



**STATE OF SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS**



**APPLICATION INSTRUCTIONS FOR RENEWAL LICENSE
TO SELL PRENEED FUNERAL CONTRACTS**

Mailing Address

P.O. Box 5757
Columbia, SC 29250-5757

S.C. Code Ann. § 32-7-10 et. seq.

www.consumer.sc.gov

803-734-4291/800-922-1594/803-734-4229 FAX

Street Address

2221 Devine St., Suite 200
Columbia, SC 29205

Beginning in 2013, all licensed preneed funeral contracts providers must renew every odd-numbered year. Applications must be postmarked by September 30, 2013. The items listed below must be included in the 2013 application.

A. APPLICATION

Please submit following items for processing the application to sell preneed funeral contracts:

- (a) The license application, completed in its entirety and a **\$200, non-refundable application fee per location listed in Question #12.**
- (b) A bond form which must be completed by a properly licensed insurance company or an irrevocable letter of credit issued by your bank **per location listed in Question #12 as instructed by Instructions Section C.**
- (c) Current financial statement (balance sheet) and current tri-merge credit bureau report or one report each from Experian, Transunion, and Equifax.

B. FINANCIAL STATEMENT & CREDIT BUREAU REPORT*

If the funeral home is a sole proprietor or partnership: The financial statement should be on the funeral home business and credit reports should be submitted for each owner(s).

If the funeral home is a corporation or limited liability company: The financial statement should be on the funeral home business and credit reports should be submitted for the manager of the preneed program OR the supervisor over the location(s).

**The credit bureau report can be tri-merged, including all three reporting agencies within the report OR one report each from Experian, Transunion, and Equifax. As a reminder, every person can obtain one free report from each of the credit bureaus at www.annualcreditreport.com or by calling 1-877-322-8228. When requesting a report please select to redact your social security number.*

C. BOND OR LETTER OF CREDIT

The amount required on the bond or letter of credit will increase as your total dollar amount of outstanding contracts increases, as shown below. **It is the responsibility of each funeral home licensed to sell preneed funeral contracts to maintain the appropriate bond or letter of credit amount.**

<u>Total Insurance & Trust Balance</u>	<u>Amount of Bond or Letter of Credit Required</u>
\$0-100,000	\$15,000
100,001-250,000	30,000
250,001-500,000	45,000
500,001 and over	75,000

D. SEND COMPLETED APPLICATIONS TO:

Applications must be postmarked by September 30, 2013.

SC Department of Consumer Affairs
Preneed Funeral Contracts
P.O. Box 5757
Columbia, SC 29250-5757

**MAKE CHECKS PAYABLE TO:
South Carolina Department of Consumer Affairs**

For more information contact:

Matalie L. Mickens, Preneed Program Coordinator ~ (803) 734-4291 ~ mmickens@scconsumer.gov
Tiffany D. Gibson, Staff Attorney ~ (803) 734-0047 ~ tdgibson@scconsumer.gov

10. Current Business Type:

- a. Sole Proprietorship Partnership Limited Liability Company Corporation
 (Attach a copy of the agreement, Articles of Incorporation, or Articles of Organization, as applicable.)

11. Is your funeral home owned by a holding company or another corporation? Yes No
 If yes, attach details.

12. LOCATIONS: List all funeral home locations that will: (A) (1) offer and sell preneed funeral contracts, (2) receive payments on preneed funeral contracts or (3) receive and/or hold any preneed funeral contracts and (B) designate a preneed funeral contracts contact person(s) for each location.
 (Attach additional sheets if necessary.)

NOTE: The filing renewal fee is \$200 per location.

Preneed License Number	Address	Phone Number	Contact Person

13. Multiply the number of locations in Application Question #12 by \$200.00= _____

This total amount is your filing fee.

B. BACKGROUND QUESTIONS

14. Is the funeral home named as a defendant in any lawsuit? Yes No
 If the answer is yes, attach complete details of the litigation(s).

15. Have you ever had any funeral service or preneed license denied, suspended, revoked, surrendered or have you ever been disciplined by licensing authorities in this or any other state or jurisdiction. Yes No
 If yes, attach a separate statement giving complete details.

16. Number of services that you performed in the previous calendar year: _____

17. What is the total amount of funds currently held in trust accounts and/or insurance policies for outstanding preneed funeral contracts not yet fulfilled? _____

18. Place a checkmark next to the category below which describes the total amount of funds held for preneed funeral contracts not yet fulfilled and required amount of financial responsibility (bond or letter of credit):

<u>Total Insurance & Trust Balance</u>	<u>Required Bond or Letter of Credit Amount</u>	<u>Check one</u>
\$0-100,000	\$15,000	<input type="checkbox"/>
\$100,000-250,000	\$30,000	<input type="checkbox"/>
\$250,001-500,000	\$45,000	<input type="checkbox"/>
\$500,001 and over	\$75,000	<input type="checkbox"/>

C. **OTHER ATTACHMENTS:** Please use the checklist below to verify your application is complete.
Incomplete information could result in delay or denial of your application.

- \$200 Renewal Fee **per location (the amount calculated in Application Question #13).**
- Financial Statement on the funeral home business as of the most recent fiscal year.
- Credit Report(s). ***If the funeral home is a sole proprietor or partnership:*** The financial statement should be on the funeral home business and credit reports should be submitted for each owner(s). ***If the funeral home is a corporation or limited liability company:*** The financial statement should be on the funeral home business and credit reports should be submitted for the manager of the preneed program OR the supervisor over the location(s). The credit bureau report can be **tri-merged**, including all three reporting agencies within the report OR one report each from Experian, Transunion, and Equifax. If the owner has not requested a credit report in the past 12 months, one free report can be obtained at www.annualcreditreport.com or by calling 1-877-322-8228.
- Bond or Letter of Credit based on Application Instructions Section C
- A copy of the organization’s agreement, Articles of Incorporation, or Articles of Organization, as applicable. The copy does not need to be certified. If you do not have a copy, one may be obtained by contacting SC Secretary of State’s office at 803-734-2158 or www.scsos.com.
- Evidence of registration with the South Carolina Secretary of State, if a corporation, limited liability company, or limited partnership. (i.e. a copy of Certificate of Existence or Certificate of Authority to Transact Business in South Carolina). The copy does not need to be certified. If you do not have a copy, you may run an online corporation search for your business filling at <http://www.scsos.com/> and attach the printout to this application.

The undersigned swears or affirms and certifies that he/she has completed and/or reviewed all information in this application and that all information contained herein and in addending and supplemental forms is true and accurate. The undersigned further certifies that giving false information in this application or any addending or supplemental forms constitutes cause for denial and revocation of the application or license and subjects him/her to criminal prosecution for perjury. **The undersigned acknowledges the duty and agrees to update and correct this information as it changes.** The undersigned warrants that his or her signature below is duly authorized and delivered by and for the entity for which he/she signs.

 Signature of person completing the form

SWORN TO AND SUBSCRIBED before me
 this _____ day of _____, 20 ____

 Type or Print your name

 Notary Public For: _____

 Type or Print your Business Relationship or Title

My Commission Expires: _____