

**North Carolina State Board of Certified Public Accountant Examiners**

1101 Oberlin Road Suite 104 • PO Box 12827 • Raleigh NC 27605

Phone 919-733-1423 • Fax 919-733-4209 • Web [nccpaboard.gov](http://nccpaboard.gov)

**REGISTRATION OF AN ADDITIONAL OFFICE OF CPA FIRM**

21 NCAC 08J .0108 requires all CPA firms to register with the Board and re-register annually in accordance with NCGS 93-12(8)(a) and 21 NCAC 08J and 08K.

Pursuant to 21 NCAC 08N .0306(c), the firm's name on letterhead, contracts, engagement letters, tax returns, and all professional services reports must match exactly the firm's name as registered with the Board and if applicable, the NC Department of Secretary of State.

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To register an additional office of a CPA firm, fill in the fields below and submit the completed form to the Board by mail, fax or email ([cemery@nccpaboard.gov](mailto:cemery@nccpaboard.gov)):

CPA Firm Name: \_\_\_\_\_

Supervising CPA's Name: \_\_\_\_\_

Supervising CPA's Certificate No.: \_\_\_\_\_

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

City, State & ZIP: \_\_\_\_\_

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

City, State & ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

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

Is this the firm's administrative office?                      Yes                      No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS.**