

ARIZONA STATE BOARD OF FUNERAL DIRECTORS AND EMBALMERS PREARRANGED FUNERALS SALES ANNUAL REPORT INSTRUCTIONS

For Establishments which have never sold prearranged funerals and have no preneed accounts that existed on January 1, 2019 or thereafter:

1. Complete **all** of the pages of the report.
2. PAGE 1: **This page must be completed and notarized by all funeral establishments.**
3. PAGE 2: Schedule A - Put "none" or "0" in the totals
4. PAGE 3: Schedule B - same as above
5. PAGE 4: Schedule C - same as above
6. PAGE 5: Schedule D & E - same as above

Savings accounts (payable on death) where the individual consumer holds the passbook and has total control of the funds are not prearranged funeral contracts and are not required to be on the report.

FOR ESTABLISHMENTS WHICH HAVE NO PRENEED TO REPORT, THERE IS NO ANNUAL REPORT FEE **IF** THE REPORT IS FILED COMPLETE AND PHYSICALLY IN THE BOARD OFFICE BY MAY 1, 2020. IF THE REPORT IS INCOMPLETE OR IS NOT RECEIVED IN THE BOARD OFFICE BY MAY 1, 2020, THE ANNUAL REPORT LATE FEE IS TWO HUNDRED DOLLARS. NO EXCEPTIONS.

For all other establishments:

If this form does not appear to provide the means to report, provide a separate statement of explanation but, to the extent feasible, please use the format provided.

Provide all the data requested. If it does not apply indicate by writing "N/A" in the blanks.

Page 1

Calendar year ending: 2019
Owners: Last name, first name, middle initial.
Complete address including zip code.
Affidavit: **Please note:** Affidavit must be notarized.
Do not alter affidavit language.
Acknowledgments will *not* be accepted

Please note: EVEN IF YOU DID NOT SELL PREARRANGED FUNERALS IN 2019. THIS PAGE MUST BE COMPLETED IN FULL. IF THIS PAGE IS NOT COMPLETED AND NOTARIZED, THE REPORT IS INCOMPLETE. REPORTS ARE NOT REVIEWED FOR COMPLETENESS UNTIL AFTER MAY 1ST.

Page 2 (Schedule A):

THIS SCHEDULE SHOULD REFLECT THE PREARRANGED FUNERAL **SALES** DURING THE CALENDAR YEAR ENDING DECEMBER 31, 2019 DO NOT INCLUDE INFORMATION CONCERNING PRENEED CONTRACTS SOLD PRIOR TO JANUARY 1, 2019.

If the prearranged funeral sales monies are deposited in a number of trust accounts, a separate page should be provided for each trust account.

If this proves untenable because the monies are deposited in individual trust accounts, provide a separate sheet for each financial institution in which the trust accounts have been placed and indicate the trust account number(s) in the same column as and beneath the purchaser's name and address.

At the top of the schedule, indicate the page number of this schedule, the year of sales (in this case, 2019) and provide the name of the financial institution, its address and the trust account number, if appropriate.

PURCHASER NAME AND ADDRESS - In this column, include the last name, first name and current address including zip code for each purchaser of a preneed funeral during 2019. *If appropriate, list the individual trust numbers in this column.

SALE DATE - The date when the preneed contract was signed.

SALESPERSON - The last name of the person who actually sold the preneed funeral arrangements. If you have two persons with the same last name, add an initial or first name.

BENEFICIARY - The person whose future funeral arrangements will be handled by the establishment pursuant to a prearranged funeral agreement after his death.

TOTAL CONTRACT AMOUNT - The total amount for each prearranged funeral contract including all service fees.

INITIAL SERVICE FEE - The total amount of the initial service fee contracted for whether or not it has been paid.

INITIAL SERVICE FEE PAID - The amount of initial service fee actually collected during the calendar year.

TOTAL MONIES PAID BY PURCHASER - The total payments made by the purchaser pursuant to the prearranged funeral arrangement during the calendar year, 2019, including all service fees.

TOTAL MONIES TO TRUST ACCOUNT - The total amount of monies actually deposited with the financial institution during the calendar year.

TOTAL REFUNDS MADE - Include all refunds or payments to the purchaser or the estate of the beneficiary made during the calendar year.

BANK SERVICE CHARGES - Any financial institution charges against the individual trust account including service charges during the calendar year.

