

## Bond and Letter of Credit Reporting Instructions

Bond and Letter of Credit Reports are due within 45 days of the end of each calendar quarter. No certificate holder using a bond or letter of credit in lieu of trusting and applying to renew its Preneed Certificate of Authority, will be renewed until such time its Bond or Letter of Credit Report has been received. The report must be filed using the Bond and Letter of Credit Form.

### Instructions for completing the form:

1. Mark the appropriate quarter for which you are reporting.
2. Enter the name of the Certificate Holder or the Branch Registrant in the Name field.
3. Enter your Preneed Certificate of Authority number in the Certificate Number field.
4. If applicable, enter your Branch Registrant number in the Branch Number field.
5. If an internal branch location numbering system is used, please enter the identifier for that particular branch in the Branch Location Number field.

**NOTE: If multiple bonds or letters of credit are used, they will need to be listed individually. The amounts attributable to each bond entered on the form must be reported in the designated columns.**

6. Enter the bond or letter of credit issuer's name.
7. Enter the bond number or letter of credit number.
8. Enter the amount of the current Bond or Letter of Credit.  
*The amount of the bond or letter of credit shall be in an amount sufficient to cover the outstanding liability at the time each contract is executed. The amount of the bond or letter of credit shall be increased or decreased as necessary to correlate with changes in the outstanding liabilities for the previous calendar quarter and the projected liability for the immediately following quarter.*
9. **Outstanding Liability (Current Quarter)** -this is the original retail amount of services and cash advances and the actual cost to the certificate holder to provide the undelivered merchandise.
10. **Projected Liability Next Quarter**-please enter the projected liability for the next quarter.
11. **Written:** Number of contracts which were written and covered by the surety bond or letter of credit since the last reporting period. The contracts should be included in the Outstanding Liability.
12. **Cancelled:** Number of contracts which were originally covered by the surety bond or letter of credit, but which have cancelled since the last reporting period.
13. **Fulfilled:** Number of contracts which were originally covered by the surety bond or letter of credit, but which have been fulfilled since the last reporting period.
14. **Outstanding Contracts:** Total number of contracts which are covered by the surety bond or letter of credit and which are included in the Outstanding Liability as of the end of the reporting period.
15. **Number of Outstanding Contracts** -this is the number of preneed contracts (written May 1, 2002 and later) that are outstanding.