

Activity Review

North Carolina State Board of Certified Public Accountant Examiners

1101 Oberlin Rd., Ste. 104 • PO Box 12827 • Raleigh, NC 27605 • 919-733-4222 • nccpaboard.gov • No. 12-2020

NASBA Committees

The National Association of State Boards of Accountancy (NASBA) appoints as many as 30 committees and task forces annually.

Through these volunteer committees' work, NASBA addresses current and emerging issues affecting state boards of accountancy.

Below is a list of current and past Board members serving on 2020-2021 NASBA Committees.

> **Ethics Committee** Wm. Hunter Cook, CPA*

Nominating Committee Barton W. Baldwin, CPA

Past Chair Advisory Council Barton W. Baldwin, CPA Walter C. Davenport, CPA* Nathan T. Garrett, CPA*

Standard-Setting & Professional **Trends Advisory Committee** Barton W. Baldwin, CPA Michael H. Womble, CPA*

Strategic Planning Committee Michael S. Massey, CPA

Uniform Accountancy Act Committee

Arthur M. Winstead, Jr., CPA

In addition to Board members serving on NASBA Committees, the Board's Executive Director. Robert N. Brooks, is a member of the Computer-Based Testing (CBT) Administration Committee.

*Past Board Member

December 31 Deadlines for CPAs and CPA Firms

deadline for North Carolina CPAs and CPA firms.

For CPAs on active, probation, or can't use title status, December 31, 2020, is the date by which they must complete 2,000 minutes (40 hours) of qualifying CPE to be eligible for certificate renewal for the 2021-2022 license year.

As part of the annual CPE requirement, licensees must complete a minimum of 50 minutes (one hour) in regulatory or behavioral professional ethics and conduct CPE.

The ethics CPE must be offered by a sponsor registered with NASBA's National Registry of CPE Sponsors (NASBAregistry .org/cpas).

A CPA who fails to meet the CPE requirement on or before December 31, 2020, but completes the required CPE by June 30, 2021, without an approved extension, may receive a Letter of Warning if it is their first failure within a five (5) calendar year period.

For the second such failure within a five (5) calendar year period, the Board may deny the renewal of the CPA's certificate for at least 30 days and until the CPA meets the reinstatement requirements of 21 NCAC 08J .0106.

Please review 21 NCAC 08G, Continuing Professional Education (CPE), and the Activity Review's Oc-

December 31, 2020, is an important tober and November issues for specific information on the annual CPE requirement.

> For CPA firms. December 31, 2020, is the deadline for renewing their registration and providing peer review compliance information online through the Board's website, nccpaboard.gov.



If a CPA firm fails to comply with any part of 21 NCAC 08J, Renewals and Registrations, or 21 NCAC 08M, Peer Review Program, the Board may take disciplinary action against the CPA firm's members as specified in 21 NCAC 08J. 0111 and 21 NCAC 08M .0106.

If you have questions about firm renewal, peer review compliance, or CPE, please contact Cammie Emery, Licensing Specialist, at cemery@nccpaboard .gov or Buck Winslow, Licensing Manager, at buckw@nccpaboard .gov.

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Disciplinary Action

Pursuant to NCGS 93-12(9), civil penalties are remitted to the North Carolina Civil Penalty and Forfeiture Fund ("Fund") in accordance with NCGS 115C-457.2. NCGS 115C-457.1(b) states, "The Fund shall be administered by the Office of State Budget and Management. The Fund and all interest accruing to the Fund shall be faithfully used exclusively for maintaining free public schools."

JOHN STEWART WOOTEN, III, #19554 | RALEIGH, NC

THIS CAUSE coming before the North Carolina State Board of Certified Public Accountant Examiners (the "Board") at an administrative hearing held remotely ("Hearing"), with a quorum present, the Board finds, based on the evidence presented at the Hearing on October 19, 2020, that:

