Online Branch Semi-Annual Report

STEP BY STEP INSTRUCTIONS FOR THE ONLINE REPORT
Online Submission Overview

- Go to ALDOI.gov
- Click “Preneed” under Quick Links
- Select “Online Reporting” - This will take you ALDOI – Preneed Online Reporting
- Enter your Company # (or COA#) and password where indicated; then click “submit”
- Click on either first or second period Semi-Annual reporting which ever one is appropriate for the filing
- Click on the Branch for which you are reporting
- Complete the branch semi-annual form and hit submit
- You should receive a Confirmation Page
- Then upload the statements either by Fax, Email or Document Upload
Preparation

- The Semi-Annual is for the reporting of Post Law Contracts only (contracts written after May 1, 2002).

- Gather all statements from your insurer(s); you will need to provide these statements to the department along with the filing – **The Certificate Holder is responsible for submitting the statements not the trustee or insurer(s)** – NOTE: Your filing is not complete until the Department is in receipt of the statements.

- You will need your log to complete the filing.

- Have the previous Semi-Annual Branch report handy for reference.

- You will need your COA # and your password to access the online portal.

- The report, along with the statements, must be submitted either by Email, Fax or Document Upload.
Getting Started

Upon clicking the link for “Online Preneed Reporting”, you will see this screen. You must enter your Company #, which is your Certificate of Authority Number, and your password provided to you by the Department.
First Period Semi-Annual reports may be submitted beginning August 1 and are due August 14

Second Period Semi-Annual reports may be submitted beginning February 1 and are due February 14

SEMI-ANNUAL REPORTING

- Semi-Annual Certificate of Authority Reporting Information
- Semi-Annual Branch Reporting Information

Only active companies must submit semi-annual reports

- Click on Semi-Annual Certificate of Authority Reporting Information
- or

- Semi-Annual Branch Reporting Information
Branch Reporting Screen

- Be sure all company information is correct.
- Reporting year: The report should default to the correct year – confirm the reporting year is correct.
- June 30th Filing or December 31st Filing: Choose the appropriate period for which you are reporting.
- Reports are due within 45 days of the end of the period:
  - June 30th Filing: First Reporting period: January 1 – June 30 Due: August 14th
  - December 31st Filing: Second Reporting period: July 1 – December 31 Due: February 14th
Semi-Annual Branch Reporting Form
Branch Reporting Information

- Select the Branch Option.
- Confirm Reporting Year, Reporting Type and Reporting Period are correct.
- Select the appropriate Branch for which you are submitting a report.

Select a branch and enter reporting information below:
- O First Period
- O Second Period

- O Cemetery Branch – if you have a cemetery branch the name will appear here
- O Funeral Home Branch – if you have a funeral home branch(s) the name(s) will appear
Funding Records

- Add funding records which ONLY pertain to the entity that is being reported.
- Funding records are divided by type: Trust, Insurance, Letter of Credit (LOC) and Surety Bond.
- Do not rely solely on Insurer policy listings or trust statements.
- Your Preneed log contains most of the information necessary to complete the report.
- Keeping properly maintained logs as required is the most efficient way to reconcile your preneed contracts.
- Remember, you are reporting Post-law Preneed Contracts.
Adding a Trust Record:

You will add a separate trust record for each trust account.

1. **Select Trustee**: Use the dropdown arrow to find and select the trustee if the trustee is not listed select “other”.
You will add a separate trust record for each trust account.

1. **Select Trustee**: Use the dropdown arrow to find and select the trustee if the trustee is not listed select “other”. (see previous slide)

2. Add “Beginning Value”: Dollar amount of the trust at the beginning of the reporting period.

3. Add “Ending Value”: Dollar amount of the trust at the end of the reporting period.

4. “Change in Value”: Value is automatically calculated.

5. “Deposits”: Total dollar amount of preneed funds collected and deposited into trust during the reporting period.

6. “Withdrawals”: Total dollar amount withdrawn from the trust(s) upon fulfillment of preneed contracts during the reporting period.

7. “Previous Contracts”: Number of contracts at the beginning of the reporting period and should be the same as the ending number of contracts from the previous period.

