review results. Over time, this process will help to make the submission of firm's peer review information easier. **Given that this process is new, it may not have replaced the current peer review information submission requirements of the BOA(s) by which your firm is licensed, so please be sure to follow your BOA's information submission requirements until further notified.**

1) FSBA—FOR ALL FIRMS

If your firm practices in multiple states and you would like to expand access to additional state boards/licensing bodies where peer review is mandatory and the BOA is not prohibited from accessing results, please complete the "FSBA—Expanded Access" section in question 3 below.

2) FSBA—For Firms that are Members of the PCPS and/or the AICPA's Employee Benefit Plan Audit Quality Center or Governmental Audit Quality Center

Since your firm is a member of PCPS and/or one of the Audit Quality Centers, your firm's peer review documents, including the acceptance letter, peer review report, letter of response, letter(s) signed by the reviewed firm accepting the peer review documents with the understanding that the firm agrees to take certain actions, and letter notifying the reviewed firm that certain required actions have been completed, if applicable, are automatically posted to the AICPA public file as a condition of your membership.

3) FSBA—Expanded Access for Firms with Their Main Offices in Florida

If your firm practices in multiple states and you would like to expand access to additional BOAs where peer review is mandatory and the BOA is not prohibited from accessing results, please make your selections below.

I understand that my firm's peer review results, including the acceptance letter, peer review report, letter of response, letter(s) signed by the reviewed firm accepting the peer review documents with the understanding that the firm agrees to take certain actions, and letter notifying the reviewed firm that certain required actions have been completed, if applicable, will be made available to the BOA(s) that I select below.

<input type="checkbox"/>	Alabama	<input type="checkbox"/>	Iowa	<input type="checkbox"/>	Nevada	<input type="checkbox"/>	Rhode Island
<input type="checkbox"/>	Arizona	<input type="checkbox"/>	Kansas	<input type="checkbox"/>	New Hampshire	<input type="checkbox"/>	South Carolina
<input type="checkbox"/>	Arkansas	<input type="checkbox"/>	Kentucky	<input type="checkbox"/>	New Jersey	<input type="checkbox"/>	South Dakota
<input type="checkbox"/>	California	<input type="checkbox"/>	Louisiana	<input type="checkbox"/>	New Mexico	<input type="checkbox"/>	Texas
<input type="checkbox"/>	Colorado	<input type="checkbox"/>	Maine	<input type="checkbox"/>	New York	<input type="checkbox"/>	Utah
<input type="checkbox"/>	Connecticut	<input type="checkbox"/>	Maryland	<input type="checkbox"/>	North Carolina	<input type="checkbox"/>	Vermont
<input type="checkbox"/>	District of Columbia	<input type="checkbox"/>	Michigan	<input type="checkbox"/>	North Dakota	<input type="checkbox"/>	Virginia
<input type="checkbox"/>	Georgia	<input type="checkbox"/>	Minnesota	<input type="checkbox"/>	Ohio	<input type="checkbox"/>	Washington
<input type="checkbox"/>	Guam	<input type="checkbox"/>	Mississippi	<input type="checkbox"/>	Oklahoma	<input type="checkbox"/>	West Virginia
<input type="checkbox"/>	Idaho	<input type="checkbox"/>	Montana	<input type="checkbox"/>	Oregon	<input type="checkbox"/>	Wyoming
<input type="checkbox"/>	Illinois	<input type="checkbox"/>	Nebraska	<input type="checkbox"/>	Pennsylvania	<input type="checkbox"/>	All States Listed

If you would like to change your expanded access selections at any time after submitting this form, please contact your administering entity in writing. To learn more about Facilitated State Board Access, please visit [Facilitated State Board Access in Florida Q & A](#)

ACKNOWLEDGEMENT: I have reviewed this information and the related webpage “Peer Reviews – System Reviews vs. Engagement Reviews” at aicpa.org/prsystoreng. To the best of our knowledge and belief, the information submitted herewith is true and correct. We agree to be bound by the policies and procedures for the peer review program, including those which may restrict our right to resign from the program once a peer review has commenced. In particular, we understand that resignations during the course of a peer review will not be allowed except as set forth in *Standards* of the AICPA Peer Review Program Manual. We also understand that if all the partners of the firm who are members of the AICPA resign while a peer review is in process, the firm will not be un-enrolled from the program until the review is completed.

I understand that failure to properly represent my firm’s practice may result in my firm’s enrollment being dropped or terminated and, if dropped or terminated, will result in referral of this matter to the AICPA Professional Ethics Division for investigation of a possible violation of the AICPA *Code of Professional Conduct*.

