



The Washington State Board of Accountancy regulates certified public accountants; the Board has no authority over non-CPA accountants or bookkeepers, unless they are using the CPA title or otherwise in violation of RCW 18.04.345. The Board is not empowered to resolve fee disputes, award damages, settle disputes over tax code interpretation, or otherwise settle claims. The Board's jurisdiction extends to potential disciplinary actions only where violations of the Public Accountancy Act or Board Rules occur. The Board can, for cause shown, revoke, suspend, refuse to renew, administratively penalize, reprimand, restrict, or place on probation the holder of a certificate or license, or refuse to issue any license to an applicant.

### YOUR CONTACT INFORMATION

Your Full Name: \_\_\_\_\_  
*(Last, First, Middle, Suffix)*

Mailing Address *(Street, City, State or Province, Zip code, and Country):*

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

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

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

### CPA or FIRM YOU ARE FILING AGAINST

Full Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Mailing Address *(Street, City, State, and Zip code):*

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

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

License/Certificate Number: \_\_\_\_\_

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

UBI #, if known: \_\_\_\_\_

### GENERAL INFORMATION

Yes  No I understand that this complaint is subject to a Public Records Request per Chapter 42.56 RCW.

Yes  No I have contacted the person(s) I am complaining about to resolve this matter.

Yes  No I have contacted an attorney to assist in resolving this matter.

Attorney's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address *(Street, city, state and zip code):* \_\_\_\_\_  
\_\_\_\_\_

Yes  No Have you filed a complaint or intend to file a complaint with another agency? If yes, name the agency(s).  
\_\_\_\_\_

Yes  No Is a court case currently in progress regarding the complaint? If yes, please provide attorney contact information.

Attorney's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address *(Street, city, state and zip code):* \_\_\_\_\_  
\_\_\_\_\_

**SPECIFIC INFORMATION ABOUT THE COMPLAINT**

Include names, dates, and other information you believe to be relevant to your complaint, in as much detail as possible.

**Use additional sheets of paper if necessary**

Please list available documentation relevant to the complaint, such as any communications (e.g. IRS notices), documents such as tax returns, financial statements, contracts, engagement letters, or other evidence to assist us in evaluating your complaint and making a determination whether a specific type of violation has occurred. Staff may request copies, as needed. Do not send these in until requested to do so.

Please understand that if sufficient evidence is not readily available, your allegation(s) (a) might be determined to be unsubstantiated and dismissed, or (b) the time to complete the investigation and conclude the matter could be significantly delayed.

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**CERTIFICATION OF COMPLAINT**

By signing below, you:

- Declare under penalty of perjury under the laws of the State of Washington that the information contained in this complaint is true and accurate.
- Understand that the Washington State Board of Accountancy is required to comply with the Public Records Act, Chapter 42.56 RCW.
- Understand the agency will contact the person you are complaining about and may provide a copy of your complaint to afford them an opportunity to respond.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail to: PO Box 9131, Olympia, WA 98507  
Physical: 711 Capitol Way S, Suite 400, Olympia, WA 98501  
Contact via email: [investigations@cpaboard.wa.gov](mailto:investigations@cpaboard.wa.gov)

Phone: (360) 753-2586  
Fax: (360) 664-9190

YOU ARE ADVISED TO KEEP FOR YOUR RECORDS ALL DOCUMENTS YOU COPIED AND SUBMITTED TO THE BOARD.

Please be advised: The Washington State Board of Accountancy is required to comply with the Public Records Act, [Chapter 42.56 RCW](#). The information you submit to the Board may ultimately be subject to disclosure as a public record.