



Q due date

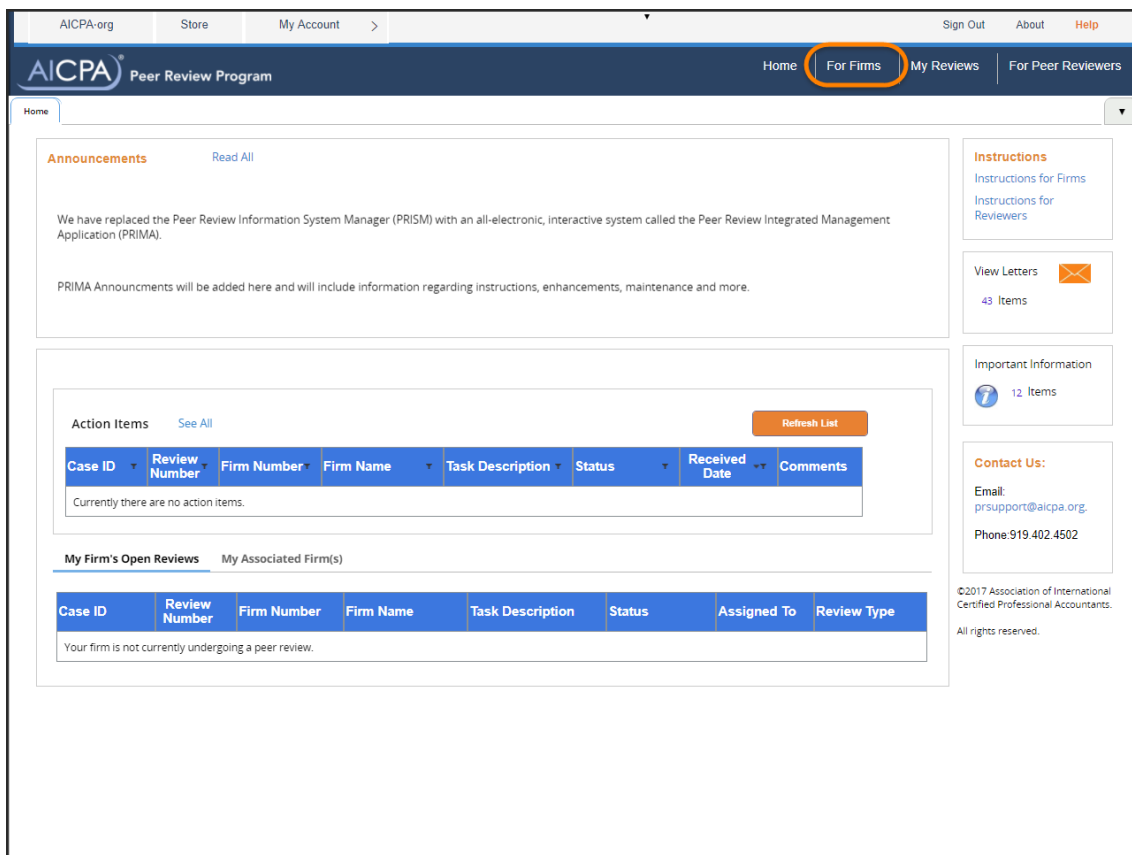
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Requesting a Year End Change in PRIMA (Firm)

