



ALABAMA BOARD OF FUNERAL SERVICES

4276 Lomac Street | Montgomery, Alabama 36106 | 334.242.4049



STATE ADMINISTRATIVE FEE REPORTING FORM

Due within 30 days after the end of each quarter. Submit completed form and payment.

REPORTING PERIOD			
FISCAL YEAR		QUARTER	REPORT DATE
Quarter reference: 1st (Oct 1-Dec 31) • 2nd (Jan 1-Mar 31) • 3rd (Apr 1-Jun 30) • 4th (Jul 1-Sep 30)			
FUNERAL ESTABLISHMENT INFORMATION			
ESTABLISHMENT NAME		LICENSE NO.	
PHYSICAL ADDRESS		CITY / ZIP	
PHONE	EMAIL		
FEE CALCULATION			
Total final dispositions for which this establishment made funeral arrangements or otherwise rendered regulated services during the quarter			
Fee per disposition			
TOTAL FEE DUE			
ATTESTATION			
I, the undersigned Managing Funeral Director, certify under penalty of disciplinary action that:			
• The information provided in this report is true, accurate, and complete. • The number reported above accurately reflects all final dispositions for which this establishment made funeral arrangements or otherwise rendered services subject to the Administrative Fee during the reporting period. • I understand that this report may be verified against death certificate records maintained through the Electronic Death Registration System (EDRS). • I acknowledge that failure to report, failure to remit fees, or submission of false or inaccurate information may result in disciplinary action pursuant to Code of Alabama 1975, §34-13-56.			
MANAGING FUNERAL DIRECTOR & NOTARY			
MANAGING FUNERAL DIRECTOR - PRINTED NAME		DATE	
MANAGING FUNERAL DIRECTOR - SIGNATURE		Title: Managing Funeral Director	
NOTARY PUBLIC SIGNATURE		COMMISSION EXPIRES	
STATE OF ALABAMA - COUNTY	SUBSCRIBED & SWORN DATE	NOTARY SEAL / ID	

RECORD RETENTION: Maintain records sufficient to substantiate reported final dispositions for a minimum of four (4) years and make them available to the Board upon request.

FOR BOARD USE ONLY			
DATE RECEIVED	AMOUNT RECEIVED	POSTED DATE	POSTED BY
VERIFIED AGAINST EDRS	DISCREPANCY NOTED	BOARD NOTES	