

IOWA PRENEED ANNUAL REPORT FILING

1

**HILTON SSOZI AND PAULA COURTER
COMPLIANCE OFFICER II
SECURITIES AND REGULATED INDUSTRIES
BUREAU
IOWA INSURANCE DIVISION (IID)**

Iowa Insurance Division Website

2

REGULATED ENTITIES

CONSUMERS
Find information to help consumers with insurance, securities and investments, or other products the Iowa Insurance Division regulates as well as filing complaints with the Iowa Insurance Division.

REGULATED INDIVIDUALS
Find information and tools for the many different types of individuals working in industries regulated by the Iowa Insurance Division.

REGULATED ENTITIES
Find information and tools for the many different types of businesses the Iowa Insurance Division regulates.

NEWS, REPORTS, & LEGAL INFO
Find press releases, announcements, contested case and legal information, orders and reports issued by the Iowa Insurance Division.

IID Website – Entities

3



HOME ABOUT US ▾ CONSUMERS REGULATED INDIVIDUALS **REGULATED ENTITIES** NEWS, REPORTS, & LEGAL INFO



Regulated Entities



INSURANCE-RELATED ENTITIES

The Iowa Insurance Division regulates and supervises the business of insurance in Iowa. Information and instructions regarding matters required by the Iowa Insurance Division are below.

- Insurers
- Entities Providing Services to Insurers or Insurance Producers
- Entities Handling Insurers' Products
- Report Insurance Fraud Against Companies



REGULATED BENEFIT PLANS

Certain types of benefit plans are not insurance but they are regulated by the Iowa Insurance Division. Information related to these benefit plans can be found by clicking the applicable buttons below.

- Multiple Employee Welfare Arrangement (MEWA)
- Self-Insured Workers' Compensation
- Charitable Gift Annuities
- Iowa Public Body Self-insured Group Healthcare Plans



SECURITIES & INVESTMENTS

Information and instructions for securities broker-dealers, investment advisers and investment adviser representatives and issuers of securities can be found below.

- Broker-Dealers
- Investment Advisers
- Registration of Securities and Exempt Offerings



OTHER NON-INSURANCE REGULATED ENTITIES

The Iowa Insurance Division regulates and supervises other non-insurance regulated entities. Information and instructions regarding matters required by the Iowa Insurance Division are below.

- Cemeteries and Burial Sites
- Motor Vehicle Service Contracts
- Prearranged Funeral Services and Merchandise
- Residential Service Contracts
- Retirement Facilities

Record maintenance - Sales log

4

- Sales Agents – Maintain sales log
 - minimum of 5 years
 - contracts must be sequentially numbered – starting with a 4 digit year
 - assign contract numbers at the time of signing agreement
 - record any corrections to contract numbers and retain documentation of initial number
- Preneed Sellers – Must maintain sales log
 - minimum of 4 years after the date of sale
 - sales logs must reconcile with PS and SA Annual Reports

Meaning of Codes

5

- New - New funding NF
- Existing - Additional Funding AF
-Withdrawal interest WI
- Cancelled -Withdrawal Cancelled WC
-Withdrawal Other WO
-Withdrawal Transfer WT
- Serviced - Withdrawal Serviced WS
- Withdrawal Partially Serviced WP

If a purchaser dies in the same year of writing a contract, you need to report this transaction twice. The first showing the intake of funds (New) and the Second showing withdrawal of funds (Serviced).

Annual Report Upload Failures

6

- Incorrect format of license numbers. The format is PS- xxxxxx and SA-xxxxxx. (totaling 6 numbers).
- Incorrect template used
- Comma's and special character's in the file
- Incorrect wording format – Cancelled, New, etc....
- Leaving mandatory fields blank

Annual Report Upload Failures

7

- Incorrect logic –i.e. New ≠ Existing, Cancelled, or Serviced
- Leaving spaces after typing the word
- Incorrect status codes used – Trust vs Insurance; New vs Existing
- Incorrect Routing and NAIC Numbers

Annual Report filing

8

- Do not use SA-000000
- Do not upload a blank CSV file if there were no sales transactions during the year
- Do not click on “My Applications”

Please select account:

Owner - C/Vel Fine's Home Inc ▼

[View Account Information](#)

[View Licenses](#)

[View Annual Reports](#)

[New License/Registration](#)

[My Applications](#)

[View Contact Information](#)

Annual Report Filing

9

- Do not input the funeral home name as the beneficiary name. A beneficiary is any natural person specified in the preneed contract, upon whose future death, the cemetery merchandise, funeral merchandise, funeral services, or a combination thereof are to be provided under the preneed contract.
- Uploading a report on a wrong account especially for individuals with one username for several accounts.
- Contract numbers is a mandatory field on the report. Contracts written before July 2007 must be assigned a number on the annual report, preferably year and month the contract was written.

