

## Chapter Accy 4

## BIENNIAL REGISTRATION

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**Accy 4.01 More than one office.** A proprietorship, partnership or corporation with more than one office in Wisconsin is required to register only once.

**History:** Cr. Register, May, 1974, No. 221, eff. 6-1-74.

**Accy 4.02 Individual and firm registration.** All Wisconsin resident partners, stockholders and others with an equity interest in a firm of public accountants or certified public accountants must be registered as individuals. In addition, all resident firms with which they are associated must be registered except as noted in Accy 4.03, Wis. Adm. Code.

**History:** Cr. Register, May, 1974, No. 221, eff. 6-1-74; r. and recr. Register, February, 1976, No. 242, eff. 3-1-76.

**Accy 4.03 Individual registration of sole proprietor.** A sole proprietor practicing in his own name must register as an individual. One so registered may also register as a firm, if he chooses to do so.

**History:** Cr. Register, May, 1974, No. 221, eff. 6-1-74.

**Accy 4.04 Names or designations not to be misleading.** Applicants shall not submit for registration names or designations which are misleading.

**History:** Cr. Register, May, 1974, No. 221, eff. 6-1-74.

**Accy 4.05 Applications for registration.** Registration shall be by application which is to include such information relating to identification, professional competence, and conduct as may be specified by the board.

**History:** Cr. Register, May, 1974, No. 221, eff. 6-1-74.

**Accy 4.06 Firms without office in this state.** Firms without a bona fide office in this state may apply for registration if all partners, stockholders and others with an equity interest in the firm from the office responsible for the Wisconsin engagement or engagements have Wisconsin certified public accountant certificates and are properly registered to practice in Wisconsin. All other nonresident partners, stockholders and others with an equity interest in the firm must have certified public accountant certificates in good standing and be licensed to practice in the state of their resident office.

**History:** Cr. Register, May, 1974, No. 221, eff. 6-1-74; r. and recr. Register, February, 1976, No. 242, eff. 3-1-76.

**Accy 4.07 Reporting of nonresident partners.** (1) Non-resident partners of firms registered to practice in Wisconsin, or their corporate counterparts, must be registered to participate as individuals in Wisconsin when such partner has direct responsibility and authority in the Wisconsin practice.

(2) Except as noted in (1) above, firms with a bona fide office in this state are not required to register non-resident partners, stockholders or others with an equity interest in the firm, but these must be reported in writing to the board at the time of biennial registration and must be holders of certified public accountant certificates in good standing and be licensed to practice from the state or other state jurisdiction of their resident office.

**History:** Cr. Register, May, 1974, No. 221, eff. 6-1-74; r. and recr. Register, February, 1976, No. 242, eff. 3-1-76; am. Register, October, 1976, No. 250, eff. 11-1-76; am. (2), Register, December, 1978, No. 276, eff. 1-1-79.

**Accy 4.08 Fees.** Fees shall be those specified in s. 440.05, Stats.

**History:** Cr. Register, May, 1974, No. 221, eff. 6-1-74; am. Register, October, 1974, No. 226, eff. 11-1-74; r. and recr. Register, December, 1978, No. 276, eff. 1-1-79.

**Accy 4.09 Firms with a bona fide office in Wisconsin but no resident partner or stockholder.** (1) Firms with a bona fide Wisconsin office but with no Wisconsin resident partner or stockholder, may be registered to practice in Wisconsin. Firms so registered must have designated one or more partners or stockholders from the out-of-state office responsible for the practice from the bona fide Wisconsin office, as the managing partner(s) or stockholder(s) for the Wisconsin practice. Partners or stockholders designated must be registered properly to practice in Wisconsin. All other nonresident partners, stockholders and others with an equity interest in the firm must hold certified public accountant certificates in good standing and be licensed to practice in the state of their resident office.

(2) A bona fide office is one which has the following characteristics:

(a) *Office facilities.* Readily identifiable as the certified public accountant's separate office.

(b) *Supervision.* Work performed by or through the office is under the direct supervision of one or more certified public accountants.

(c) *Certified public accountant availability.* A certified public accountant is present in the office on a regular basis and frequently.

(d) *Staffing.* During normal business hours, there is present in the office a partner or proprietor of the firm or a person employed by the firm. This requirement will not be applicable where the firm has but one office.

**History:** Cr. Register, February, 1976, No. 242, eff. 3-1-76; renum. to be (1) and am., cr. (2), Register, December, 1978, No. 276, eff. 1-1-79.

**Accy 4.10 Registration of service corporations.** (1) A service corporation, being a separate entity in its own right, must be registered as a firm if it is to practice in Wisconsin.

(2) All stockholders of a service corporation registered to practice in Wisconsin must also be registered to practice as individuals.

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(3) Service corporations registered to practice must be in compliance with section 180.99 Wis. Stats. This includes proper registration with the secretary of state and the register of deeds for the county in which the firm is located or has its principal office, and the filing of the required annual report.

(4) The corporate name of a service corporation cannot be misleading by including a designation such as "and Company" or "and Associates" when there is only one stockholder.

(5) In accordance with s. 180.99(7) Stats., a service corporation with only one stockholder may have only one director, who shall be the stockholder and who shall serve both as president and treasurer. Other officers in this situation need not be certified public accountants or public accountants registered in Wisconsin, but such other officers cannot be stockholders. Such other officers must be reported at the time of biennial registration, and the board informed within 30 days after any change in status.

**History:** Cr. Register, February, 1976, No. 242, eff. 3-1-76; am. (5), Register, December, 1978, No. 276, eff. 1-1-79.

**Accty 4.11 Late registration fee.** **History:** Cr. Register, October, 1976, No. 250, eff. 11-1-76; r. Register, December, 1978, No. 276, eff. 1-1-79.