FINDINGS OF FACT

- The Respondent John Stewart Wooten, III (hereinafter "Respondent"), is the holder of a certificate as a Certified Public Accountant in North Carolina.
- 2. The Board has jurisdiction over the Respondent and the subject matter of this action.
- 3. The Respondent received at least fifteen (15) days written notice of the Hearing. The notice was achieved by serving a Notice of Hearing by personal service, on September 23, 2020.
- 4. The Respondent was not present at the Hearing and was not represented by counsel.
- 5. The Respondent did not object to any Board Member's participation in the Hearing of this matter.
- On June 29, 2018, the Respondent completed an online annual CPA certificate renewal. On that renewal, the Respondent informed the Board that he had obtained forty-two (42) hours of continuing professional education ("CPE") during the calendar year 2017 in order to meet the requisite annual forty (40) hours of CPE imposed by the Board.
- 7. Based on the Respondent's representations, the Board accepted the Respondent's renewal.
- 8. The Respondent was subjected to an audit of his CPE for 2017. The Board's Licensing staff requested that the Respondent provide documentation to substantiate the CPE that he had reported on his renewal. They sent these requests via regular mail and certified mail to the Respondent's mailing address.
- 9. The Respondent did not respond to the Licensing staff's requests.
- The matter was then referred to the Board's Professional Standards staff for potential disciplinary action.
- 11. The Professional Standards staff attempted to communicate with the Respondent via mail, certified mail, UPS, and email.

12. The Respondent was unresponsive to all correspondence from the Professional Standards staff.

CONCLUSIONS OF LAW

- 1. Per N.C. Gen. Stat. §150B-42, this Board Order constitutes a Final Agency Decision of the Board.
- The Respondent is subject to the provisions of Chapter 93 of the North Carolina General Statutes and Title 21, Chapter 8 of the North Carolina Administrative Code. Pursuant to N.C. Gen. Stat. §93-12(9), the Board has the authority to impose discipline upon the Respondent and Respondent's certificate and to impose civil monetary penalties.
- The Hearing was duly noticed pursuant to N.C. Gen. Stat. §150B-38(b)(c) and 21 NCAC 08C .0103 and was conducted with a quorum of Board members and all necessary parties present. Per N.C. Gen. Stat. §166A-19.24(f)(3), the Board finds that any due process rights of the Respondent were protected.
- At the time that the Respondent completed his renewal, he should have known that he did not have sufficient CPE to meet the Board's annual CPE requirement, resulting in violations of 21 NCAC 08N .0202(a) and .0202(b)(4).
- As set forth above, the Respondent's failures to communicate with the Board, or otherwise cooperate with Board inquiries, constitutes violations of 21 NCAC 08N .0206.

BASED ON THE FOREGOING, the Board orders in a vote of 7 to 0 that:

- 1. The Certified Public Accountant certificate issued to Respondent, John Stewart Wooten, III, is permanently revoked.
- 2. The Respondent shall not offer nor render services as a CPA or otherwise trade upon or use the CPA title in this state either through CPA mobility provisions or substantial equivalency practice privileges or in any other manner, nor shall the Respondent claim or attempt to use any practice privileges in any other state based upon his revoked North Carolina certificate.

Approved by the Board on October 19, 2020.

MARTIN LEE PRICE, #24831 | EFLAND, NC

THIS CAUSE, coming before the North Carolina State Board of CPA Examiners ("Board") at its offices at 1101 Oberlin Road, Raleigh, Wake County, North Carolina, with a quorum present. Pursuant to N.C. Gen. Stat. §150B-41, the Board and Respondent stipulate to the following:

- Martin Lee Price, CPA (hereinafter "Respondent"), is the holder of North Carolina certificate number 24831 as a Certified Public Accountant.
- The Respondent is subject to the provisions of Chapter 93 of the North Carolina General Statutes and Title 21, Chapter 08 of the North Carolina Administrative Code, including the Rules of Professional Ethics and Conduct promulgated and adopted therein.
- 3. The Board received a complaint from one of the Respondent's clients, asserting that the Respondent did not timely complete her taxes and did not timely return, upon her request, the documents that she had provided him.
- 4. The Respondent confirmed the allegations in the complaint.
- 5. The complainant later stated that she finally received her records after the complaint had been filed.
- 6. Subsequently, another client of the Respondent filed a complaint that was similar in nature. The complainant asserted that the Respondent had failed to file her personal and business returns for over four years and is delinquent in preparing the tax return for her father's estate. She further asserted that the Respondent ceased to communicate with her, and refused to return her financial records or respond to a letter from her attorney. The complainant states that she is receiving correspondence from the IRS regarding the delinquent returns.
- 7. The Board staff attempted multiple times to communicate with the Respondent by letter, email, and phone regarding the second complaint. Prior to the issuance of this Notice of Hearing, the Respondent never provided a response to the allegations.
- 8. Respondent wishes to resolve this matter by consent and agrees that the Board staff and counsel may discuss this Consent Order with the Board ex parte, whether or not the Board accepts this Consent Order as written. Respondent understands and agrees that this Consent Order is subject to review and approval by the Board and is not effective until approved by the Board at a duly constituted Board Meeting.

