

**PRENEED LICENSE AND BRANCH ANNUAL RENEWAL PACKET**  
**Division of Funeral, Cemetery, and Consumer Services**  
**Cover Sheet and General Instructions for Preneed License and Branch Annual Renewal**  
**Packet**  
**Form DFS-PNL-R**

**TO:**

**4/1/20\_\_**

«LicenseeName2»

«PREFERRED\_STREET»

«PREFERRED\_CITY» «PREFERRED\_STATE» «PREFERRED\_ZIP»

**DUE DATE:**

**Preneed License #:** «LICENSEE\_LICENSE\_NUM»

**For renewal effective:** 7/1/20\_\_

**Due Date:**

**4/1/20\_\_**

DEAR PRENEED LICENSEE:

This is your annual packet of forms for renewing your preneed license and preneed branch licenses.

**Contents**

- 1) This Cover Sheet with General Instructions for Preneed License and Branch Annual Renewal Packet (2 pages)
- 2) Form DFS-PNL-R1, Invoice - Renewal of Preneed License (form R1) (combines fee worksheet and list of branches) - (This is a form to be provided with the packet); the forms for the annual financial statement of a preneed licensee include:
  - Financial Statement Instructions, Form DFS-PNL-R2 (form R2) (1 page)
  - Form DFS-PNL-R2A, Balance Sheet of Preneed Licensee (form R2A) (3 pages);
  - Form DFS-PNL-R2B, Income Statement (form R2B) (2 pages);
- 3) R3 forms for the Annual Renewal Statement of Preneed Licensee include:
  - Form DFS-PNL-R3A, Statement of Preneed Sales Under Each Trust, Surety Bond, or Insurer (form R3A);
  - Form DFS-PNL-R3B, Summary of Preneed Activity (form R3B) (for all trusts, insurers, and surety bonds) (1 page);
- 4) Form DFS-PNL-R4, Annual PNL Financial Statement and Renewal Statement Certification and Application for Renewal (form R4) (1 page);
- 5) Form DFS-PNL-R5, Notice of Non-Renewal (form R5). If you will NOT be renewing your preneed license, please fill out the attached one-page form R5, and mail it to the Division at the address indicated on that Notice. If you are renewing your license, do not submit form R5;
- 6) Form DFS-PNL-R6, Net-Worth Alternatives (form R6). Use of this form is optional. 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 form R6.

**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 the enclosed form R3B, Summary. 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. See separate enclosed instructions regarding financial statements (form R2). 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 the Invoice (form R1).
- (7) Cut a check or money order for the Total Amount Due as shown on the Invoice (form R1), 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.)

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

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

<i><b>Gross number (before cancellations) of preneed contracts sold in calendar year 20</b></i> __	<i><b>Base renewal fee</b></i>
0 preneed contracts	\$300

1 to 49 preneed contracts	\$400
50 to 249 preneed contracts	\$500
250 to 999 preneed contracts	\$850
1,000 to 2,499 preneed contracts	\$1,500
2,500 to 4,999 preneed contracts	\$2,500
5,000 to 14,999 preneed contracts	\$6,000
15,000 to 29,999 preneed contracts	\$12,500
30,000 or more preneed contracts	\$18,500

END OF COVER SHEET & GENERAL INSTRUCTIONS