

PERSONAL REFERENCE FORM

Instructions for Applicant: Complete the top portion of this form and send it to your reference.

Name of Reference _____

Address of Reference _____

_____ has applied to the Minnesota Board of Accountancy for a CPA license.
(Legal Name of Applicant)

Instructions for Reference

The applicant has listed you as a personal reference. To serve as a reference, you should have known the person for at least 2 years, feel you can attest to their professional qualifications, and not be related to them.

Please provide the following information and return this form to the Board office at the address shown above.

Do not return to the person seeking the reference. Please note that **failure to complete this form in a timely manner may delay the individual's license application.**

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Is the applicant related to you? _____

Do you consider the applicant honest in every respect?

Yes No*

Is the applicant reliable?

Yes No*

Is the applicant trustworthy?

Yes No*

Have you employed or supervised the work of the applicant at any time?

Yes No

If so, was the applicant's work satisfactory?

Yes No*

Have you had sufficient personal contact with the applicant to enable you to serve as a reference?

Yes No*

Do you know of any reason the applicant should not be granted a CPA license?

Yes* No

If you checked a box with an asterisk () provide an explanation below or attach a separate sheet.

Signature of Reference

Date

Phone Number