

WEST VIRGINIA BOARD OF ACCOUNTANCY EXTENSION REQUEST FORM

WV LICENSE NO. _____ NAME _____ EMPLOYER _____ ADDRESS _____ CITY, STATE, ZIP _____ SIGNATURE _____	CURRENT YEAR	3 YEAR PERIOD	TOTAL HOURS REQUIRED _____ TOTAL HOURS SECURED _____ TOTAL HOURS NEEDED _____
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Has an extension been requested in any of the previous three years? Yes ____ No ____
 If yes, give dates. Dates _____

Briefly explain your reason for this extension request.

Date you expect to have completed the CPE deficiency: _____
 (The Board will not grant an extension after June 1st so Board staff can send license renewals to renewing CPAs in a timely manner.)

Return form with appropriate extension fee with check to:
West Virginia Board of Accountancy, 405 Capitol Street, Suite 908, Charleston, WV 25301-1744

- Board Rules and Regulations provide for the following fees relating to CPE Requests for Extension:
- ◆ Extension requests postmarked on or before January 31 will be accepted with the payment of the \$75.00 Extension fee.
 - ◆ Extension requests postmarked subsequent to January 31 will require the payment of a \$150.00 late filing fee and the \$75.00 extension fee totaling \$225.00.
 - ◆ Any initial or additional Extension Requests after June 30 will be increased by \$75.00 per month, i.e. July = \$75.00, August = \$150.00, etc. Initial requests must also be accompanied by the late filing/extension fee of \$225.00.
 - ◆ License renewal payments from a CPA who has a pending CPE extension will not be accepted unless the reporting form has been returned documenting acceptable CPE credits. License renewal checks will be returned to the CPA.
 - ◆ A confirmation letter regarding the status of your Extension Request will be mailed within two weeks of receipt. If you have not received your confirmation letter within three weeks of submission, please call the Board office at **304/558-3557**.

FOR BOARD OFFICE USE	
BOARD STAFF DOCUMENTATION Extension Fee Paid \$ _____ Date _____	Extension Granted: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ Date Extended to: _____ <div style="text-align: right;">Initials _____</div>