

d/b/a Registration - Electronic

OKLAHOMA ACCOUNTANCY BOARD
4545 North Lincoln, Suite 165
Oklahoma City, OK 73105-3413
405, 521-2397

APPLICATION TO USE A TRADE NAME (D/B/A)

**** See Instructions on Reverse Side ****

1. Practice Name: _____

2. Your Name: _____

3. CPA Certificate No. _____ PA License No. _____

4. Office Mailing Address: _____

5. Name of Designated Manager: _____

6. Office Telephone No. (_____) _____ FAX No.(_____) _____

7. Please indicate the legal form of the firm by **answering "Yes" or "No" to each**:

Franchise _____ Partnership _____ Professional Corporation _____

Sole Proprietor _____ Business Corporation _____ License Agreement _____

8. Please indicate all types of services which may be performed through the practice:

Audits Governmental Audits Compilations or Reviews Financial Planning

Tax Return Preparation Tax Planning Management Services Other: _____

9. **I certify that the information I have provided on this form is true and correct.**

I understand that I cannot commence practicing in the trade name until written notification of approval to use the name has been received from the Oklahoma Accountancy Board.

Original Signature In Ink

Date Signed

SUBMIT ORIGINAL FORM TO THE BOARD - FAX COPIES NOT ACCEPTED

INSTRUCTIONS FOR APPLICATION TO USE TRADE NAME

- 1. The trade name registration procedure is only available to registrants who practice as sole proprietors and only one trade name registration is allowed.** If you practice as a partnership or professional corporation you cannot use this form and should request the appropriate firm registration from the Board.
- 1. You may not hold out or practice in the trade name until you have received approval from the Board.** A copy of this form indicating Board action on the request will be returned to you.
2. A trade name (d/b/a) must comply with **10:15-39-8(d)** of the Oklahoma Administrative Code. Only one fictitious name is permitted. Two or more entities cannot use the same name, so the registrant who first registers the name with the Board will have the exclusive right to use the name until revoked.
3. If the sole proprietor includes the name of the franchisor or licensor in the fictitious practice name submitted to the Board, the practice name must include the registrant's last name with the name of the franchisor or licensor (for example, "Smith's [name of franchise]"). A franchise or license cannot be registered.
4. There is no fee for registering a practice trade name with the Board.
5. No separate permit to practice will be issued by the Board. Following registration of the trade name with the Board, the trade name should be listed on the individual biennial registration form filed with the Board to renew the CPA certificate or PA license.

PLEASE NOTE: USE OF THE SINGULAR PROFESSIONAL DESIGNATION IS REQUIRED WHENEVER THE TRADE NAME IS USED

Sole proprietors are permitted to use only the singular professional designation on printed materials and signs associated with the practice. Even though you may have certified staff members, the single owner status of the practice requires that the singular designation be used.

FOR BOARD USE ONLY

Registration Approved By: _____ Date Approved: _____

Disapproved By: _____ Date: _____

Copy Mailed to Registrant By: _____ Date: _____

Added to List By: _____ Date: _____

Original in Trade Name File By: _____ Date: _____

Database Noted By: _____ Date: _____

Copy in Individual File By: _____ Date: _____