Annual Report Filing

10

- Information need for completing your annual report.
 - CSV upload file should include all transaction activity
 - Have your CSV upload file ready
 - Sales Agent- know your Preneed Seller License number(s).
 - Preneed Seller- know your Sales Agent(s)name and License number(s).
 - Preneed Seller-know your Board of Mortuary Science License number and expiration date
 - Fees include license renewal and total of new agreements, if you question the fee calculation, contact us 515-242-5310
 - Have your bank routing and bank account number available
 - Deadline for filing the annual report is April 15th 2019

Supported Web Browser

11

- Use Chrome or Firefox to ensure you can access all the checklist questions.
- Do not use Internet Explorer. Dependent questions in the annual report checklist will not be visible.
- A message will pop up prompting users to use a supported browser.

Reporting Master Trust

12

- Iowa Administrative Code 100.19(1) and (2)
- Title of the financial account shall include the name of the preneed seller.
- Preneed seller or financial institution shall be the trustee of the master trust.
- Preneed seller to submit aggregate amount of deposits and withdrawals that occurred during the calendar.
- Listing of the beneficiary with deposits or withdrawals from the master trust account.

Changes In Funding Method

13

- From bank trust to insurance or vice versa:
 - Change is deemed to be an amendment to the agreement not a cancellation of the original agreement.
 - Preneed seller needs to obtain a written and signed statement from the purchaser requesting change.
 - Both parties should sign and date the amendment.
 - Record the change on the annual report – withdrawal and addition
 - Do not assign another contract number.
 - Copies of the signed agreement must be kept in file.

Preneed Sales Agent Questions and Answers Annual Report Check List

14



Answers

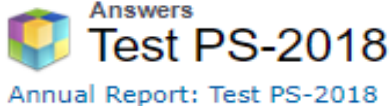
Test-PSA-2018

Annual Report: Test-PSA-2018

Action	Response ↑	Question
Edit Del	Not Answered Yet	How many?
Edit Del	Not Answered Yet	Do you have new contracts to report?
Edit Del	Not Answered Yet	Did you sell any insurance or annuity policies in the annual report year, includ
Edit Del	Not Answered Yet	Did you sell any insurance or annuity policies in the annual report year?
Edit Del	Not Answered Yet	List the Preneed Sellers and locations where you sell Preneed:
Edit Del	Not Answered Yet	Insurance Producer License Number
Edit Del	Not Answered Yet	Insurance Producer License Expiration Date
Edit Del	Not Answered Yet	List the insurance companies you sell for
Edit Del	Not Answered Yet	Funeral Director License Number
Edit Del	Not Answered Yet	Are you a licensed insurance producer?
Edit Del	Not Answered Yet	Funeral Director License Expiration Date
Edit Del	Not Answered Yet	Did you serve as full-time active duty in the United States armed forces during
Edit Del	Not Answered Yet	Are you a licensed funeral director?
Edit Del	Not Answered Yet	I have viewed my contact information and made edits or confirmed information is
Edit Del	Not Answered Yet	Did you sell merchandise or coverage for deaths that might occur outside of your
Edit Del	Not Answered Yet	Notes and comments
Edit Del	Not Answered Yet	Are you in compliance with the continuing education requirements set forth in 19
Edit Del	Not Answered Yet	Do you wish to renew your license for next year?
Edit Del	Not Answered Yet	How many of those credit hours were on the topic of business ethics?
Edit Del	Not Answered Yet	How many credit hours of continuing education courses did you attend during the

Preneed Seller Questions and Answers Annual Report Check List

15



Action	Response ↑	Question
Edit Del	Not Answered Yet	I have viewed my contact information and made edits or confirmed information is
Edit Del	Not Answered Yet	I have viewed my account information and made edits or confirmed information is
Edit Del	Not Answered Yet	List all sales agents (last name & license #'s) active now and any time during t
Edit Del	Not Answered Yet	List all branch locations where preneed contracts are stored. If all, enter 'All
Edit Del	Not Answered Yet	If yes, expiration date of surety bond. You must attach a copy of the surety
Edit Del	Not Answered Yet	Do you have a surety bond in place as an alternative to trust funding?
Edit Del	Not Answered Yet	Do you sell cemetery merchandise?
Edit Del	Not Answered Yet	List all branch locations.
Edit Del	Not Answered Yet	Notes and comments
Edit Del	Not Answered Yet	If yes, ID number of insurance company that issues fidelity bond
Edit Del	Not Answered Yet	If yes, amount of surety bond
Edit Del	Not Answered Yet	Were any of the contracts on this report funded at less than 100%?
Edit Del	Not Answered Yet	What is the NAIC number of the insurance company who issued the surety bond?
Edit Del	Not Answered Yet	Do you wish to renew your license for next year?
Edit Del	Not Answered Yet	Number of New Contracts

