

Arkansas Insurance Department

Mike Beebe
Governor



Jay Bradford
Commissioner

MEMORANDUM

Date: January 7, 2014

To: **FUNERAL HOMES AND CEMETERIES PERMITTED
UNDER ACTS 852 (1995), 372 (1997) AND 1249 (1999)**

From: Rick Toland, CPC

Re: **2013 ANNUAL REPORT PACKETS**
Calendar Year 2014 Quarterly "Per Contract" Fees Packets

Please find enclosed the calendar year **2013 Annual Report Forms** that are required to be **completed** and **filed** with this Department **ON OR BEFORE Monday, MARCH 17, 2014, by 4:00 P.M.** at 1200 West Third Street, Little Rock, Arkansas 72201-1904, Attention: Prepaid Funeral Benefits.

In addition to filing the annual report forms with their exhibits, the Insurance Commissioner will also require that **each** license selling cash (trust) funded prepaid funeral contracts **MUST** also file their **Trustee's [or Brokerage Firm(s)] Statement of Trust Fund Assets as of December 31, 2013**

Absent the Commissioner's "written approval" of an extension for good cause shown, filed with the Department PRIOR to the due date of the Annual Report, the Department will expect all reports to be filed in an accurate, complete and timely manner.

Also, please find enclosed the calendar year **2014 Quarterly "Per Contract" Fee Reporting Forms** that are to be utilized. **I would ask that each of you safeguard these forms so that they will not have to be mailed again in the future. Reminder: The 4th Quarter 2013 reports are due to be filed no later than Friday, February 15, 2014.**

Should you have any questions, or if I can provide you any assistance, please contact my office at **(501) 371-2681** or Michelle Fahey at (501) 371-2683.