



Instructions for the Governmental Accounting Experience Verification Form

This form is to be completed by the individual who supervised your work and must be one of the following:

- * CPA from U.S.
- * CPA or CA from Australia
- * CA from Canada, Ireland and/or New Zealand
- * Contadores Publicos Certificado (CPC) from Mexico
- * CPA from Hong Kong

Note: By administrative rule: (e) For purposes of (c) and (d) above, no experience shall be counted being under the direction of a licensed CPA, CA, CPC or other equivalent foreign designation holder unless such licensee has the authority to review, direct and evaluate on a continuing basis the accounting activities of those who are under the licensee's professional accounting control.

- The verifying CPA must have been active during the the entire period of employment being attested on this form. Experience gained under an inactive/expired CPA should not be listed on this form.
- Forward this form to the supervising CPA for completion.
- Upon receipt, upload this form into your online application.

Governmental Accounting Experience Verification Form

Applicant Name: _____

Dates of Employment: From: _____ To: _____ Full Time Part Time

CPA OR CHARTERED ACCOUNTANT VERIFYING INFORMATION- Specific type of licensure held:

- Certified Public Accountant (US)
- Chartered Accountant (Canada)
- Chartered Accountant (Ireland)
- Certified Public Accountant (Hong Kong)
- Certified Public Accountant (Australia)
- Chartered Accountant (Australia)
- Contadores Publicos Certificado (Mexico)
- Chartered Accountant (New Zealand)

CPA or CA Name: _____

Government Employer: _____

Position Held in Agency: _____

State, Country or Province where licensed held: _____ Expiration Date: _____

The remainder of this form requests verification of the candidate's compliance with the Governmental Experience Requirement RSA 309-B:5, X. Please check the applicable sub paragraph below.

- A) The candidate audited the tax returns or books and accounts of non-governmental entities in three (3) or more distinct line of commercial or industrial business in accordance with generally accepted auditing standards under the direction of a licensee.
- B) The Candidate audited the books and accounts or activities of three (3) or more governmental agencies or distinct organizational units in accordance with generally accepted auditing standards under the direction of a licensee and reporting on their operations to a third party, to the Congress or to a state legislature.
- C) The candidate reviewed financial statements and supporting material covering the financial condition and operations of non-governmental entities engaged in three (3) or more distinct lines of commercial or industrial business under the direction of a licensee to determine the reliability and fairness of the financial reporting and compliance with generally accepted accounting principles and applicable government regulations for protection of investors and consumers.

If you checked A or C you must list the three or more distinct lines of commercial or industrial businesses or if you check B you must list the three or more governmental agencies in compliance with RSA 309-B: 5, X.

Were the hours actual or approximate? _____

of hours auditing tax returns or books and accounts on non-governmental entities _____

of hours auditing the books and accounts or activities of three(3) or more governmental agencies or distinct organizational units _____

of hours reviewing the financial statements and supporting material coverage the financial condition and operations of non-governmental entities engaged in three(3) or more distinct lines of commercial or industrial business. _____

of hours (administrative non-billable, CPE, vacation, etc.) _____

The information contained in the reference is true and correct to the best of my knowledge and belief.

Printed Name _____ Signature _____ Date _____