New Licensee

16

- The first step is to contact our office. We will require the individual's name or Entity name, phone number and email address to set up the account on the filing portal.
- All applications will be processed through the online filing system.
- All background checks will be processed by our office. The processing fee is required during the application process. Do not send the form or the payment to the Division of Criminal Investigation (DCI). A completed form should be uploaded on our system.

License Renewal

17

- License renewal and payment is part of the annual report filing process. The renewal fee is generated off the question in the checklist on the annual report. “Do you wish to renew your license?” If the answer is “No”, the system will not renew the license and no license fee will be required.
- License’s must renew annually at the time of filing the annual report. Term of the license is one year from April 15th.
- You can download and print the license by logging onto the portal.

Sales Agent License Renewal

18

- Sales Agents are required to complete a minimum of 3 credits of Continuing Education CE hours for each license term (year) and at least one hour must be on business ethics.
- CE hours may not be required in the first year of being licensed. You need to contact us about this issue.
- Exemption applies to:
 - Licensed Funeral Directors
 - Licensed Insurance Producers
 - Licensed Sales Agents who actively served in U.S armed forces during the license term
- Proof of the above is required at the time of submitting the annual report.
- If the sales agent is not compliant, the license will be placed in a Restricted Status.

Communications

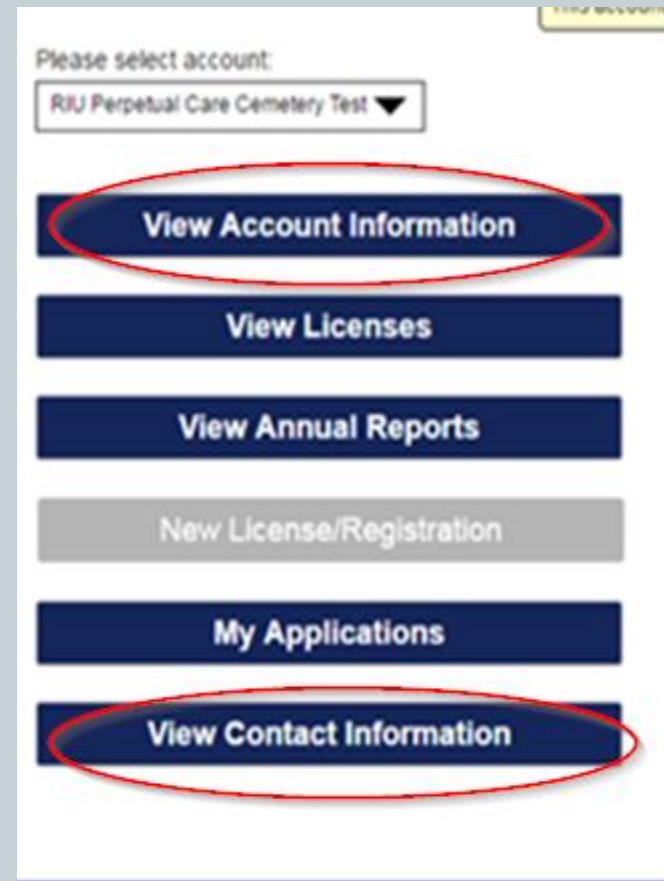
19

- System generated email
- Validation Failed (Issues with the content in the annual report)
- Submission Complete.
- Always include your license number when sending us an email to:
preneed.annual.report@iid.iowa.gov.
- Contact us at 515-242-5310 and ask for Robin

