



## ACAT CREDENTIAL REINSTATEMENT REQUEST FORM

ACAT annual renewals are due June 30th of each year. If you do not pay your renewal fees or meet your CPE requirements, your credential(s) will be suspended. You have five years from the date of suspension to request reinstatement. The reinstatement fee is \$75 (one credential) or \$100 (two or more credentials) + current year's credential renewal fees.

Yes, I want to reinstate my ACAT credentials. I understand this will reinstate my credential(s) through June 30, 2012, at which time renewal fees becomes due for 2012-2013.

**Please reinstate the following credentials (check all that apply)**

ABA Accredited Business Accountant/Advisor       Accredited Tax Preparer (ATP)  
 Accredited Tax Advisor (ATA)                       Accredited Retirement Advisor (ARA)

**CPE requirement, please initial:**

Over the past 12 months, I have earned one third of the CPE required for the credential to be reinstated.

The CPE required for reinstatement in accountancy (ABA) is 40 hours over the last 12 months, 8 of which must be in accounting and related subjects and 8 must be in taxation.

The CPE required for reinstatement of the Accredited Tax Advisor (ATA) is 30 hours over the last 12 months in taxation and related subjects and in ethics.

The CPE required for reinstatement of the Accredited Tax Preparer (ATP) is 24 hours over the last 12 months in taxation and related subjects and in ethics.

**Fees: Reinstatement Fee**

1 Credential:      \$75      2-4 Credentials: \$100  
= \$ \_\_\_\_\_

**+ Outstanding Renewal Fees:**

1 Credential:      \$80  
2 Credentials:    \$120  
3 Credentials:    \$155  
4 Credentials:    \$185  
= \$ \_\_\_\_\_  
Total Due: = \$ \_\_\_\_\_

**Payment information**

Check or Money Order, payable to ACAT    American Express    Discover    MasterCard    Visa

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Submit this form with payment and CPE information to:  
**Accreditation Council for Accountancy and Taxation**  
1010 N. Fairfax Street, Alexandria, VA 22314-1574  
Fax: 703.549-2512 • Toll-free: 888.289.7763