



MISSISSIPPI STATE BOARD OF PUBLIC ACCOUNTANCY

5 OLD RIVER PLACE, SUITE 104
JACKSON, MS 39202-3449

(601) 354-7320 (601) 354-7290 FAX
www.msbpa.state.ms.us email@msbpa.state.ms.us

Complaint Form*

Please read attached instructions before completing and submitting this form.

Please Print or Type

1. Your name and contact information:

(Last Name)

(First Name)

(Middle Name)

(Mailing Address)

(City)

(State)

(Zip Code)

(Telephone Number – Home)

(Telephone Number - Work)

(Email Address)

2. Name and contact information of CPA involved in complaint (see note below):

CPA/Firm Name: _____

Address: _____

Telephone Number: _____

3. Have you attempted to resolve your concerns with the accountant? ☐ Yes ☐ No

4. Was there a written agreement or engagement letter between you and the accountant? ☐ Yes ☐ No (If Yes, please attach a copy)

5. Attach a letter to this form explaining your complaint (see item number 5 on page two). Also attach copies of pertinent documents.

NOTE: If you have complaints concerning more than one accountant, please use a separate sheet to write the responses to questions 3 through 6 for each accountant, or make copies of this form for your responses. Please attach **copies** of any pertinent documents related to your complaint including, but not limited to, correspondence, contracts, or bills received. You should retain the **originals** of these documents.

My signature indicates my permission to release my name and the information related to this complaint to the accountant involved, as noted above.

Signature

Date

*Use this form to make complaints against: Mississippi Licensed Certified Public Accountants; CPA Firms; and Certified Public Accountants Licensed in Other States Granted A Practice Privilege in Mississippi Under MS Code Section 73-33-17.

Mail or deliver this completed complaint form and related documents to:

Mississippi State Board of Public Accountancy
Attention: Elizabeth Greenwood, Investigator
5 Old River Place, Suite 104
Jackson, MS 39202-3449

Summary of Procedure for Filing a Complaint Against a Licensed Certified Public Accountant

This guide should be used in filing a complaint against an accountant or requesting Board review and assistance involving an accountant. Please provide as much of the following information as possible:

1. The complaint or request should be submitted on the official Mississippi State Board of Public Accountancy Complaint Form.
2. Provide your name, complete mailing address, and daytime telephone number with area code.
3. Provide the names, addresses and daytime telephone numbers of any other person (or business entities) that have been harmed or may have relevant information.
4. Provide the name of the accountant along with the name of the firm, the complete mailing address, daytime telephone number.
5. Provide a description of the way the accountant has harmed you or violated board Statutes or Rules.
 - a) Indicate the specific things that were done improperly.
 - b) Describe the evidence that is available and provide copies of accountant's reports, correspondence, invoices, or other written items to document the complaint.
 - c) Provide the name, address, and daytime telephone number of any witness that could provide testimony.
6. If you have a signed engagement agreement with the accountant, a copy should be provided.
7. By signing the complaint form, you agree that the information supplied in response to the questions above can be disclosed to accountant in connection with the Board's investigation.

We will acknowledge your complaint after it is received but may not contact you unless we need more information until the complaint is resolved. Depending on the complexity of the complaint, it may take as long as six to nine months, possibly longer, to resolve your complaint.

Send your complaint form and related documents to:

Mississippi State Board of Public Accountancy
Attn: Elizabeth Greenwood, Investigator
5 Old River Place, Suite 104
Jackson, MS 39202-3449

Please note: If the complaint is about the amount of fees charged for services, this Board will not be able to help you. Contractual matters between the accountant and client are covered under civil law and are not under the Jurisdiction of the Board of Accountancy.

If the complaint is made about the retention of client records after a written demand was made for them, please provide a detailed list of the client's records that have been retained and a copy of your written request for the records.

Frivolous Complaints - Excerpt from § 73-33-11 of the Public Accountancy Statutes: *In a proceeding conducted under this section by the board for disciplinary action against a licensee, or permit holder, those reasonable costs that are expended by the board in the investigation and conduct of a proceeding for discipline including, but not limited to, **the cost of service of process, court reporters, expert witnesses, investigators and legal fees may be imposed by the board on the accused, the charging party or both.***