Update Information On The Portal

20

- Please Update:
 - Account information
 - Contact information



QUESTIONS

21



Preneed Sales Agent CSV File

22

A	B	C	D	E	F	G	H	I	J	K	L	M
Contract S	Funding T	Financial	PS License	SA License	Purchaser	Beneficial	Date of Cont	Contract N	Contract A	Comment		
New	Insurance	NF	PS-000352	SA-001154	Paula Incl	Paula Incl	1/15/2018	2018-001	10900	New		
New	Insurance	NF	PS-000352	SA-001154	Richard In	Richard In	1/15/2018	2018-002	10900	New		
New	Trust	NF	PS-000352	SA-001154	Alan Pruce	Alan Pruce	1/15/2018	2018-003	3700	New		
New	Trust	NF	PS-000352	SA-001154	Karen Issa	Karen Issa	3/30/2018	2018-004	2700	New		
New	Insurance	NF	PS-000352	SA-001154	Marla Jen:	Marla Jen:	4/12/2018	2018-005	3530	New		
New	Insurance	NF	PS-000352	SA-001154	Adam Gec	Adam Gec	4/12/2018	2018-006	3530	New		
New	Master Tr	NF	PS-000352	SA-001154	John Quar	John Quar	4/17/2018	2018-007	2470	New		
New	Insurance	NF	PS-000352	SA-001154	Ralph Mar	Ralph Mar	5/11/2018	2018-008	3000	New		
New	Insurance	NF	PS-000352	SA-001154	Alay Brent	Alay Brent	5/31/2018	2018-009	3000	New		
New	Master Tr	NF	PS-000352	SA-001154	Licile Ball	Lucile Ball	8/2/2018	2018-010	2765	New		
New	Insurance	NF	PS-000352	SA-001154	Bev Field	Bev Field	9/14/2018	2018-011	4000	New		
New	Insurance	NF	PS-000352	SA-001154	Fred Elton	Fred Elton	9/19/2018	2018-012	10000	Assignment of existing policy		
New	Insurance	NF	PS-000352	SA-001154	Ross Karl	Ross Karl	10/2/2018	2018-013	7760	New		
New	Insurance	NF	PS-000352	SA-001154	Mike larsc	Mike larsc	11/9/2018	2018-014	5560.65	New		
New	Master Tr	NF	PS-000352	SA-001154	Randy Clif	Randy Clif	12/12/2018	2018-015	1500	New		

