



# ALABAMA BOARD OF FUNERAL SERVICES

4276 LOMAC STREET | MONTGOMERY, ALABAMA 36106  
P.O. BOX 309522 | MONTGOMERY, ALABAMA 36130  
PHONE 334.242.4049 | [WWW.FSB.ALABAMA.GOV](http://WWW.FSB.ALABAMA.GOV)  
EMAIL: INFO@FSB.ALABAMA.GOV



**KAY IVEY**  
GOVERNOR

**CHARLES PERINE**  
DIRECTOR

January 02, 2025

RE: Annual Reporting

Dear Certificate of Authority Holders,

The new year is upon us, which means annual reporting will soon be due! Please read this e-mail carefully and completely, as it provides important details regarding the annual reporting.

While the annual report for active Certificates of Authority was previously due on or before February 14<sup>th</sup>, a new due date has been assigned for the active Certificate of Authority Annual Report of Preneed Activity – **ON OR BEFORE APRIL 1<sup>ST</sup>**. This means that each active Certificate of Authority must submit a report of preneed activity for the calendar year 2024 (January 01, 2024 – December 31, 2024) **ON OR BEFORE APRIL 01, 2025**. Additionally, late fees for failure to report will not begin until April 02, 2025.

An annual report of preneed activity is required to be submitted for **ALL** active Certificates of Authority. If there are branches registered under the Certificate of Authority, a report of preneed activity for each branch must also be submitted. For those Certificates of Authority that are inactive, an inactive annual report is due for the Certificate of Authority and also any branches registered under each Certificate of Authority. Lastly, Endowment Care Cemeteries are required to submit an annual report of trust activity for the Endowment Care Trust Fund. All of these reports are due **ON OR BEFORE APRIL 1<sup>ST</sup>**.

In addition to the report, Certificates of Authority, Branches, and Endowment Care Cemeteries should also be submitting any and all trust statements (including endowment care trust statements), insurance policy detail reports, current letters of credit, and current surety bonds to the Board. The annual report will not be considered received until all documents are received. This means that if there are statements missing from the annual report and they are not received by the Board office **ON OR BEFORE APRIL 1<sup>ST</sup>**, late penalties may begin to accrue until all items are received.

There is no fee to submit an annual report to the Board **ON OR BEFORE APRIL 1<sup>ST</sup>**, however, failure to submit an annual report by the due date will result in a \$50 per day late penalty, beginning on April 2<sup>nd</sup> for each preneed entity that does not submit an annual report **ON OR BEFORE APRIL 1<sup>ST</sup>**. These penalties can become very costly very quickly, so please make sure to submit your annual reports by the due date, which is now **ON OR BEFORE APRIL 1<sup>ST</sup>**.

Reporting may be done through the Online Services Portal. Directions for navigating to the correct page can be found under the Preneed tab on the Board website ([www.fsb.alabama.gov](http://www.fsb.alabama.gov)). Please be aware of the updates to the website, specifically regarding Preneed. Information for



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due dates, reporting, and forms have been updated. If you are unable to submit the annual report through the Online Services Portal, make sure you are submitting the correct and most current reporting form for annual reporting.

If there are any questions or concerns regarding reporting, please reach out to the Board office for assistance. We hope everyone enjoys a blessed and prosperous new year!

Sincerely,  
Alabama Board of Funeral Services  
Preneed Division