

# COMPLAINT FORM INFORMATION & INSTRUCTIONS

The majority of certified public accountants (CPAs) are interested in maintaining goodwill and want to resolve any disputes. Direct communication with the accountant may resolve the problem more quickly. If, however, you are unable to attain satisfaction from the accountant, and it involves a matter over which the Board has jurisdiction, you may file a complaint by completing the COMPLAINT FORM.

## **JURISDICTION**

Nevada Accountancy Law NRS 628 provides the Nevada State Board of Accountancy jurisdiction in certain matters concerning individuals licensed by the State of Nevada as Certified Public Accountants (CPA). It does not have jurisdiction over anyone other than Certified Public Accountants and cannot proceed in matters where the individual is not a CPA. A CPA can only be disciplined for a violation of the State Board's Statute and Regulations.

The Board does not have jurisdiction over fee disputes and will not consider complaints submitted concerning what an accountant charges for services. There may be instances, however, where exorbitant fees could involve an act of discreditable conduct, in which case the Board would review the matter.

## **COMPLAINT PROCEDURE**

The Executive Director for the Nevada State Board of Accountancy will review complaints submitted with regard to Board jurisdiction and contact the parties involved. If necessary, a Board member will be assigned to proceed with an investigation and determination of probable cause for a formal complaint. If there is determined to be a basis for a formal complaint the matter will be scheduled for hearing. In some cases a settlement can be reached prior to the hearing under a Stipulated Agreement.

The Board investigates and takes administrative action, if warranted, to enforce pertinent sections of the law. The Board cannot represent private citizens in court or collect money on their behalf.

## **COMPLETION OF THE COMPLAINT FORM**

Complete all spaces on the attached form. If there is more than one accountant involved, please use separate sheets and provide complete information on each. Describe your complaint **briefly** on the form Question 4 and attach an additional written statement providing background, specifics and what action has been taken thus far.

Attach copies of substantiating information such as contracts, bills, documents, records, correspondence, penalty notices, etc. when submitting your complaint.

**MAIL THE COMPLETED FORM AND RELATED STATEMENTS TO THE ABOVE ADDRESS**



1325 Airmotive Way, Suite 220  
Reno, NV 89502  
(775) 786-0231

**COMPLAINT FORM**

Read attached Information & Instructions before completing this form.

DATE \_\_\_\_\_

**COMPLAINANT CONTACT INFORMATION**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address City State ZIP

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

( ) \_\_\_\_\_  
Home Number

( ) \_\_\_\_\_  
Work Number

( ) \_\_\_\_\_  
FAX Number

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

**COMPLAINT INFORMATION**

Please provide the following information for the accountant or accountants involved.  
Complete a separate form if more than one accountant is involved.

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Describe briefly what the accountant did to warrant your complaint.  
(Attach a separate statement to the application with full details.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you discussed this matter with your accountant? (Circle one) YES NO  
If NO, state the reason. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attempted to resolve this matter with the accountant? (Circle one) YES NO

Was there a written agreement or engagement letter between yourself and the accountant?  
If YES, Please enclose copy (Circle one) YES NO

Have you initiated legal action? (Circle one) YES NO  
If YES, Please explain status \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_