BASED UPON THE FOREGOING, the Board makes the following Conclusions of Law:

- The Respondent is subject to the provisions of Chapter 93 of the North Carolina General Statutes and Title 21, Chapter 08 of the North Carolina Administrative Code, including the Rules of Professional Ethics and Conduct promulgated and adopted therein by the Board.
- 2. By virtue of the facts set forth above, the Respondent violated Rules 21 NCAC 08N .0206 (Cooperation with Board Inquiry), .0212 (Competence), and .0305 (Client Records).
- 4. Per N.C. Gen. Stat. §93-12(9), and also by virtue of the Respondent's consent to this order, the Respondent is subject to the discipline set forth below.

BASED ON THE FOREGOING and in lieu of further proceedings, the Board and the Respondent agree to the following Order:

- 1. The Certified Public Accountant certificate issued to the Respondent, Martin Lee Price, is revoked for one year.
- 2. The Respondent Martin Lee Price shall not offer or render services as a CPA or otherwise trade upon or use the CPA title in this state either through CPA mobility provisions or substantial equivalency practice privileges or in any other matter, nor shall the Respondent claim or attempt to use any practice privileges in any other state based upon his revoked North Carolina certificate.

Approved by the Board on December 14, 2020.

| Exam Score Release Dates | | |
|-------------------------------------|------------------------------------|--|
| If you take your exam on or before: | Your target score release date is: | |
| December 8, 2020 | December 16, 2020 | |
| December 31, 2020 | January 12, 2020 | |
| January 23, 2021 | February 9, 2021 | |
| February 15, 2021 | February 23, 2021 | |
| March 10, 2021 | March 18, 2021 | |
| March 31, 2021 | April 9, 2021 | |
| April 23, 2021 | May 11, 2021 | |
| May 16, 2021 | May 25, 2021 | |
| June 8, 2021 | June 16, 2021 | |
| June 30, 2021 | July 13, 2021 | |

Source: AICPA

KATRINA PHYLLIS CARRINGTON, #36676 | KATRINA CARRINGTON, CPA, PLLC JACKSONVILLE, NC

THIS CAUSE coming before the North Carolina State Board of Certified Public Accountant Examiners (the "Board") at a public hearing ("Hearing") held remotely via WebEx, with a quorum present, the Board finds, based on the evidence presented at the Hearing on November 23, 2020, that:

FINDINGS OF FACT

- 1. Respondent is the holder of a certificate as a Certified Public Accountant in North Carolina.
- 2. Respondent Firm is a registered certified public accounting firm in North Carolina.
- 3. The Board has jurisdiction over the Respondents and the subject matter of this action.
- 4. The parties have stipulated that the Respondents received proper written notice at least fifteen (15) days prior to Hearing. The parties have also stipulated that the Respondent failed to timely remit Form 941 taxes and Form 940 taxes withheld by the Respondent's Firm and that failure constitutes a violation by the Respondent of 21 NCAC 08N .0201, .0203 and .0207.
- By consent of the parties, the Hearing was held remotely via WebEx pursuant to N.C. Gen. Stat. §166A-19.24(f). The Board took the steps necessary to ensure that all due process rights of the parties were protected.
- 6. Respondents did not object to any Board Member's participation in the Hearing of this matter.
- 7. Respondent was present at the Hearing and was represented by counsel.
- 8. The Respondent member and organizer, and the sole CPA owner of the Respondent Firm, was individually

responsible for the Respondent Firm's compliance with 941 tax requirements.