Partner Signature: _____ Date: _____

Please return this form and any applicable exhibits within 30 days to your administering entity (see instructions).

INSTRUCTIONS FOR RETURNING THE SCHEDULING FORM TO THE FICPA

You may submit your completed form at this time or continue to **Exhibit 3** if you are having an Engagement Review and would prefer to use the CART Review process to schedule your review. Please note that there is an additional \$100 Administrative fee for all Engagement Reviews scheduled this way. If you choose to submit your scheduling form by email with the “Submit by Email” button below, make sure your email application such as Microsoft Outlook is open. Click on the gray button below and a gray box will open named “Select Email Client”. If you use a Desktop application, select the Desktop Email Application. Your Scheduling Form will automatically attach to an email from you to peerreviewscheduling. If your use Internet Email such as Yahoo, Gmail or Microsoft Hotmail, select Internet Email when the Select Email Client box opens. This will prompt you to save the scheduling form to your computer where you can then attach it to an email and send to: peerreviewscheduling@ficpa.org or creelk@ficpa.org with your firm name in the subject line.

If you prefer to mail your scheduling form to the FICPA, please print the form and mail to the address below.

If you experience any problems or have questions, please contact:

Kathy Creel
Peer Review Scheduling Coordinator
Florida Institute of CPAs
(800) 342-3197 Ext. 252
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Thank you for your participation in and support of the Peer Review Program!

FICPA Peer Review Department
325 W College Avenue
Tallahassee, Florida 32314



EXHIBIT 3

(TO BE COMPLETED FOR CART REVIEWS ONLY)

INFORMATION NEEDED TO ASSIGN A REVIEW TEAM FOR CART REVIEWS

- 1) Firm Name: _____
- 2) Did your firm perform services that would require it to have a System Review (see “NOTE” below) during the last twelve months? Yes No. If yes, please indicate the date you issued your last report _____ and the period ending _____.
- 3) Does your firm plan to perform any engagements requiring it to have a System Review (see “NOTE” below) during the next twelve months?
 Yes No
- 4) Whenever possible, we select a reviewer who practices in the state where your firm’s main office is located; however, we will not select a reviewer located in the immediate geographic area of that office or other geographic areas specified by you if, for example, you have a significant office or client in that area. We use the first three digits of the zip code to define a geographic area.
 - a) Do you object to a reviewer being selected from the state where your main office is located? Yes No
 - b) If yes, the reviewer will be selected from another state.
 - c) If the answer to 4(a) is no, please indicate the first three digits of those zip codes within your state where you would not like a reviewer to be selected.

- 5) Please provide the information on the next page concerning the number of accounting and review engagements and attestation engagements with periods ending during the last twelve months. This information should be classified into major industry categories and broken down by each owner of the firm who is responsible for the issuance of reports on accounting and review services and attest services. Note: this information is used to assist in scheduling the review and should include anticipated engagements. It is not intended to represent a list of all engagements completed with period end dates covered by the peer review year. Such information will be requested by the reviewer or administering entity prior to the actual review.
- 6) Indicate the date that your firm would like the review to commence _____. This date should be sufficiently prior to your firm’s due date to allow for completion of your peer review by that date. Completion includes the submission of all peer review documents to the entity administering the peer review.

NOTE: See webpage “Peer Reviews– System Review vs. Engagement Review” aicpa.org/prsystoreng for the most up-to-date information on what engagements would require your firm to have a System Review vs. an Engagement Review.



**PRELIMINARY LIST OF NUMBER OF ENGAGEMENTS PERFORMED
BY INDUSTRY, LEVEL OF SERVICE AND PARTNER
(TO BE COMPLETED FOR CART REVIEWS ONLY)**



For the twelve month period ended: _____

Number of Engagements Performed¹

Industry of the Client ²	Level of Service Provided ³	Partner 1	Partner 2	Partner 3
_____	R	_____	_____	_____
	C	_____	_____	_____
	CO	_____	_____	_____
	AT	_____	_____	_____
_____	R	_____	_____	_____
	C	_____	_____	_____
	CO	_____	_____	_____
	AT	_____	_____	_____
_____	R	_____	_____	_____
	C	_____	_____	_____
	CO	_____	_____	_____
	AT	_____	_____	_____
_____	R	_____	_____	_____
	C	_____	_____	_____
	CO	_____	_____	_____
	AT	_____	_____	_____
_____	R	_____	_____	_____
	C	_____	_____	_____
	CO	_____	_____	_____
	AT	_____	_____	_____
_____	R	_____	_____	_____
	C	_____	_____	_____
	CO	_____	_____	_____
	AT	_____	_____	_____

Total Number of C8 Engagements performed: _____

¹ Each monthly engagement for a client counts as one engagement performed.