OTHER WITHDRAWALS - Any other withdrawals, tax payments, encumbrances or debits of any kind not already covered in this report that were made during the calendar year, 2019. BE SURE TO PROVIDE AN EXPLANATION OF SUCH CHARGES AGAINST THE ACCOUNT ON A SEPARATE SHEET OF PAPER AND INCLUDE IT WITH THIS REPORT.

Include in this column funeral services payments to the mortuary and place the word **deceased** next to or beneath the beneficiary's name.

TRUST ACCOUNT BALANCE - The total monies credited to the individual trust account, including all interest, less all service charges and all other withdrawals. Show the end-of-the-year balance.

At the bottom of the page, at PAGE TOTALS, list the total of each money column as applicable.

Finally, if there is more than one page in your Schedule A, show the cumulative totals on each page and the grand total on the final page of Schedule A after the word, TOTALS. INCLUDE IN THE FINAL TOTALS, THE NUMBER OF PREARRANGED FUNERAL TRUST CONTRACTS SOLD DURING 2019.

PROVIDE AN ORIGINAL & A COPY OF EACH REPORT

Page 3 (Schedule B):

Schedule B is designed to show all activity on all preneed contracts in existence on January 1, 2019. DO NOT INCLUDE ANY PRENEED CONTRACTS WHICH WERE SOLD DURING 2019. PRENEED SALES FOR 2019 SHOULD BE LISTED ON SCHEDULE A.

EXAMPLE: If you contracted for prearrangements in 1973, and you did not provide funeral services pursuant to those prearrangements prior to January 1, 2019, you must report each of those prearrangement contracts on Schedule B.

If the prearranged funeral sales monies are deposited in a number of trust accounts, a separate page should be provided for each trust account.

If this proves untenable because the monies are deposited in a number of trust accounts, provide a separate sheet for each financial institution in which the trust accounts have been placed and indicate the trust account number(s) in the same column as and beneath the purchaser's name and address.

At the top of the schedule, indicate the page number of this schedule, the report year (in this case, 2019) and provide the name of the financial institution, its address and the trust account number(s), if appropriate.

PURCHASER NAME AND SALE DATE - In this column, include the last name, first name, middle initial and the date of sale for each purchase of a preneed funeral prior to January 1, 2019 for which funeral services have not been provided prior to that date. This includes all preneed arrangements in existence on December 31, 2019, even if contracts were modified, converted or terminated. The sale date is the day the preneed contract was signed.

TOTAL CONTRACT AMOUNT - The total amount for each prearranged funeral contract including service fees.

INITIAL SERVICE FEE - The total amount of the service fee contracted for whether or not it has been paid.

INITIAL SERVICE FEE PAID - The amount of initial service fee actually received by the mortuary during the calendar year, 2019.

TOTAL MONIES PAID BY PURCHASER THIS YEAR - The actual amount paid by the purchaser during the calendar year, 2019, including all service fees.

TOTAL MONIES PAID PURCHASER - The total amount paid by the purchaser since the sale date and through December 31, 2019, including all service fees.

TOTAL MONIES TO TRUST ACCOUNT - The total amount of monies deposited in trust with a financial institution up to and including December 31, 2019, for these accounts.

TOTAL REFUNDS MADE - Include all refunds or payments to the purchaser or the estate of the beneficiary made during the calendar year, 2019.

ANNUAL SERVICE FEE - Any service fees paid to the mortuary for administrative services for maintenance of the trust fund account and charged to the purchaser or the trust account during calendar year, 2019.

TAXES PAID - Any taxes paid from the individual trust fund account during calendar year, 2019.

BANK SERVICE CHARGES - Any bank service charges against the individual trust account during calendar year, 2019.

OTHER WITHDRAWALS - Any other withdrawals, encumbrances or debits of any kind not already covered in this report that were made during the calendar year, 2019. BE SURE TO PROVIDE AN EXPLANATION OF SUCH CHARGES AGAINST THE ACCOUNT ON A SEPARATE SHEET OF PAPER AND INCLUDE IT WITH THIS REPORT.

If funeral services were the only withdrawals, include that amount in this column and write the word, **deceased** next to or beneath the purchaser's name. No further comment is necessary.

TRUST ACCOUNT BALANCE - The total monies credited to the individual trust account, including all interest, less all service charges, all taxes and all other withdrawals. Show the end-of-the-year balance.

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