- Respondent self-disclosed that she was subject to tax liens from the IRS for failure to timely pay the Respondent Firm's payroll taxes.
- 10. The liens were for quarters spanning a three-year period. The liens were placed in April of 2019 and are undisputed evidence that Respondent Firm failed to timely remit payment for its 941 taxes for the quarters identified in the liens.
- 11. The Respondent paid the full amount of delinquent taxes that April and paid the penalties and interest in July of 2019.
- 12. Once funds are withheld from employees' paychecks by their employer, those funds are to be held in trust by the employer until they are paid timely to the correct governmental authority, in this case the Internal Revenue Service. If the funds are utilized for a different purpose instead of being paid directly to the correct governmental authority, then the employer has violated that trust.
- 13. The parties have stipulated that the Respondent self-disclosed the tax lien and has been cooperative throughout the investigation and enforcement of this matter, and that the Respondent has no prior record of complaints or disciplinary action with this Board.

CONCLUSIONS OF LAW

 Respondent, as the sole CPA owner of the Respondent Firm, was individually responsible for the Respondent firm's compliance with 941 tax requirements pursuant to 21 NCAC 08N .0103.

Order continued on page 5

STEP 1 STEP 2 STEP 5 STEP 3 STEP 4 The number of CPE Navigate to the Click on the "Find On the "Search for a When your record is Board's website. CPA" page, search for returned, click on the nccpaboard.gov. yourself using your "Details" link (to the name or CPA left of your name). certificate number.

How to Check Your CPE Carry-Forward Hours

If you have questions about your CPE carry-forward hours, contact Cammie Emery at cemery@nccpaboard.gov.

North Carolina State Board of Certified Public Accountant Examiners

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Office Closed Christmas

Thursday, December 24, 2020 Friday, December 25, 2020 Monday, December 28, 2020 New Year's

January 1, 2021

Order continued from page 4

- The failures to timely pay withheld money held in trust for the IRS constitute violations of 21 NCAC 08N .0201, .0203, and .0207.
- 3. Per N.C. Gen. Stat. §150B-42, this Board Order constitutes a Final Agency Decision of the Board.
- 4. Respondent is subject to the provisions of Chapter 93 of the North Carolina General Statutes and Title 21, Chapter 8 of the North Carolina Administrative Code. Pursuant to N.C. Gen. Stat. §93-12(9), the Board has the authority to impose discipline upon the Respondent and Respondent's certificate and to impose civil monetary penalties.
- Respondent Katrina Phyllis Carrington's conduct as set out above constitutes a violation of 21 NCAC 08N .0201, .0203, and .0207.
- Respondent's self-disclosure of the tax lien, her cooperation throughout the investigation and enforcement of this matter, and the absence of a prior record of complaints or disciplinary action are mitigating factors which the Board has taken into consideration in determining the appropriate discipline in this matter.

BASED ON THE FOREGOING, the Board orders in a vote of 7 to 0 that:

- The Certified Public Accountant certificate issued to Respondent, Katrina Phyllis Carrington, is hereby revoked for two (2) years. The revocation is stayed as long as the Respondent does not violate Chapter 93 of the North Carolina General Statutes or the Board's rules during the two-year time period. If the Board later finds that the Respondent has violated the aforementioned laws or rules, the stay shall be lifted and the Respondent's certificate shall be revoked for a period of two years from the date of the finding of such violation.
- 2. Respondent shall pay a civil penalty of one thousand dollars (\$1000.00).

Approved by the Board on November 23, 2020.

License Reclassifications

At its November 23, 2020, meeting, the Board approved the applications for reclassification submitted by the following individuals:

Reinstatement

| Gregory Thad Bryant, #36100 | Raleigh, NC |
|----------------------------------|----------------|
| Joseph James Martin, III, #24288 | Cincinnati, OH |

Reissuance

| David Peter Gallagher, #21898 | Monmouth Beach, NJ |
|-------------------------------|--------------------|
| Laura Adack Huntley, #33551 | Raleigh, NC |
| Dyan Dillion Riden, #41273 | Kernersville, NC |

Inactive Status

Between November 16, 2020, and December 2, 2020, the Board approved the individuals listed below for inactive status. "Inactive," when used to refer to the status of a person, describes a person who has requested inactive status and has been approved by the Board and who does not use the title certified public accountant, nor does he or she allow anyone to refer to him or her as a certified public accountant, and neither he nor she nor anyone else refers to him or her in any representation as described in Rule .0308(b) of this Section [21 NCAC 08 .0301(b)(20].