8. “Written”: Number of preneed contracts written since the last reporting period. Payments collected on some contracts may not be statutorily required to be deposited; however you should include these.

9. “Cancelled”: Any contracts cancelled since the last reporting period – includes transferred contracts.

10. “Fulfilled”: Any contracts fulfilled since the last reporting period.


You must click “Save Trust Record” for the record you have just entered before adding a new trust record or going to the next funding method.
Adding an Insurance Record:

You will add a separate Insurer record for each insurance account.

Select Insurer: Use the dropdown arrow to find and select the insurer for the funding record. Select “Other - Pre-owned Insurance” as the Insurer for any contracts in which the preneed contract purchaser has provided an assignment to an insurance policy to cover the full amount of the preneed contract.
Insurance Record(s)

The insurance record is for recording insurance funded post-law preneed contracts.

DO NOT include insurance purchased by a trust
If the insurance is purchased by a trust, then this information will be on the trustee record and should be reported under “Trust Record(s)”. You must click “Save Insurance Record” for the record you have just entered before adding a new trust record or going to the next funding method.

1. **Select Insurer:** Use the dropdown arrow to find and select the insurer for the funding record. Select “Pre-owned Insurance” as the Insurer for any contracts in which the preneed contract purchaser has provided an assignment to an insurance policy to cover the full amount of the preneed contract.

2. **Face Value:** The amount of insurance being purchased to fund the contract. If the insurance has a graded or limited death benefit, then the ultimate value should be recorded.

3. **Previous Contracts:** Numbers of contracts at the beginning of the reporting period; this should be the same as the Outstanding Contracts from the previous reporting period.

4. **Written:** Number of contracts written with this insurer since the last reporting period.

5. **Cancelled:** Number of contracts funded with this insurer that have been cancelled since the last reporting period, i.e. lapsed, cancelled, terminated, no longer in-force, and transferred but not paid out to the Certificate Holder.

6. **Fulfilled:** Number of contracts funded with this insurer that have been fulfilled since the last reporting period.

7. **Outstanding Contracts:** Number of contracts funded with this insurer, which remain outstanding/in-force at the end of this reporting period. Ending contracts should correlate to your preneed contract log.
LOC (Letter of Credit) Record

Adding a Letter of Credit Record:

**Select Bank:** Use the dropdown arrow to find and select the Insurer for the funding record.

If the company is not listed on the drop down menu choose “Other Insurer – Not Listed”.
LOC (Letter of Credit) Record

- **Select Bank:** Use the dropdown arrow to find and select the trustee for the funding record.
- **LOC Number:** Enter the LOC number as it appears on the letter of credit.
- **Amount of LOC:** Amount of the letter of credit.
- **Outstanding Liability:** Original retail amount of services, cash advances, and the actual cost to the entity to provide the undelivered merchandise for all preneed contracts funded by the letter of credit as of the end of the reporting period.
- **Previous Contracts:** Number of contracts at the beginning of the reporting period; this should be the same as the outstanding contracts from the previous reporting period.
- **Written:** Number of contracts written and covered by the letter of credit since the last reporting period. The contracts should be included in the “Outstanding Liability”.
- **Cancelled:** Number of contracts originally covered by the letter of credit, but were cancelled since the last reporting period.
- **Fulfilled:** Number of contracts originally covered by the letter of credit, but were fulfilled since the last reporting period.
- **Outstanding Contracts:** Number of contracts funded with this insurer, which remain outstanding/in-force at the end of this reporting period. Ending contracts should correlate to your preneed contract log.

You must click “Save LOC Record” for the record you have just entered before adding a new trust record or going to the next funding method.
Surety Bond

Adding a Surety Bond Record:

Select Insurer: Use the dropdown arrow to find and select the Insurer for the funding record.

If the company is not listed on the drop down menu choose “Other Insurer - Not Listed”.

[Diagram of Surety Bond record form]
Surety Bond

1. **Select Insurer:** Use the dropdown arrow to find and select the insurer for the funding record.