Preneed Seller CSV File

23

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Contract S	Funding T	Financial / Revocable	Guarante	PS License	SA License	Purchaser	Beneficial	Date of Con	Contract N	Contract A	Bank Routin	Bank Account	Amount D	Amount V	Insurance	Insurance	Available	Amount C	Amount R	Date of Tr	Comments		
2	Cancelled	Insurance	WT	FALSE	FALSE	PS-000352	SA-001154	Lori Maso	Lori Maso	1/2/1996	1996-003	10780		0	10780	30626	3.06E+09	1738			#####	Transferred		
3	Cancelled	Master Tr	WT	FALSE	FALSE	PS-000352	SA-001154	Carol Laur	Carol Laur	4/7/2006	2006-002	12000	306316161	3063161616	0	12000					#####	Transferred		
4	Existing	Master Tr	AF	FALSE	FALSE	PS-000352	SA-001154	Ralph Hur	Ralph Hur	3/1/2006	2006-001	500	306316161	3063161616	500	0					#####	Addon to existing policy		
5	Existing	Master Tr	AF	FALSE	FALSE	PS-000352	SA-001154	Pat Bright	Pat Bright	6/4/2018	1985-001	8000	306316161	3063161616	8000	0					6/7/2018	Addon to existing policy		
6	Existing	Master Tr	AF	FALSE	FALSE	PS-000352	SA-001154	William C	William C	7/9/2018	1998-001	500	306316161	3063161616	500	0					#####	Addon to existing policy		
7	Existing	Master Tr	AF	FALSE	FALSE	PS-000352	SA-001154	William C	William C	8/1/2018	1998-001	500	306316161	3063161616	500	0					#####	Addon to existing policy		
8	Existing	Master Tr	AF	FALSE	FALSE	PS-000352	SA-001154	William C	William C	9/1/2018	1998-001	200	306316161	3063161616	200	0					9/4/2018	Addon to existing policy		
9	Existing	Master Tr	AF	FALSE	FALSE	PS-000352	SA-001154	William C	William C	10/2/2018	1998-001	500	306316161	3063161616	500	0					#####	Addon to existing policy		
10	Existing	Master Tr	AF	FALSE	FALSE	PS-000352	SA-001154	William C	William C	11/1/2018	1998-001	200	306316161	3063161616	200	0					#####	Addon to existing policy		
11	Existing	Master Tr	AF	FALSE	FALSE	PS-000352	SA-001154	William C	William C	12/6/2018	1998-001	200	306316161	3063161616	200	0					#####	Addon to existing policy		
12	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Paula Incl	Paula Incl	1/15/2018	2018-001	10900			10900	0	30626	3.06E+09	10900		#####	New		
13	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Richard In	Richard In	1/15/2018	2018-002	10900			10900	0	30626	3.06E+09	10900		#####	New		
14	New	Trust	NF	FALSE	FALSE	PS-000352	SA-001154	Alan Pruc	Alan Pruc	1/15/2018	2018-003	3700	306316161	3063161616	3700	0					2/1/2018	New individual trust		
15	New	Trust	NF	FALSE	FALSE	PS-000352	SA-001154	Karen Issa	Karen Issa	3/30/2018	2018-004	2700	306316161	3063161616	2700	0					4/1/2018	New individual trust		
16	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Marla Jen	Marla Jen	4/12/2018	2018-005	3530			3530	0	30626	3.06E+09	3583.76		#####	New		
17	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Adam Gec	Adam Gec	4/12/2018	2018-006	3530			3530	0	30626	3.06E+09	3583.76		#####	New		
18	New	Master Tr	NF	FALSE	FALSE	PS-000352	SA-001154	John Quar	John Quar	4/17/2018	2018-007	2470	306316161	3063161616	2470	0					#####	New		
19	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Ralph Mar	Ralph Mar	5/11/2018	2018-008	3000			3000	0	30626	3.06E+09	3985		#####	New		
20	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Alay Bren	Alay Bren	5/31/2018	2018-009	3000			3000	0	30626	3.06E+09	3969		6/6/2018	New		
21	New	Master Tr	NF	FALSE	FALSE	PS-000352	SA-001154	Lucile Ball	Lucile Ball	8/2/2018	2018-010	2765	306316161	3063161616	2765	0					#####	New		
22	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Bev Field	Bev Field	9/14/2018	2018-011	4000			4000	0	30626	3.06E+09	4062.92		#####	New		
23	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Fred Elton	Fred Elton	9/19/2018	2018-012	10000			10000	0	30626	3.06E+09	100000		#####	Assignment of existing policy		
24	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Ross Karl	Ross Karl	10/2/2018	2018-013	7760			7760	0	30626	3.06E+09	8159.8		#####	New		
25	New	Insurance	NF	FALSE	FALSE	PS-000352	SA-001154	Mike Iarsc	Mike Iarsc	11/9/2018	2018-014	5560.65			5560.65	0	30626	3.06E+09	5703		#####	New		
26	New	Master Tr	NF	FALSE	FALSE	PS-000352	SA-001154	Randy Clif	Randy Clif	12/12/2018	2018-015	1500	306316161	3063161616	1500	0		3.06E+09			#####	New		
27	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Lelland G	Lelland G	5/5/2003	18009	2660			0	6088.15	30626	3.06E+09	6088.15		#####	Serviced		
28	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Albert Boi	HubertBei	9/15/1986	18014	3151			0	4726.5	30626	3.06E+09	4726.5		4/9/2018	Serviced		
29	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Aaron Gri	Aaron Gri	5/18/1995	18015	5573			0	11393.74	30626	3.06E+09	11393.74		#####	Serviced		
30	Serviced	Master Tr	WS	FALSE	FALSE	PS-000352	SA-001154	Pauline Le	Pauline Le	1/31/2018	2018-003	2750	306316161	3063161616	0	2728.38					#####	Serviced		
31	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Mike Rice	Mike Rice	6/11/1996	18020	2474			0	4252.05	30626	3.06E+09	4252.05		#####	Serviced		
32	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Gladis Str	Gladis Str	10/23/1998	18023	6697			0	4585	30626	3.06E+09	4585		#####	Serviced		
33	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Gab Donn	Gab Donn	6/4/1999	18029	2300			0	2836	30626	3.06E+09	2836		#####	Serviced		
34	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Frank Issa	Frank Issa	7/27/1995	18037	1795			0	3545.04	30626	3.06E+09	3545.04		#####	Serviced		
35	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Lana Writ	Lana Writ	6/9/1989	18039	5398			0	16602.78	30626	3.06E+09	16602.78		#####	Serviced		
36	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	James Wr	James Wr	2/2/2015	2015-001	1304.53			0	1459.87	30626	3.06E+09	1459.87		9/7/2018	Serviced		
37	Serviced	Master Tr	WS	FALSE	FALSE	PS-000352	SA-001154	Michelle F	Michelle F	1/19/2011	18046	6745	306316161	3063161616	0	8841.13					#####	Serviced		
38	Serviced	Master Tr	WS	FALSE	FALSE	PS-000352	SA-001154	Camron Jc	CharlesBa	8/2/2018	2018-010	2765	306316161	3063161616	0	2803.91					#####	Serviced		
39	Serviced	Insurance	WS	FALSE	FALSE	PS-000352	SA-001154	Randy Orr	Randy Orr	12/6/1995	18002	7066			0	11443.35	30626	3.06E+09	11443.35		#####	Serviced		