| Raymond Charles Glennon, #20194 | Raleigh, NC |
|--------------------------------------|-------------------|
| Joe Franklin Teague, Jr., #21286 | Charlotte, NC |
| Walter Lattes Williamson, III, #1697 | 1 Lucama, NC |
| Marilyn Veronica Bertelsen, #35249 | Winston Salem, NC |
| MaryKay Hagner Davis, #40786 | Wilmington, NC |
| Brittany Ann Suttle Johnson, #35208 | 8 Raleigh, NC |
| William Horton Marks #16488 | Skipwith, VA |
| Susanne C. Winquist, #14758 | Waxhaw, NC |
| Craig John Healy, #28554 | Basking Ridge, NJ |
| Dewey Cleston Slusher, III, #43702 | Portland, TN |
| Dwight David Vestal, #19791 | Winston-Salem, NC |
| Kathryn Jargowsky Conrad, #35428 | Kernersville, NC |
| Felicia Rawlings Mundy, #21498 | Rougemont, NC |
| Gerald Clyde Burke, #5137 | Hickory, NC |
| Arthur D. Cassill, #28043 | Greensboro, NC |
| Kristine Lynn Cutler, #29589 | Graniteville, SC |
| Jennifer Lin Davis, #28524 | Biltmore Lake, NC |
| Alan Ernest Rockett, #12795 | Atlanta, GA |
| L. Alexander Thomas, #26291 | Gastonia, NC |
| Linda White Welcker, #12908 | Matthews, NC |
| Thomas Ashby Barbee, #8620 | Concord, NC |
| Terry Francis Coyle, #18779 | Taylorsville, NC |
| Kenneth Wayne Hanner, #16593 | Thomasville, NC |
| Joseph Bryan McLeod, #19002 | Raleigh, NC |
| Ruth S. Morrison, #33051 | Randleman, NC |
| Leigh Lewis Underwood, #17525 | Kernersville, NC |
| James Norman Way, Jr., #14126 | McLeansville, NC |
| | |

Certificates Issued

On November 23, 2020, the Board approved the following individuals for licensure as North Carolina CPAs:

John Joseph Ackerson Michael Edward Allen Alanna Ng Aungvibool Rene Danielle Barcellona Kristin Leverenz Bears Beniamin Allen Belk Madison Anne Bell Laura A. Bennett Amy Elizabeth Black Jennifer Lynn Bodden Stephen Richard Boyd Angus Mathew Brown Larry Victor Brown Andrew James Bruce Nicholas Scott Bunner Brigitte Raguel Butler Germel Remon Chisholm Robert Larry Cochrane, Jr. Alexandra Marie Consiglio Robert Stanley Arnold Curley, III Ryan Frederick Dennehy Christopher James King Dickson Damon George Dionysopoulos Aspen Nicole Domske Paul Mitchell Drenth Maia Duca Logan Kyle Dziedzic Mohammad A.A. Egteeshat Parker Elizabeth Esoda Kate Nicole Etheridge Mark Connelly Everett, Jr. Xun Ella Fang Elizabeth Lillian Fisher Jeanette Meixner Franzel John Gilbert Frechette Michael David Frost Adrian Daniel Garcia Kevin Brian Garry Douglas Scott Gathright Aaron Jeffrey Gillingham Judy Thomas Gray Jacob Peter Gruia Caroline Elizabeth Harrison Brian Keith Hasson Yanyong He

Milton Everett Jackson Nehemiah Bruce Jackson Heather Marie Jayson David Lamont Jennings, Jr. Rebecca Almond Kalyuzhnyy Ellen Joyce Keeley Joseph Alan Kermes John Michael Klopfenstein Talor Rae Krauth Jonas David LaGrew Caroline Emily Lancia Ashley Nicole LaPorte William Evan Lassiter Johanna Lynn Lockwood Austin Thomas Lowrey Derek Robert Magnuson Matthew Stuckey Martin Malorie Justine Martino Suzanne Rose McClain Benjamin Thomas McKee Hannah Floyd McLeod Bernadette Salzano Millhorn **Kyle Andrew Minges** Brian Andrew Monahan Lucas Joshua Mueller Sarah Elizabeth Mueller Anne Martha Muldoon David James Murdock Duncan Harvey Myer Logan Herring Nash Paul Ernest Neustadter **Delaney Joy Noris** Christine Elizabeth O'Connor Type Callie Owens Katie Marie Pahl Mohammad Ali Paksima Jing Pan Laine Elizabeth Parker Asia Parveen Lucas Scott Peterson Thomas Patrick Pfiffner, Jr. Steven Mark Piascik Luis Gabriel Pizarro Roman John Michael Pouso Cyrus Cain Rattler

