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GOVERNOR

ALABAMA BOARD OF FUNERAL SERVICES

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CHARLES PERINE
DIRECTOR

REMINDERS REGARDING PRENEED ANNUAL REPORTING

Hello, Certificate Holders.

This notice serves as a reminder about the annual reporting. Please make sure to read all reminders in this notice and contact the Board office with any questions.

- **Reporting can be submitted through the online services portal under Business Licensing.**
- **If a Certificate holder is reporting on paper rather than through the online portal, please make sure you are using the CURRENT forms on the website. Forms are subject to change at any time. Please check that you are submitting the most current forms that are found on our website. This goes for any forms, including Preneed Sales Agent registration. Failure to submit the most current form or application will delay the approval of an application.**
- **The due date has changed for annual reporting. Reports are due ON OR BEFORE APRIL 1ST.**
- **When submitting reports, please make sure you are submitting for the ENTIRE year of 2024. Certificate holders should be reporting January 1st through December 31st of 2024. Semi-annual reports for the last six months of 2024 is not sufficient for reporting.**
- **Remember any reports received by the Board after April 1st will incur a \$50/day late fee for each day it is late. This penalty can add up quickly, so please make sure to submit your reports on time.**
- **Inactive Certificates of Authority, Branch registrants, and Endowment Care annual reporting is also due ON OR BEFORE APRIL 1ST.**
- **Financial statement waivers are due NO LATER THAN APRIL 1ST. If a Certificate holder has any contracts funded with trust, a contract detail report from the trust company needs to accompany the waiver to show 100% funding.**
- **If there are deficiencies in the report, you will receive an email detailing the deficiencies with a deadline to correct the deficiencies. If the deficiencies are not corrected by the deadline, a late fee of \$50/day could incur on your account.**
- **Certificates of Authority cannot be renewed if late penalties have not been satisfied or annual reports have not been received by the time the renewal period begins.**

Thank you,
Alabama Board of Funeral Services
Preneed Division