² Please use the industry codes on the pages that follow. If none of these industries apply, please write a short description in the industry column above.

³ Please use the level of service codes on the pages that follow.

LEVEL OF SERVICE CODES

- R Review of financial statements
- C Compilation of financial statements with disclosures
- CO Compilation of financial statements that omit substantially all disclosure
- C8 Compilation engagements when the compiled financial statements are not expected to be used by a 3rd party (management use only) and no compilation report is issued, and the accountant documents his or her understanding with the entity through the use of an engagement letter, as described in SSARS 19, Compilation and Review Engagements (AICPA, Professional Standards, vol. 2, AR sec. 80. These engagements were formerly known as compilation engagements performed under SSARS 1, amended by SSARS 8.
- AT Attestation services (including compilations of prospective financial statements)

INDUSTRY CODES

- | | | | |
|-----|---|-----|---|
| 110 | Agricultural, Livestock, Forestry & Fishing | 268 | Personal Financial Statements |
| 115 | Airlines | 295 | Real Estate Investment Trusts |
| 120 | Auto Dealerships | 300 | Reinsurance Companies |
| 125 | Banking | 308 | Rural Utilities Service Borrowers |
| 145 | Casinos | 310 | Savings and Loan Associations |
| 150 | Colleges and Universities | 313 | Service Organizations Controls (SOC 2 Reports) |
| 155 | Common Interest Realty Associations | 314 | Service Organizations Controls (SOC 3 Reports) |
| 165 | Construction Contractors | 320 | School Districts |
| 175 | Credit Unions | 325 | State & Local Governments |
| 180 | Extractive Industries—Oil and Gas | 330 | Telephone Companies |
| 185 | Extractive Industries—Mining | 335 | Utilities |
| 186 | Federal Student Financial Assistance Programs | 380 | Defined Contribution Plans—Full and Limited Scope (Excluding 403(b)) |
| 190 | Finance Companies | 383 | Defined Contribution Plans—Full and Limited Scope (403(b) Plans Only) |
| 195 | Franchisors | 390 | Defined Benefit Plans—Full and Limited Scope |
| 200 | Property and Casualty Insurance Co. | 400 | ERISA Health & Welfare Plans |
| 205 | Government Contractors | 403 | Employee Stock Ownership Plans (ESOP) |
| 210 | Health Maintenance Organizations | 405 | Other ERISA Plans |
| 216 | Hospitals | 440 | Carrying Broker Dealers |
| 217 | Nursing Homes | 450 | Non-Carrying Broker Dealers |
| 222 | HUD Programs | | |
| 230 | Investment Companies and Mutual Funds | | |
| 240 | Life Insurance Companies | | |
| 250 | Mortgage Banking | | |
| 260 | Not-for-Profit Organizations (including voluntary health & welfare) | | |

ⁱ **Review Year End:** Ordinarily, the peer review year-end is three years from the previous year-end and the due date is three years and six months from the year-end of the previous peer review. If this is an initial peer review, this field will indicate “INITIAL”, and the peer review year-end is to be mutually agreed upon by the reviewed firm and reviewing firm, who may consult with the reviewed firm’s administering entity for assistance. If you have received an approval for a change in peer review year-end through your administering entity OR if you have informed your administering entity of the performance of an engagement that will require your firm to have a peer review or step up from an Engagement Review to a System Review, this field will also indicate the new year-end.

ⁱⁱ **Firm Name:** To ensure that the firm name in your peer review acceptance letter and other 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). If your firm has had a name change—for instance, due to a merger, dissolution, purchase, etc.—in addition to completing this form, please go to [Peer Review Change Form](#) and download the form to fill out and submit to your administering entity.

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 (IMPORTANT CHANGE TO FORM)** 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.

^v **Total number of personnel:** Personnel are defined per Statement on Quality Control Standards (SQCS) No. 8, A Firm’s System of Quality Control as all individuals who perform professional services for which the firm is responsible, whether or not they are CPAs (AICPA, Professional Standards, vol. 2, QC sec. 10). This includes all personnel including leased and per diem employees who devote at least 25% of their time in performing audits, reviews, compilations or other attest engagements, or those professionals who have partner/manager level responsibility for the overall supervision or review of such engagements.

^{vi} **Associations of CPA Firms:** An association of CPA firms is defined as (1) any association, group or alliance of accounting firms or (2) two or more firms or a group of firms (whether a formal or informal group) that jointly market or sell services. Associations of CPA firms who arrange peer reviews OR whose members perform peer reviews of each other must file an Annual Information Form (AIF) and have the AICPA Peer Review Board approve the AIF before any such reviews are scheduled. Also see question 10) of EXHIBIT 1 regarding networks.

