

Online Audit Filing Instructions

STEP 1:

In your web browser, enter the address: <https://www.sai.ok.gov/audit-filing/>

You will see the following form. Complete the appropriate fields.

Any public accountant or certified public accountant filing an audit, performance audit, agreed-upon-procedures report or other attestation engagement report with the State Auditor and Inspector pursuant to this section shall be required to pay a filing fee of One Hundred Dollars (\$100.00) for the purposes of processing such reports and ensuring compliance with the provisions of this section. (74 OS § 212A.2.)

Please note that you can now make payments larger than \$100 in order to submit multiple audits. When submitting multiple audits, use the same Transaction ID for each Audit Submit.

[Information on How to File](#)

[State Auditor Policy on Public Trust Filings](#)

[SAI Forms 2643, 2645, and 2653 - 2644 No longer required.](#)

Audit Firm Name: <input type="text"/>	Audit Firm Email Address: <input type="text"/>
Entity Name: <input type="text"/>	Entity Type: <input type="text" value="- Select an Entity Type -"/>
Reporting Period: <input type="text" value="mm/dd/yyyy"/>	Type of Report: <input type="text" value="- Select a Report Type -"/>
Transaction ID: <input type="text"/>	

[Click HERE to pay the filing fee and to obtain a Transaction ID number](#)

Select PDF to upload:

No file chosen

STEP 2:

You must complete payment of the filing fee to obtain a Transaction ID number prior to submitting the pdf version of the report. Click on “*Click here to pay the filing fee and obtain Transaction ID number*” to go to the payment module. The payment module will open in a new tab.

Transaction ID: [Click HERE to pay filing fee and obtain Transaction ID number](#)

Select “**PUBLIC TRUST DIVISION – Audit Filing Fee**” if required, otherwise continue to Step 3.

Oklahoma's Official Web Site
OKLAHOMA
www.ok.gov

State Auditor & Inspector Online Payment Center

SAI Website Contact Us SAI Online Payment Center

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Home / Select Service

STATE AUDITOR & INSPECTOR Online Payments

What Would You Like To Pay For?

Select from the list or dropdown menu below.

- CONTINUING PROFESSIONAL EDUCATION - Registration Fee
- HORSE RACING & GAMING DIVISION - Audit Payment
- PUBLIC TRUST DIVISION - Audit Filing Fee

-Select Payment Type-

STEP 3:

You should now be on the payment field page. Complete the information and click continue.

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Home / Select Service / Account Info

STATE AUDITOR & INSPECTOR Online Bill Pay

PUBLIC TRUST DIVISION - Audit Filing Fee

Audit Filing Fee (\$100 per Audit filed) - Please note that you can now make payments larger than \$100.

* Indicates Required Field

Company Name:

- OR -

First Name:

Middle Name:

Last Name:

Suffix: (Jr., Sr., etc.)

Address 1:*

Address 2:

City:*

State:*

Zip Code:* (No dashes)

Daytime Phone:* (No dashes, include area code. Ex: 4447779999)

Email: (Email is required for e-mail payment confirmation.)

Payment Amount:* (Ex: 99.23, 21.00)

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By clicking the Continue button, you will have the opportunity to confirm the information you entered.

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Home / Select Service / Account Info / Validate Account Info

STATE AUDITOR & INSPECTOR Online Bill Pay

PUBLIC TRUST DIVISION - Audit Filing Fee

Please verify that all information listed below is correct before proceeding.
If you need to change anything, select the BACK button. Otherwise select CONTINUE.

Company Name: State Auditor & Inspector

First Name:

Middle Name:

Last Name:

Suffix:

Address 1: 2300 N. Lincoln Blvd.