Adam James Regan Joshua Timberlake Reichard Joshua David Reid Timothy Michael Reynolds James Logan Rich Mary Peyton Roche Allison Sabrina Rushing Sage Alexandra Russoli Michael Alexander Saccavino Nicholas M. Savino Jordan Ashley Silcox Kelly Margaret Slattery Jia Song Reese Edwin Stewart Catherine Birchfield Stoddard Jenna Lvnn Thibault Greg Richard Thompson **Tiffany Thornton** Jamie Robert Walton Wendy Jeanne Warner Madison Claire Wauchope Paul Harlan Wilhelm Philip Wayne Williams Carl Patrick Williford, III Muhan Xu Nicole Noel Zakowicz Michael Teofilo Zanchelli

50 Years of Licensure

Congratulations to these North Carolina CPAs who have been actively licensed for 50 years:

Aubrey Edwin Strange, Jr. September 1970 Laurence Beckley Maddison, Jr. September 1970 Philip David Stuart October 1970 Leonard Ralph Creech, Jr. December 1970 John Weiss Harris December 1970

> James Irwin Kearney December 1970

2021 DATES TO REMEMBER

| JANUARY | | JULY | |
|-----------------|--|--------------------------------|---|
| Jan. 1 | Office Closed - New Year's Day | July 5 | Office Closed - Independence |
| Jan. 18 | Office Closed - Dr. Martin Luther King, Jr., Day | July 26 | Day Board Meeting - Raleigh |
| Jan. 25 | Board Meeting - Raleigh | July 31 | Final Deadline - CPA Certificate Renewal |
| Jan. 31 | Final Deadline - Firm Renewal & Peer Review Compliance Reporting | <mark>AUGUST</mark> Aug. 23 | Board Meeting - Raleigh |
| FEBRUARY | | <u>SEPTEMBER</u> | |
| Feb. 22 | Board Meeting - Raleigh | Sept. 6 | Office Closed - Labor Day |
| MARCH | | Sept. 20 | Board Meeting - Raleigh |
| March 17 | Board Meeting - Raleigh | OCTOBER | |
| <u>APRIL</u> | | Oct.18 | Board Meeting - Raleigh |
| April 2 | Office Closed - Good Friday | | |
| April 19 | Board Meeting - Raleigh | Nov. 11 | Office Closed - Veterans Day |
| <u>MAY</u> | | Nov. 22 | Board Meeting - Raleigh |
| May 2 | CPA Certificate Renewal Begins | Nov. 25 & 26 | Office Closed - Thanksgiving |
| May 24 | Board Meeting - Raleigh | DECEMBER | |
| May 31 | Office Closed - Memorial Day | Dec. 1 | Firm Renewal & Peer Review Compliance Reporting Begins |
| JUNE | | Dec. 13 | Board Meeting - Raleigh |
| June 28 | Board Meeting | | |
| June 30 | CPA Certificate Renewal | Dec. 23, 24, & 27 | Office Closed - Christmas |
| | Deadline | Dec. 31 | Firm Renewal & Peer Review Compliance Reporting Deadline |

The Board will post changes to dates, times, & locations on the Board's website, **nccpaboard.gov**. Until further notice, Board meetings will be held via WebEx.

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State Board of CPA Examiners

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Licensing Cammie Emery Alice Grigsby Buck Winslow

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Notice of Address Change

Please Print Legibly

| Full Name: | | | |
|---------------------|---------------|-----------------------|--|
| Certificate No.: | | Last 4 Digits of SSN: | |
| Home Address: | | | |
| City/State/Zip: | | | |
| Home Phone: | | Home Fax: | |
| Home Email: | | | |
| Firm/Business Name: | | | |
| Business Address: | | | |
| City/State/Zip: | | | |
| Business Phone: | | Business Fax: | |
| Business Email: | | | |
| Signature: | | | |
| Date: | Send mail to: | Home Business | |

Mail form to: PO Box 12827, Raleigh, NC 27605 Fax form to: (919) 733-4209

Pursuant to 21 NCAC 08J.0107, all certificate holders & CPA firms shall notify the Board in writing within 30 days of any change in home address & phone number; CPA firm address & phone number; business location & phone number; & email address.