

Helpful Links:

State of Florida	www.myflorida.com
Department of State	www.dos.state.fl.us
Department of Financial Services	www.fldfs.com
Department of Agriculture and Consumer Services	www.doacs.state.fl.us
Florida Institute of Certified Public Accountants	www.ficpa.org
Better Business Bureau	www.bbb.org
National Association of State Boards of Accountancy	www.nasba.org
American Institute of Certified Public Accountants	www.aicpa.org

About the Department of Business and Professional Regulation

The Department of Business and Professional Regulation is responsible for the regulation of Florida's professionals and businesses and their licensure. Professions are organized into the following divisions: Certified Public Accounting, Professions, Regulation and Real Estate, and they are supported by the Department's Division of Service Operations (Customer Contact Center, Intake and Education & Testing). Our regulation divisions are organized as Alcoholic Beverages and Tobacco; Land Sales, Condominiums and Mobile Homes; Hotels and Restaurants; and, Pari-Mutuel Wagering.

About the Division of Certified Public Accounting

The Division of Certified Public Accounting regulates and licenses Certified Public Accountants (CPAs). The Division provides administrative support to the Board of Accountancy, which consists of nine members: seven CPAs and two consumer members. The mission of the Division is to promote consumer protection by ensuring that certified public accountants and firms adhere to statutory requirements for licensure.

This information is brought to you by the Department of Business and Professional Regulation and the Florida Institute of Certified Public Accountants.



License efficiently. Regulate fairly.
1940 N. Monroe St.
Tallahassee, Florida 32399



Are Your Finances in Good Hands?

Hire Only Certified Public Accountants



Do you know who you're giving your private, financial information to?

Are you using a state-licensed CPA?

In Florida, Certified Public Accountants (CPAs) are licensed and regulated by the Department of Business and Professional Regulation's Division of Certified Public Accounting. All accountants are not Certified Public Accountants. In order to be a Certified Public Accountant, one must pass the uniform CPA examination, meet the requirements of Florida state laws, and be issued a license by the Florida Board of Accountancy. Licensed CPAs, including sole proprietors, are only allowed to practice in a licensed firm.



Are your finances in good hands? Should you be using a CPA?

According to Florida law, only Certified Public Accountants can perform certain services such as audits, reviews, compilations and issue opinions regarding your financial statements. If you or your business requires these services, you must use a licensed CPA. An accountant is not required to have a state-issued license to prepare taxes. Also, a license is not required to perform certain bookkeeping services.

Why is it important that I choose a CPA?

Hiring a Certified Public Accountant to handle your accounting is the surest way to make sure that the services are correctly, professionally and responsibly completed. Remember that CPAs are educated, tested and regulated by the state of Florida and must be recertified every two years. In addition, CPAs must fulfill continuing education requirements every renewal cycle.

Because CPAs are regulated, you can file a complaint against a CPA, and if warranted, the Department can bring administrative action against the licensee. Unfortunately, if the subject is not a CPA, the Department has no jurisdiction. Your only option would be to take civil action against the individual.

When choosing a CPA, follow these tips:

- >> Check the license status at www.MyFloridaLicense.com or call the DBPR **Customer Contact Center** at **850-487-1395**.
- >> Make sure the license is current, and check for any complaints or disciplinary actions against the licensee.
- >> Interview the prospective CPA. Find out what type of accounting work they typically perform. Compare the CPA's experience to your service needs.
- >> Ask about the office hours of the CPA. Determine whether the office is open year-round.
- >> Before having any work done by the CPA, make sure you receive an engagement letter detailing the work to be performed and the cost of the services.

To verify a CPA's license or to file a complaint against a CPA, call **850-487-1395** or visit www.MyFloridaLicense.com.

To report unlicensed activity, please call **866-532-1440** or visit www.MyFloridaLicense.com.

