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Executive Director

OKLAHOMA ACCOUNTANCY BOARD
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APPLICATION TO USE A TRADE NAME (D/B/A)

The trade name registration procedure is only available to registrants who practice as non-incorporated sole proprietors, and only one trade name registration is allowed.

SECTION I – INFORMATION OF RECORD

Practice Name: _____

Name on Certificate or License: _____

CPA Certificate No. or PA License No.: _____

Office Mailing Address: _____

Name of Designated Manager: _____

Office Telephone No.: (____) _____ FAX No.: (____) _____

E-mail Address: _____

SECTION II – ORGANIZATIONAL INFORMATION

Changes of professional status or mailing address which occur subsequent to registration **MUST** be reported to the Oklahoma Accountancy Board within 30 days of the change.

Indicate *all* types of services which are performed through the practice:

- Audits Reviews Agreed upon procedures Compilations Tax return preparation
- Tax planning services Investment Services Financial planning Consulting Services
- Management Advisory Services Bookkeeping Services Litigation Support Services
- Other Accounting Services: _____

SECTION III – PEER REVIEW INFORMATION

Did you perform an audit last year? Yes No

Did you perform a review last year? Yes No

Did you perform a compilation? Yes No

Did you perform any audit engagements in accordance with Government Auditing Standards for Oklahoma government entities last year? Yes No

I am currently enrolled in a Board approved administering entity's peer review program. Yes No

My assigned peer review due date is: _____

- If 'YES' to any of the services listed in this section you are required to enroll in a Board approved administering entity's peer review program within one year of signing the initial engagement letter.
- Registrants are required to submit peer reviews by secure website; documentation must include:

Peer Review Enrollment Confirmation	Pass With Deficiencies or Fail Reports
<input type="checkbox"/> Enrollment in an OAB approved peer review program is required within 12 months of performing initial attestation engagement. (Proof of enrollment must be submitted to the OAB by the registrant).	<input type="checkbox"/> Peer Review Report <input type="checkbox"/> Letter of Comments <input type="checkbox"/> Letter of Response <input type="checkbox"/> Signed Agreement to the Conditional Letter of Acceptance <input type="checkbox"/> Final Letter of Acceptance from the Sponsoring Organization <input type="checkbox"/> \$100 Peer Review Report Fee
Pass Reports	
<input type="checkbox"/> Peer Review Report <input type="checkbox"/> Final Letter of Acceptance from the Sponsoring Organization	

SECTION IV – ATTESTATION

I attest that every CPA and PA on staff, who practices in Oklahoma or serves Oklahoma clients, holds a valid Oklahoma permit to practice or practices through mobility. If not, please attach an explanation.

I understand that the individual or firm registration and permit must remain in good standing to use a d/b/a as the business name. I understand the d/b/a name can not be changed without approval from the OAB. I certify that the information I have provided true and correct. I have not omitted or suppressed any information which would have any bearing on the renewal.

Original Signature

Date Signed

() _____
Office Telephone Number

Email Address

Please be aware that most information provided to the OAB is considered an open record and may be released, except where such release is specifically prohibited by the Oklahoma Accountancy Act, the Oklahoma Open Records Act, or the Federal Privacy Act (i.e., social security numbers, transcripts, examination grades, etc.).

FOR BOARD USE ONLY

Application Approved/Disapproved (circle one) By: _____ Approval Date: _____

Registrant Notified By: _____ Date: _____

Database Noted By: _____ Date: _____

Application Imaged By: _____ Date: _____

INSTRUCTIONS FOR APPLICATION TO USE TRADE NAME

1. **The trade name registration procedure is only available to registrants who practice as non-incorporated sole proprietors and only one trade name registration is allowed.** If you practice as a partnership or professional corporation you cannot use this form and should request the appropriate firm registration from the Board.
2. **You may not hold out or practice in the trade name until you have received approval from the Board.** A copy of this form indicating Board action on the request will be returned to you.
3. A trade name (d/b/a) must comply with Section 10:15-39-8.1 of the Oklahoma Administrative Code. Only one fictitious name is permitted. Two or more entities cannot use the same name, so the registrant who first registers the name with the Board will have the exclusive right to use the name until revoked.
4. If the sole proprietor includes the name of the franchisor or licensor in the fictitious practice name submitted to the Board, the practice name must include the registrant's last name with the name of the franchisor or licensor (for example, "Smith's [name of franchise]"). A franchise or license cannot be registered.
5. There is no fee for registering a practice trade name with the Board.
6. No separate permit to practice will be issued by the Board. Following registration of the trade name with the Board, the trade name should be listed on the individual annual registration form filed with the Board to renew the CPA certificate or PA license.

PLEASE NOTE: USE OF THE SINGULAR PROFESSIONAL DESIGNATION IS REQUIRED WHENEVER THE TRADE NAME IS USED

Sole proprietors are permitted to use only the singular professional designation on printed materials and signs associated with the practice. Even though you may have certified staff members, the single owner status of the practice requires that the singular designation be used.