



Instructions and Information

How to file a complaint

1. Include the names, addresses, and phone numbers of the person(s) making the complaint and the VSCPA member(s) against whom the complaint is being filed.
2. List all actions or behaviors, including dates of occurrence, by the member(s) that you felt were unethical, improper or unprofessional.
3. Describe any actions you have taken to resolve this matter with the member(s).
4. Attach supporting documentation to substantiate your allegations.

What happens when you file a complaint with the VSCPA Professional Ethics Committee

1. You will receive a letter of acknowledgement that your complaint has been received.
2. The Committee will review your complaint to determine if there appears to be a violation of the codes of professional conduct of the VSCPA and American Institute of CPAs (AICPA) by the member(s). If such a determination is made, the Committee will investigate the facts and circumstances surrounding your complaint.
3. The investigation will be closed if there is a lack of evidence to indicate that a violation has occurred.
4. If the Committee determines that prima facie evidence of a violation exists, the Committee may take disciplinary action such as requiring corrective action, public admonishment, suspension of membership or expulsion from our organization.
5. You will receive a closing letter from the Committee indicating the resolution of your complaint.

Important notes

1. Only complaints against VSCPA members can be investigated by the VSCPA Professional Ethics Committee. To verify membership, contact the staff liaison to the Committee at ethics@vscpa.com or (800) 733-8272 or (804) 270-5344.
2. Complaints not containing specific allegations will not be investigated by the Committee.
3. The Committee can only investigate allegations of violations of the VSCPA and AICPA codes of professional conduct.
4. The Committee does not assist with fee disputes.

Complaint Form

Who is making this complaint?

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Who is the subject of this complaint?

Name(s): _____

Firm/Business Name: _____

Address: _____

Phone: _____

Fax: _____

List dates and actions or behaviors you felt were unethical, improper or unprofessional:

List all know names of individuals involved in this matter and their relevance:

Specify any actions you have taken to resolve this matter.

Location(s) where work was performed (complete address)