Address 2: Room 100

City: Oklahoma City

State: OK

Zip Code: 73105

Day Time Phone: (405) 521-3495

Email: feedback@sai.ok.gov

Payment Amount: \$100.00

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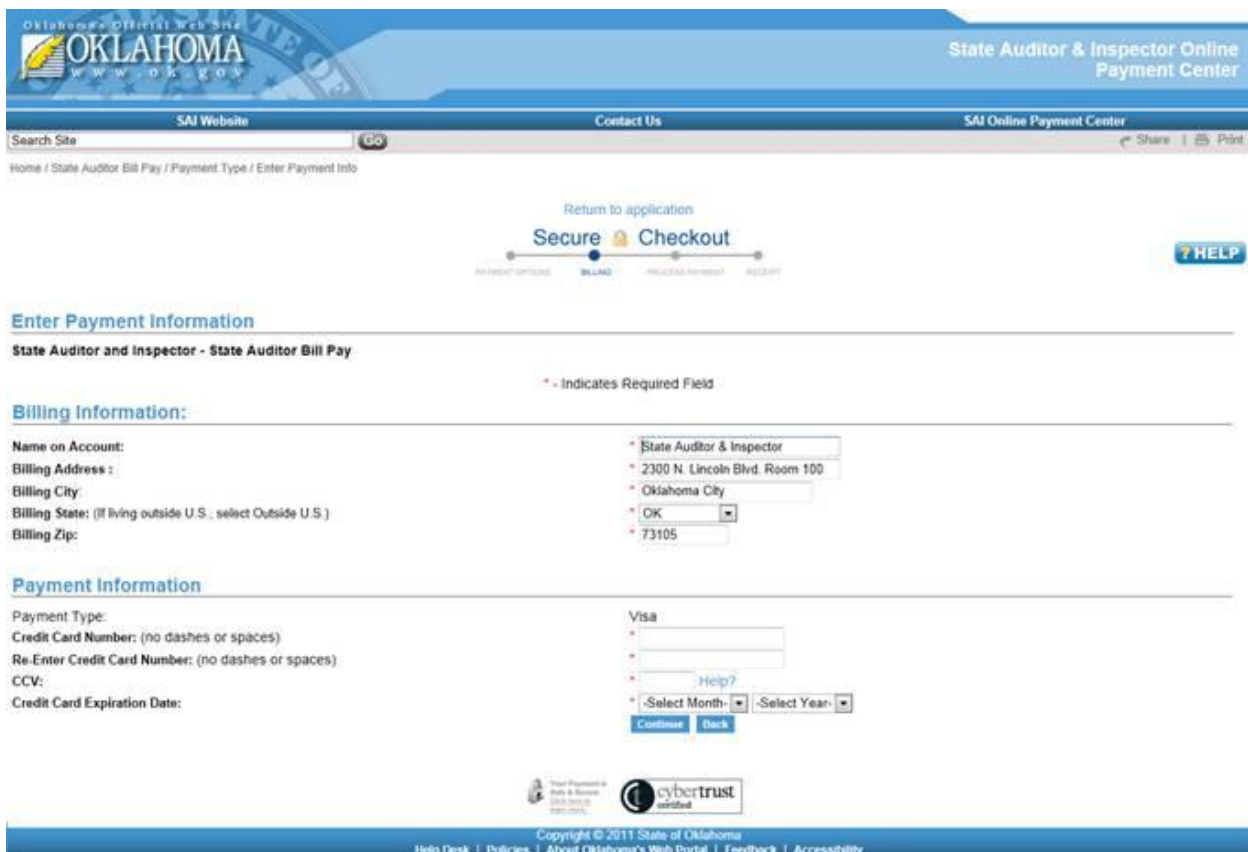
STEP 4:

If everything is correct, click the Continue button to be linked to the online secure checkout page. Select the appropriate credit card and click Continue.



STEP 5:

The information you provided is included in the billing information section. If it varies from the information associated with the credit card you are using, please amend the information here and complete the credit card payment information and click continue.



STEP 6:

The next screen is for payment information verification. If everything is correct, click the Process Payment button.

SAI Website Contact Us SAI Online Payment Center

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Home / State Auditor Bill Pay / Enter Payment Info / Verify Payment Info

Secure Checkout

PAYMENT OPTIONS BILLING **PROCESS PAYMENT** RECEIPT

Verify Payment Information

State Auditor Bill Pay

NOTE: Verify that all the information entered below is correct. If correct, select the Process Payment button or select the Back button to make changes.

