

## ON-LINE LICENSE RENEWAL INSTRUCTIONS

- All Firm Permits expire December 31 of every year. All Even Numbered CPA and PA licenses expire December 31 of even numbered years and all Odd Numbered CPA and PA licenses expire December 31 of odd numbered years.
- Postcards notifying licensees of license expiration are mailed to the mailing address of record 60 days prior to the license expiration date.
- Renewal fees for all licenses may be paid on-line 60 days prior to the expiration date of the license.
- Licensees who do not wish to use the on-line fee payment for license renewal need to contact the Board office to obtain a paper renewal form.
- Upon logging into the on-line renewal fee payment system (link at bottom of this page)
  - Click on “Begin”
  - Make sure Accountancy Board appears in the initial window
    - click on “Log in”
  - Select Profession from drop-down menu, enter license number without leading zeros, enter zip code as it appears on front of postcard
    - Read and click certification statement
    - Select “Continue”
  - Verify Information:
    - **firmlicense renewal** – select ownership type from drop-down menu – If other than Sole Proprietorship with no CPA employees, Forms A, B, C, and D located at: <http://tn.gov/commerce/boards/tnsba/forms.shtml> must be completed and submitted to the TNSBA office prior to license renewal.
    - **all licensees** check address information and change if incorrect
    - select “Continue”
  - Confirm Information
    - Check for any changes made
    - Read and click certification statement
    - Select Continue
  - Informational Screen
    - CPAs and PAs – Licenses will be renewed upon payment of fees
    - Firms – Payment on-line expedites the renewal process, however, firms (other than sole proprietorships with no CPA employees) must complete forms A, B, C, and D located on the web at: <http://tn.gov/commerce/boards/tnsba/forms.shtml>
  - Answer Renewal Questions
    - Read and click certification statement
    - Select Continue

- Continue with Payment
  - Follow Directions
  - Select Submit
- Print Confirmation Screen – keep this information for your record of payment

On-Line Renewal Payment Fee Address:  
<http://www.tennesseeanytime.org/cirens>