

Firm Name & Number:
Peer Review Year End:
Peer Review Due Date:

Review Stage	Question	Check applicable boxes (but not all) of information to be submitted to SBOA
Fieldwork has started	<p>For engagement reviews – has the firm sent workpapers for the selected engagement(s) to the peer reviewer?</p> <p>For system reviews – has the peer reviewer been to the firm’s office and reviewed engagement workpapers, CPE records, etc.?</p>	<input type="checkbox"/> Date fieldwork started <input type="checkbox"/> Date closing meeting is scheduled <input type="checkbox"/> Date exit conference is scheduled <input type="checkbox"/> Overdue letters (if applicable) <input type="checkbox"/> Extension approval letter (if applicable) <input type="checkbox"/> Date workpapers were received by AE <input type="checkbox"/> Date technical review started <input type="checkbox"/> Date review was presented to RAB <input type="checkbox"/> Date review was accepted by RAB <input type="checkbox"/> Date acceptance letter signed by firm (if applicable) <input type="checkbox"/> Completion letter <input type="checkbox"/> Delay/Defer letters <input type="checkbox"/> Letters scheduling disagreement panels <input type="checkbox"/> Letters communicating additional corrective actions
Scheduling	Has the firm selected a peer reviewer and is scheduling complete?	<input type="checkbox"/> Scheduling Reminder letters <input type="checkbox"/> Firm-on-Firm confirmation letter <input type="checkbox"/> Name of captain and reviewing firm <input type="checkbox"/> Extension approval letter (if applicable) <input type="checkbox"/> Date fieldwork is/was scheduled to start
Pre-Scheduling	Has the firm submitted information about the firm’s A&A practice and personnel to the administering entity (state society) via the peer review system (PRIMA)?	<input type="checkbox"/> Peer Review Information Reminder Letters <input type="checkbox"/> Extension approval letter (if applicable) <input type="checkbox"/> Date peer review information submitted

In accordance with Peer Review Standards Interpretation 146-3,
the identified objective information about the status of the firm’s peer review.

agrees to allow the AICPA or the administering entity to provide

[MANAGING PARTNER or PEER REVIEW CONTACT]

Cc: Applicable State Board of Accountancy