



DEPARTMENT OF FINANCIAL SERVICES
Division of Funeral, Cemetery, and Consumer Services
200 East Gaines Street
Tallahassee, FL 32399-0361

INSTRUCTIONS FOR PRENEED
LICENSE AND BRANCH ANNUAL
RENEWAL

Forms for Preneed License Renewal include:

- 1) Form DFS-PNL-R1, Invoice - Renewal of Preneed License
 - 2) Financial Statement
 - Form DFS-PNL-R2A, Balance Sheet of Preneed Licensee;
 - Form DFS-PNL-R2B, Income Statement;
 - 3) Annual Renewal Statement of Preneed Licensee:
 - Form DFS-PNL-R3A, Statement of Preneed Sales Under Each Trust, Surety Bond, or Insurer;
 - Form DFS-PNL-R3B, Summary of Preneed Activity (for all trusts, insurers, and surety bonds);
 - 4) Form DFS-PNL-R4, Annual PNL Financial Statement and Renewal Statement Certification and Application for Renewal;
 - 5) Form DFS-PNL-R6, Net-Worth Alternatives.
 - If applicable, this is a suggested form for use by preneed licensees who want to renew but do not meet minimum net worth requirements for renewal. If your balance sheet indicates that you do not meet the minimum net worth requirement for renewal, the Division suggests you complete and include this form with your renewal packet when you file your request for renewal. This form will help the Division formulate its renewal recommendation to the Board.
 - If you meet the net worth requirements, do not submit DFS-PNL-R6.
- PLEASE NOTE:** If you will NOT be renewing your preneed license, please fill out the Form DFS-PNL-R5, Notice of Non-Renewal, and mail it to the Division at the address indicated on that Notice. If you are renewing your license, do not submit DFS-PNL-R5.

General Instructions and Suggested Order for Completing Renewal Application Package

- (1) Before you begin filling the forms out, make a copy of the entire packet of forms. Make enough copies of blank Form R3A so that you have one for each separate trust, insurer, and surety bond under which you have preneed contracts outstanding.
- (2) Complete a separate Form R3A for each different trust, insurer, and surety bond under which you have any outstanding preneed contracts as of the end of the applicant's current calendar year (CY) 20 .
- (3) Complete Form R3B. All licensees should complete Form R3B even if you have only one trust, etc.
- (4) Prepare a Balance Sheet and Income Statement for the preneed licensee. Use Forms R2A and R2B, or prepare your own financial statements consistent with GAAP. The data shown in your financial statements must be consistent with the data in the Forms R3A and R3B.
- (5) Complete certification page Form R4. Have it notarized.
- (6) Fill-out Form R1 Invoice.
- (7) Cut a check or money order for the Total Amount Due as shown on the Form R1 Invoice payable to the "Department of Financial Services."
- (8) Make a copy of everything for your files.
- (9) Put the Invoice on top of the renewal package with your check for required fees, and send the entire package to the address shown below, in time for it to be actually received on or before 4/1/20 .

Department of Financial Services
PO Box 6100
Tallahassee, FL 32314-6100

CHECKLIST – The following items must be completed & included with your renewal packet you return to the Division:

- Invoice (R1)
- Balance sheet for most recent applicant's fiscal year (FY) (R2A or equivalent) (unless already filed with the Division)
- Income statement for most recent FY (R2B or equivalent) (unless already filed with the Division)
- Form R3A for each separate trust, insurer, and surety bond under which you have preneed contracts outstanding
- Form R3B summary of preneed activity
- Form R4 certification page, signed and notarized
- Check or money order for total renewal fee, payable to the "Department of Financial Services"
- Form R6, Net-Worth Alternatives form (optional, for licensees not meeting the net worth requirement)

Late Filing Penalty.

Pursuant to Board subsection 69K-5.0026(2), Florida Administrative Code (F.A.C.), you will be assessed a late penalty if your renewal application, with required R2 financial statements and R3A and R3B forms, is not received by the Division on or before the **Due Date**, which is **4/1/20** .

Schedule 1 – Minimum Net Worth (from subsection 69K-5.0016(3), F.A.C.)

<u>Total retail value of all outstanding preneed contracts as of end of licensee's most recently ended fiscal year</u>	<u>worth</u>
<u>\$100,000 or less</u>	<u>\$10,000 net worth</u>
<u>\$100,001 to \$200,000</u>	<u>\$20,000 net worth</u>
<u>\$200,001 to \$400,000</u>	<u>\$40,000 net worth</u>
<u>\$400,001 to 600,000</u>	<u>\$60,000 net worth</u>
<u>\$600,001 to \$800,000</u>	<u>\$80,000 net worth</u>
<u>\$800,000 or more</u>	

Schedule 2 -- PNL Renewal Fee (from Section 497.453(5), Florida Statutes)

<u>Gross number (before cancellations) of preneed contracts sold in calendar year 20</u>	<u>Base renewal fee</u>
<u>0 preneed contracts</u>	<u>\$300</u>
<u>1 to 49 preneed contracts</u>	<u>\$400</u>
<u>50 to 249 preneed contracts</u>	<u>\$500</u>
<u>250 to 999 preneed contracts</u>	<u>\$850</u>
<u>1,000 to 2,499 preneed contracts</u>	<u>\$1,500</u>
<u>2,500 to 4,999 preneed contracts</u>	<u>\$2,500</u>
<u>5,000 to 14,999 preneed contracts</u>	<u>\$6,000</u>
<u>15,000 to 29,999 preneed contracts</u>	<u>\$12,500</u>
<u>30,000 or more preneed contracts</u>	<u>\$18,500</u>