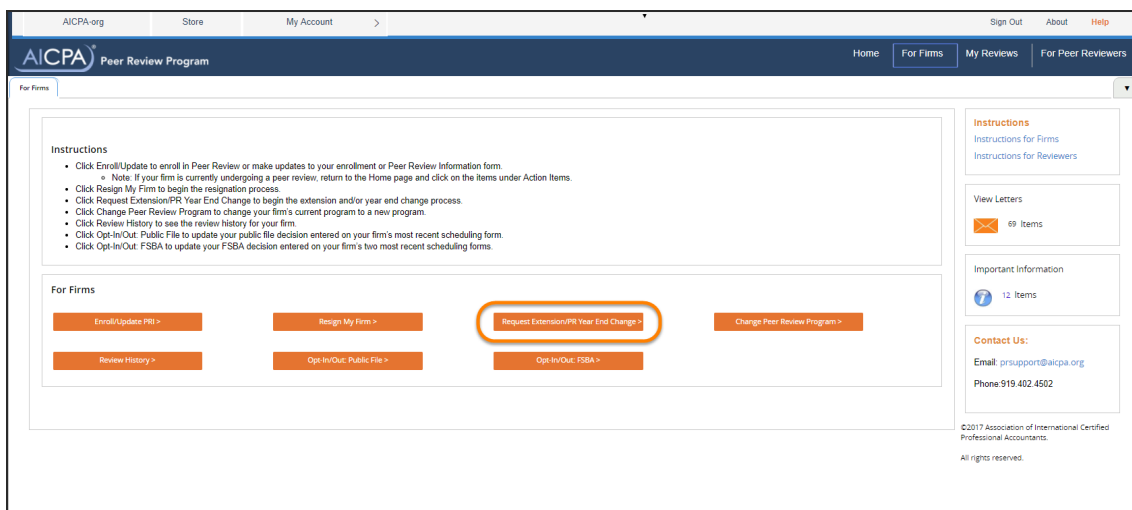
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To request a change to your firm's year end date, perform the following steps:

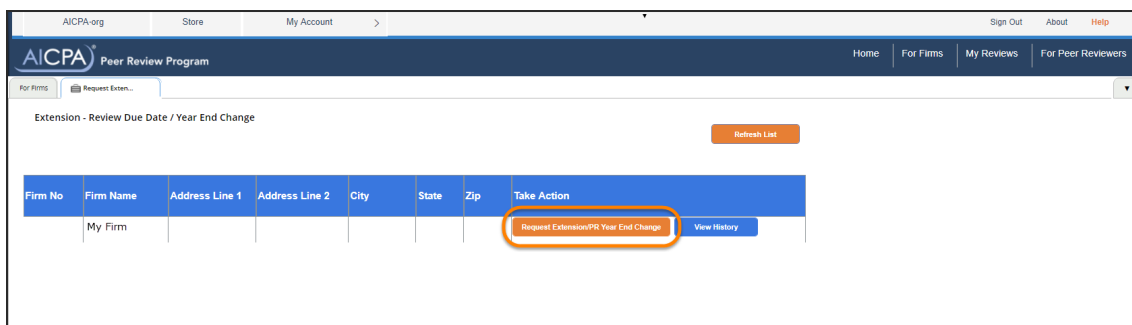
1. Click **For Firms**.



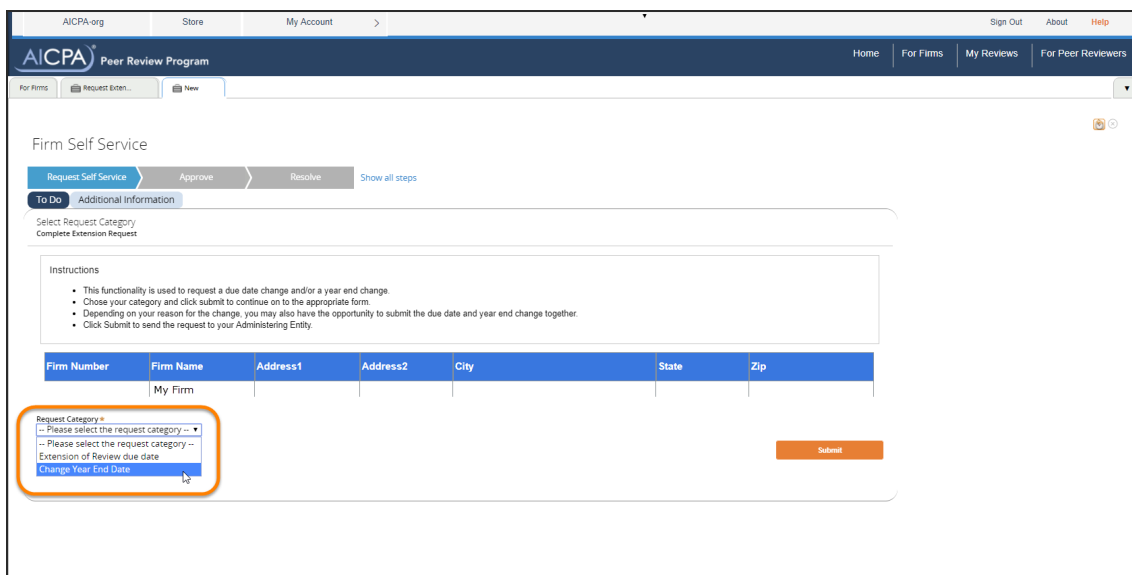
2. Click **Request Extension/PR Year End Change**.