Billing Information

State Auditor & Inspector
2300 N. Lincoln Blvd., Room 100
Oklahoma City, OK 73105

Payment Information




Credit Card Type:	Visa
Credit Card Number:	xxxxxxxxxxxx5668
Credit Card Expiration Date:	1 / 2012

Additional Info 1: ID: 143324
Additional Info 2: STATE AUDITOR & INSPECTOR
Additional Info 3: STATE AUDITOR & INSPECTOR - PUBLIC TRUST DIVISION - Audit Filing Fee

Items Purchased:

Item/Descr.	Quantity	Unit Price	Total
STATE AUDITOR & INSPECTOR - PUBLIC TRUST DIVISION - Audit Filing Fee	1	\$100.00	\$100.00
Sub-Total:			\$100.00
Grand Total:			\$100.00

Only hit the PROCESS PAYMENT button once. To avoid duplicate billing, please do not hit the REFRESH or BACK button on your browser during this process. Please allow up to 60 seconds for this transaction to finish. Once complete, an invoice page will be provided for you to print.



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STEP 7:

The payment module now creates an online receipt. To print your receipt, click the Print Your Receipt link just above the Billing Information as indicated by the red arrow below.

The screenshot shows the Oklahoma State Auditor & Inspector Online Payment Center interface. At the top, there is a navigation bar with 'SAI Website', 'Contact Us', and 'SAI Online Payment Center'. A search bar is on the left, and 'Share' and 'Print' links are on the right. The main content area displays a message: 'Transaction already processed' in red. Below this is a progress bar for 'Secure Checkout' with steps: 'REVIEW OPTIONS', 'BILLING', 'PROCESS PAYMENT', and 'RECEIPT'. A 'Return to application' link is above the progress bar, and a 'HELP' button is on the right. The receipt title is 'State Auditor Bill Pay - Receipt'. A note states: 'This confirmation acknowledges the successful completion of your payment for the items below.' A red arrow points to a 'Print Your Receipt' link. Below the link, it says 'A copy of this receipt has been emailed to tdavis@sai.ok.gov.' The receipt is divided into three sections: 'Billing Information' (State Auditor & Inspector, 2300 N. Lincoln Blvd., Room 100, Oklahoma City, OK 73105), 'Transaction Information' (Date: 11/21/2011 10:41:51am, Transaction ID: 9134700, Paid By: Visa, Accounts: *****5668, Additional info 1: ID: 143324, Additional info 2: STATE AUDITOR & INSPECTOR, Additional info 3: STATE AUDITOR & INSPECTOR - PUBLIC TRUST DIVISION - Audit Filing Fee), and 'Items Purchased' (a table with one item: STATE AUDITOR & INSPECTOR - PUBLIC TRUST DIVISION - Audit Filing Fee, Quantity: 1, Unit Price: \$100.00, Total: \$100.00). At the bottom, there is a 'Grand Total' of \$100.00, a 'Thank you for your payment' message, a 'Back to State Auditor Bill Pay Home Page' button, and logos for 'Your Payment is Safe & Secure' and 'cybertrust certified'. The footer contains copyright information and links for Help Desk, Policies, About Oklahoma's Web Portal, Feedback, and Accessibility.

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State Auditor & Inspector Online Payment Center

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Search Site Go Share Print

Home / State Auditor Bill Pay / Receipt

Transaction already processed

Return to application

Secure Checkout

REVIEW OPTIONS BILLING PROCESS PAYMENT RECEIPT

HELP

State Auditor Bill Pay - Receipt

NOTE: This confirmation acknowledges the successful completion of your payment for the items below.

If you need to view or print out further documentation regarding this transaction, please return to the State Auditor and Inspector - State Auditor Bill Pay home page by clicking the link below.

[Print Your Receipt | State Auditor Bill Pay Home Page](#)

A copy of this receipt has been emailed to tdavis@sai.ok.gov.

Billing Information:

State Auditor & Inspector
2300 N. Lincoln Blvd., Room 100
Oklahoma City, OK 73105

Transaction Information:

Date: 11/21/2011 10:41:51am
Transaction ID: 9134700
Paid By: Visa
Accounts: *****5668

Additional info 1: ID: 143324
Additional info 2: STATE AUDITOR & INSPECTOR
Additional info 3: STATE AUDITOR & INSPECTOR - PUBLIC TRUST DIVISION - Audit Filing Fee

Items Purchased:

Item/Descr.	Quantity	Unit Price	Total
STATE AUDITOR & INSPECTOR - PUBLIC TRUST DIVISION - Audit Filing Fee	1	\$100.00	\$100.00
Sub-Total:			\$100.00
Grand Total:			\$100.00

Thank you for your payment.
Did you know that OK.gov offers many other online services that could benefit you? Visit www.ok.gov to renew your vehicle tag online, search for state jobs, renew and apply for a professional license, pay a variety of taxes online and much more.

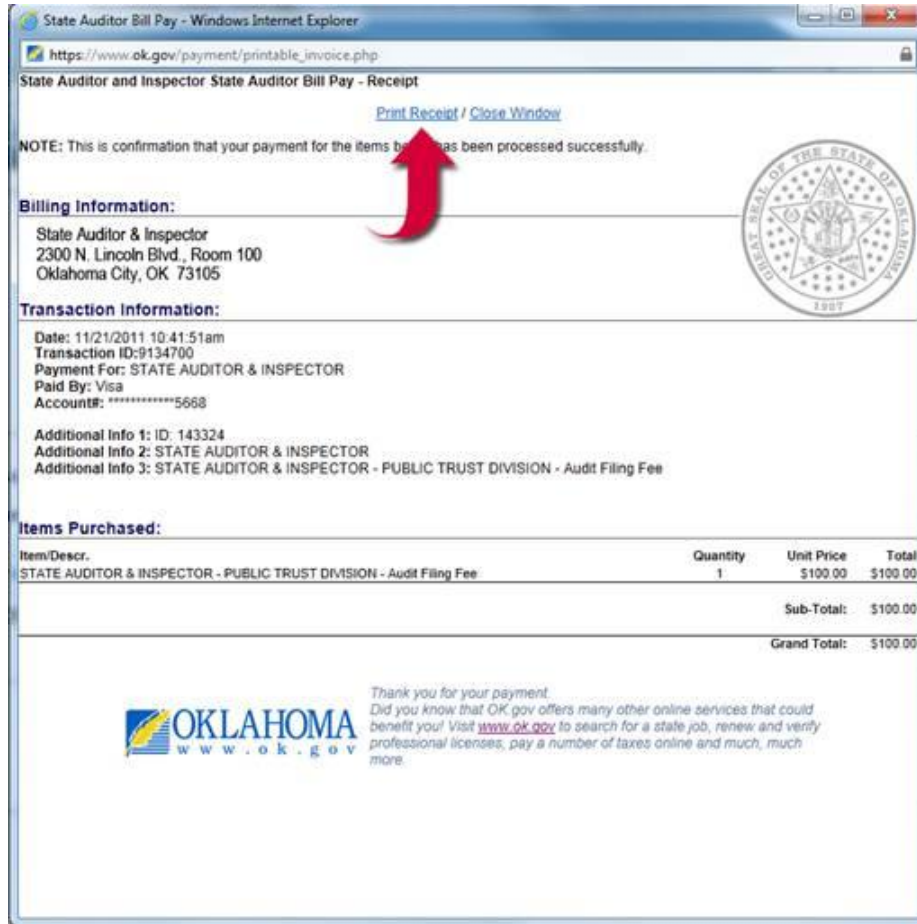
[Back to State Auditor Bill Pay Home Page](#)

Your Payment is Safe & Secure
cybertrust certified

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Step 8:

A print version of the receipt will pop up in a new window. Click Print Receipt and then close window.



Step 9:

At this point, return to the "Online Audit Filing" tab on your web browser and conclude the upload of your document by typing in the Transaction ID number from your receipt and attaching the audit report file from your computer.

Any public accountant or certified public accountant filing an audit, performance audit, agreed-upon-procedures report or other attestation engagement report with the State Auditor and Inspector pursuant to this section shall be required to pay a filing fee of One Hundred Dollars (\$100.00) for the purposes of processing such reports and ensuring compliance with the provisions of this section. (74 OS § 212A.2.)

Please note that you can now make payments larger than \$100 in order to submit multiple audits. When submitting multiple audits, use the same Transaction ID for each Audit Submit.

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Entity Name: <input type="text"/>	Entity Type: <input type="text" value="- Select an Entity Type -"/>
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Transaction ID: <input type="text"/>	

[Click HERE](#) to pay the filing fee and to obtain a Transaction ID number

Select PDF to upload:

No file chosen