^{vii} **Subject to Permanent Inspection by the PCAOB:** See Interpretation 6-9 of the Standards “Engagements Subject to PCAOB Inspection” which can be found on the AICPA Peer Review Program website at: aicpa.org/prguidance.

^{viii} **Compilations of Financial Statements with Disclosures:** Includes “management use only” compilation engagements performed under SSARS 19.

^{ix} **Compilations of Financial Statements That Omit Substantially All Disclosures:** Includes “management use only” compilation engagements performed under SSARS 19.

^x **Subject to Permanent Inspection by the PCAOB:** See Interpretation 6-9 of the Standards “Engagements Subject to PCAOB Inspection” which can be found on the AICPA Peer Review Program website at: aicpa.org/prguidance.

^{xi} **NPRC:** See Interpretation 11-1 of the Standards “Peer Reviews To be Administered by the National Peer Review Committee” which can be found on the AICPA Peer Review Program website at: aicpa.org/prguidance. The NPRC was formerly known as the Center for Public Company Audit Firms Peer Review Program (CPCAF PRP).

^{xii} **Date of Commencement of your Review:** A peer review commences when the review team begins fieldwork on a System Review or begins the review of engagements on an Engagement Review.

^{xiii} **Audits Subject to FDICIA:** As referred to in the FDIC’s regulation 12 CFR Part 363.3 (a) (in contrast to the \$1 billion threshold referred to in the FDIC’s regulation 12 CFR Part 363.3 (b)).

^{xiv} **Definition of Carrying Broker-Dealer & Non-Carrying Broker-Dealer:** Carrying broker-dealers include all broker-dealers that clear customer transactions, carry customer accounts or hold custody of customer cash or securities. Examples of carrying broker-dealers include (a) clearing broker-dealers who receive and execute customer instructions, prepare trade confirmations, settle the money related to customer trades and arrange for the book entry (or physical

movement) of the securities and (b) carrying broker-dealers that hold customer accounts or clear customer trades for introducing broker-dealers. Non-carrying broker-dealers are those broker-dealers that do not clear customer transactions, carry customer accounts, or hold custody of customer cash or securities. Examples of non-carrying broker-dealers are (a) introducing broker-dealers that introduce transactions and accounts of customers or other broker-dealers to another registered broker-dealer that carries such accounts on a fully disclosed basis, and who does not receive or hold customer or other broker-dealers securities and (b) a broker-dealer whose business does not involve customer accounts, such as proprietary trading firms, investment banking firms, and firms that sell interest in mutual funds or insurance products. If you have any questions about whether the audits you perform of broker-dealers are carrying or non-carrying, please contact the AICPA Peer Review technical hotline at prtechnical@aicpa.org or (919) 402-4502, option 3.

^{xv} **Listing of Codes for Associations of CPA firms:** Not all of the associations have requested to assist their members in forming review teams and/or provide technical assistance to review teams.

^{xvi} **Listing of Codes for Non-CPA Owned Entities:** Certain portions of the CPA firm's system of quality control may reside at or operate in conjunction with the system of quality control of a non-CPA owned entity with which the CPA firm is closely aligned through common employment, leasing of employees, equipment, facilities, etc., or other similar arrangements. In this situation, the CPA firm sells all or a portion of its non-attest practice to a non-CPA owned entity; however, the majority of the financial interests in the CPA firm's attest practice is owned by CPAs, including some or all of the former owners of the CPA firm.

INSTRUCTIONS FOR RETURNING THE SCHEDULING FORM TO THE FICPA

If you choose to submit your scheduling form by email with the "Submit by Email" button below, make sure your email application such as Microsoft Outlook is open. Click on the gray button below and a gray box will open named "Select Email Client". If you use a Desktop application, select the Desktop Email Application. Your Scheduling Form will automatically attach to an email from you to peerreviewscheduling@ficpa.org. If you use Internet Email such as Yahoo, Gmail or Microsoft Hotmail, select Internet Email when the Select Email Client box opens. This will prompt you to save the scheduling form to your computer where you can then attach it to an email and send to: peerreviewscheduling@ficpa.org or creelk@ficpa.org with your firm name in the subject line.

If you prefer to mail your scheduling form to the FICPA, please print the form and mail to the address below.

If you experience any problems or have questions, please contact:

Kathy Creel

Peer Review Scheduling Coordinator

Florida Institute of CPAs

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