3. If associated to more than one firm, locate the appropriate firm and click **Request Extension/PR Year End Change**.



4. For **Request Category**, select **Change Year End date**.



5. Click **Submit**.

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For Firms | Request Extension | New

Firm Self Service

Request Self Service | Approve | Resolve | Show all steps

To Do | Additional Information

Select Request Category
Complete Extension Request

Instructions

- This functionality is used to request a due date change and/or a year end change.
- Choose your category and click submit to continue on to the appropriate form.
- Depending on your reason for the change, you may also have the opportunity to submit the due date and year end change together.
- Click Submit to send the request to your Administering Entity.

Firm Number	Firm Name	Address1	Address2	City	State	Zip
	My Firm					

Request Category
Change Year End Date

Help | Submit

6. If appropriate, select **I would like to request a peer review due date extension.**

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For Firms | Request Extension | New

Firm Self Service

Request Self Service | Approve | Resolve | Show all steps

Assignment | Additional Information

Year End Date Extension
Complete Change Year End Request

Next Peer Review Year End
01/25/2019
Due Date of Next Peer Review
02/25/2018

If you are considering requesting a change in your firm's next peer review year-end, please note:

- Changes are permanent.
- Changes require approval.
- Changes may be appropriate if your firm's peer review due date falls during a busy time of year or if significant engagements are consistently not completed by the due date.

Your firm's next peer review due date will not change as a result of the year-end change. However it will change to 6 months after the new year-end date for your subsequent review.

If an extension is also necessary for the current review, please select the accept review due date extension.

