



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BURIAL SERVICES SECTION  
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## MEMORANDUM

TO: All Funeral Establishments

FROM: Robert B. Gribble  
Executive Director

DATE: December 17, 2009

SUBJECT: **PRENEED REPORT FORMS FOR ESTABLISHMENTS AND TRUSTEES**

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The prescribed forms for the annual reports of establishments and trustees are available on our web site: <http://funeral.tn.gov> and will not be mailed out from our office. The forms have been recently revised and the new version must be used or the unacceptable form will be returned. If you are unable to access on-line forms, you may notify our office in writing and the forms will be sent to you via mail, provided that such notification will not extend the date the forms must be received by our office.

The preneed reports are for the calendar year of 2009, and they must be completed correctly and **received by our office no later than March 15, 2010**. Remember to include in these reports those preneed funeral contracts that were first trust funded and later converted to insurance products.

Establishments should print and forward the appropriate form to their trustee or forward to them the web site, so that the report can be completed, submitted and received by our office no later than the due date.

**For an establishment that has "insurance only" preneed funeral contracts, complete the data for numbers 1 through 5(f) of the establishment report.**

Any report required to be filed with our office that fails to contain any required information shall not be accepted by our office for filing and shall not toll the deadline for filing.

A complaint against the preneed seller or trustee may be filed for reports not received by the due date. This may result in disciplinary action, including a civil penalty, suspension or revocation of the registration.