2. **Bond Number:** Enter the bond number as it appears on the surety bond.

3. **Amount of Surety Bond:** Dollar amount of the surety bond.

4. **Outstanding Liability:** Original retail amount of services and cash advances and the actual cost to the entity to provide the undelivered merchandise for all preneed contracts funded by the surety bond as of the end of the reporting period.

5. **Previous Contracts:** Number of contracts at the beginning of the reporting period; this should be the same as outstanding contracts from the previous reporting period.

6. **Written:** Number of contracts which were written and covered by the surety bond since the last reporting period. The contracts should be included in the outstanding liability.

7. **Cancelled:** Number of contracts originally covered by the surety bond that were cancelled since the last reporting period.

8. **Fulfilled:** Number of contracts originally covered by the surety bond that were fulfilled since the last reporting period.

9. **Outstanding Contracts:** Total number of contracts covered by the surety bond.

You must click “Save Bond Record” for the record you have just entered before adding a new trust record or going to the next funding method.
Totals

You should obtain the following information from your preneed contract log

- **Total contracts outstanding per preneed log**: Your preneed log should be up to date through the end of the reporting period. Enter the number of contracts that are shown as outstanding on your preneed contract log. Please be advised that we may request your log to confirm the numbers reported.

- **Total net sales of all outstanding preneed contracts per log**: This is the net sales amount of all outstanding post-law preneed contracts according to your log.

  **Net Sales** is the total retail value of all outstanding post-law preneed contracts, regardless of funding method or whether paid-in-full, less any discounts or credit for insurance applied to the contract.

### Preneed Contract Log

| Contract Number | Date of Contract | Purchaser | Net Amount of Contract | PIF / Instl | Amount Collected to Date | Date of Last Payment | Amount Trusted to Date | Date of Last Trust Deposit | PIF Date | Face Amount of Life Insrance Sold | Ultimate Value of Annuity | Partial Delivery YES / NO | Date of Partial Delivery | Date Contract Fulfilled | Date Contract Voided or Cancelled | Date of Refund | Amount of Refund |
|-----------------|------------------|-----------|------------------------|-------------|--------------------------|----------------------|-----------------------|--------------------------|----------|-------------------------------|--------------------------|--------------------------|-----------------------|-----------------------|-----------------------------|----------------------|
|                 |                  |           |                        |             |                          |                      |                       |                          |          |                               |                          |                         |                       |                       |                             |                      |

Columns are numbered for instructional purposes only.
Preparer Information

- Use the dropdown to indicate type of individual who prepared the semi-annual report.

- Provide the individual’s contact information so we may contact the preparer with possible questions.

This is the person the Department will contact directly if we have any questions regarding the report.

It can be different from the person submitting the information on -line.

<table>
<thead>
<tr>
<th>Preparer Information:</th>
<th>Preparer Position:</th>
<th>Preparer Name:</th>
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<tbody>
<tr>
<td>Preparer Phone:</td>
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<td>Other</td>
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<td>Preparer Email:</td>
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E-Signature

This is the final Step before submission. It should be completed by the representative submitting the report. The 4-digit E-Signature is a number of the submitting representative’s choosing.

Final Step

In order for the online portion of this report to be considered filed, you must complete the section below and click ‘Submit E-Signature’. If you do not receive a confirmation page, your report was not accepted. Please contact Presneed for assistance. Your report is not considered complete until all supporting documentation has been submitted.

Final Checklist

1. Make sure you receive a confirmation page.
2. Contact the Department immediately if you do not receive a confirmation at 334-240-4420.
3. Make sure statements are uploaded, faxed or emailed to the Department.

NOTE: Your filing is not complete until the Department is in receipt of the statements.
Preneed
Contact Information

Phone: 334-240-4420
Fax: 334-206-6347
Email: Preneed@insurance.Alabama.gov
Web Site: http://www.aldoi.gov

Document upload: go to ALDOI.gov Click on Preneed under Quick Links

<table>
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<td>Laws, Bulletins, Regulations</td>
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<tr>
<td>Proof of Citizenship</td>
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Select “Document Upload” Hyperlink