I would like to request a peer review due date extension

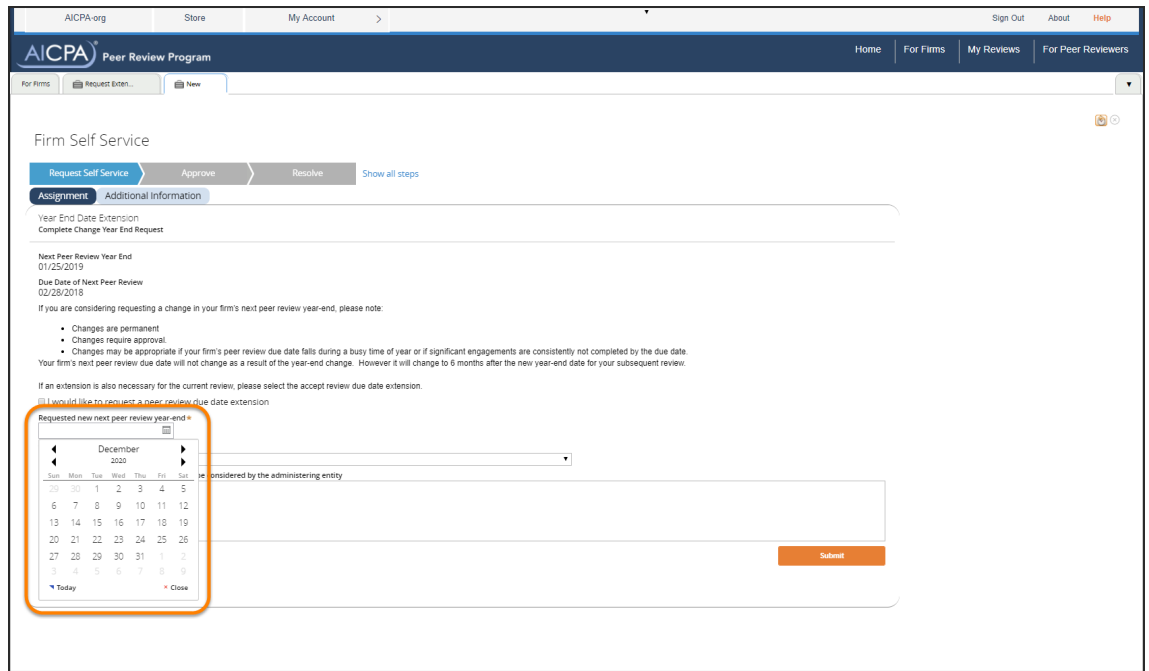
Requested new next peer review year-end

Year End Change Reason
Please Select Reason

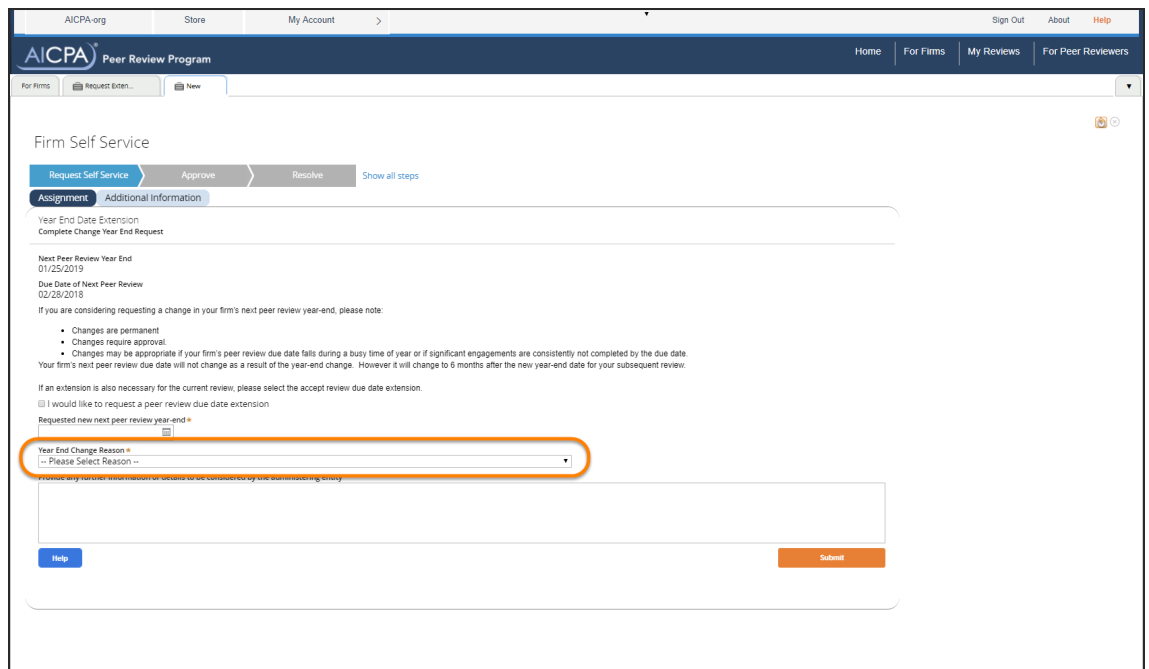
Provide any further information or details to be considered by the administering entity

Help | Submit

7. For **Requested new next peer review year-end**, click the calendar icon to select a new year-end date.



8. Select a **Year End Change Reason**.



9. Enter additional details.

10. Click **Submit**.

The request will be sent to the Administering Entity for approval. You will receive a notification with your Administering Entity's decision.

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