

Preliminary SOP Accounting and Tax Compliance

Applicant Name	
Applicant Business Name	

Document Attachment Area in Accela Citizen Portal: Step 3: Attachments > Documents

Step 1: After reaching “Step 3: Attachments > Documents” in the application, click “Add” to upload each attachment relevant to your application.

Step 2: Once all attachments have been uploaded, click “Actions” next to each uploaded file to assign the relevant attachment type.

Attestation of Understanding:

I attest that I will resubmit Standard Operating Procedures for Accounting and Tax Compliance that comply with final regulations upon their adoption and identification of a physical business premise as a condition to converting to a license.

Click the box to confirm attestation:

GAAP Standards Compliance:

Standard operating procedures for accounting and tax compliance that includes two (2) topics relevant to the specific license type. Plans may include but are not limited to procedures for staying consistent with GAAP (Generally Acceptable Accounting Principles) standards, the timely filing of taxes or a related topic identified by the applicant.

Example: Use of GAAP-compliant accounting software, regular audits by certified public accountants.

Character Limit: 4,000 for each topic

Topic 1:

Topic 2: