North Carolina Board of Funeral Service

2016 Annual Report

Preneed Funeral Contracts

INSTRUCTION SHEET

Please read these instructions prior to completing this Report. Your Annual Report should be submitted via the Board's online report portal. You may not use another form, database record, insurance or bank report in place of the Board's online report. Individual contract trust balances and insurance values must be entered on this report. If these year-end balances/values are not entered, your report will not be accepted and will be returned for completion.

Provide the following information to the Board **no later than March 31, 2017**. If you have any questions, call this office at 919-733-9380 or 1-800-862-0636.

This online report, which lists all your active preneed trust funded and insurance funded contracts as of December 31, 2016, should be reviewed and compared with your books and records for accuracy. Copies of this information should be retained in your correspondence file for future reference. The Board Inspector may ask to see this report when he or she is examining your preneed records. You can print a copy prior to completion for review and then after you submit, you can print a completed copy. Your report has not been transmitted until you click on the **Submit Report** button.

1. **If you have no preneed contracts, you must still submit this report and mail the completed notarized Summary Sheets.**

2. Review the information to verify that it is accurate and complete. Only changes or errors should be entered in the comment section. This would include misspelled names or additional insurance company names and account numbers assigned to your funeral home. If there is no policy number listed on our report, this should be entered in the space provided for the account or policy number. Correct any incorrect account or policy numbers on this report. Please note that dates under the "Death or Date Closed" column also include cancelled, transferred, revoked and lapsed policies with no value. If there is a date listed in this column, you do not need to send another Certificate of Performance or make any

notation in the comments column. (A lapsed policy that has any value is considered an active policy until there is no value to report.)

3. If the printout lists an account as active and your records show as performed, cancelled, closed, transferred, or revoked, you should include this information in the Comments column and enter the date this occurred. Return a copy of the Certificate of Performance or similar claim form, cancellation or closed notice, transfer form or revocation papers with the **Summary Sheets** of this report**.** **(**We cannot close an insurance contract without paperwork from the insurance company showing it has been closed.) **Mail the completed summary sheets as soon as you submit your online report.**

4. If a contract is not shown on this report and you have previously filed the contract with our office, you should include a copy of the contract and goods and services sheet along with a copy of your cancelled check and mail it with the Summary Sheets. Add this information to the last page of this report.

5. After review of your report, additional information may be required if this is not submitted with your Summary Sheets.

6. **If your report is submitted and the Summary Sheets are not completed and received in this office on or prior to March 31, 2017, your annual report will be considered incomplete and a late fee will be billed.**

LATE REPORTS: Reports received after March 31, 2017, **will be charged $150.00 late filing fees**. Reports received after April 15, 2017 will also be charged compromise penalty fees and may be subject to further disciplinary action by the Board.