



## NORTH CAROLINA BOARD OF FUNERAL SERVICE

### PRENEED FUNERAL CONTRACT – CERTIFICATE OF PERFORMANCE

Pursuant to N.C. Gen. Stat. §§ 90-210.63(c) and 90-210.64(a), any funeral establishment, unaffiliated practitioner, crematory or hydrolysis licensee **that accepts the transfer of a preneed funeral contract after the death of the [beneficiary] shall file the certificate of performance with the Board and mail a copy to the contracting preneed licensee. If the preneed funeral contract is performed by [licensee] in another state, the original contracting preneed licensee shall make reasonable efforts to obtain the information needed to accurately complete the certificate of performance and shall file the certificate no later than [10 days from the date payment was received or within 10 days from receiving notification that the preneed funeral contract was performed, whichever is earlier].**

Submit electronically to: [cop@ncbfs.org](mailto:cop@ncbfs.org)

**Trust:** Per N.C. Gen. Stat. § 90-210.64, if the performing and contracting firm are not the same, the performing firm must submit the form to the contracting firm **and** the contracting firm must then present it to any financial institution that holds the funds in trust. *Upon receipt of the [certificate of performance], the financial institution shall pay the trust funds to the contracting preneed licensee [...].* The contracting firm then **shall** pay preneed funds received to the performing firm, subject to the provisions of N.C. Gen. Stat. § 90-210.65(d), in the event the contracting firm provided any funeral goods or services prior to the transfer.

**Insurance:** Per N.C. Gen. Stat. § 90-210.64, if the performing and contracting firm are not the same, the performing firm must submit the form to the insurance company, and *the insurance company shall pay the insurance proceeds according to the terms of the policy.*

If preneed funeral contract is funded with multiple trust accounts and/or insurance policies, submit certificate of performance within 10 days from the first payment received. Do not submit more than one (1) certificate of performance per preneed funeral contract.

**Important notice: If an individual has more than one (1) preneed funeral contract, one (1) certificate of performance must be submitted for each contract.**

Decedent's name: \_\_\_\_\_

Last four of Social Security No: \_\_\_\_\_ NCBFS Preneed Funeral Contract No.: \_\_\_\_\_

Preneed contract date: \_\_\_\_\_ Date of death: \_\_\_\_\_ County/State of death: \_\_\_\_\_

Contracting funeral home: \_\_\_\_\_ PN Est. No. \_\_\_\_\_  
(preneed funeral establishment where preneed funeral contract was registered at time of decedent's death)

Address: \_\_\_\_\_  
Street City State Zip

Licensee of Board that performed preneed contract (if different from above):  
\_\_\_\_\_

Select license type: \_\_\_\_\_ Funeral Establishment \_\_\_\_\_ Unaffiliated Practice \_\_\_\_\_ Crematory or Hydrolysis Licensee

License number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

# PRENEED FUNERAL CONTRACT – CERTIFICATE OF PERFORMANCE

## PRENEED TO AT-NEED WORKSHEET

Name of preneed funeral contract beneficiary: \_\_\_\_\_

The undersigned, being duly authorized, certifies below that this request for payment complies with Article 13D, Chapter 90, of the North Carolina General Statutes, in that:

(Choose one)

\_\_\_\_\_ It has fully performed all provisions of the preneed funeral contract executed for the decedent named above.

\_\_\_\_\_ The contract was revoked by the purchaser or transferred after the death of the preneed contract beneficiary.

(Choose one)

\_\_\_\_\_ The original contracting funeral establishment provided funeral goods and services **prior to** the revocation or transfer.

\_\_\_\_\_ The original contracting funeral establishment provided **no** funeral goods and services **prior to** the revocation or transfer.

**Invoice / At-Need Contract Amount:**      \$ \_\_\_\_\_ (total retail price of goods / services provided at death)

**Funding:** (include additional sheets if necessary)

1. Financial Institution/Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

Paid to: \_\_\_\_\_

Account / Policy Number: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Date paid: \_\_\_\_\_

2. Financial Institution/Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

Paid to: \_\_\_\_\_

Account / Policy Number: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Date paid: \_\_\_\_\_

3. Financial Institution/Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

Paid to: \_\_\_\_\_

Account / Policy Number: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Date paid: \_\_\_\_\_

Was this an inflation-proof contract? \_\_\_\_\_ **If yes, the contracting funeral home must complete the “at-need credit computation” below if it also performed the preneed funeral contract. At-need credit computation: Below, enter the amounts determined by the Board’s “Preneed to At-need Calculator” and available at <https://ncbfs.org/licensee-resources/applications-forms/#preneed>. Please retain a copy of the calculator for your records. **If section not completed, explain the reason why below:****

A. Total charges for non-guaranteed preneed cash advance & tax items: \$ \_\_\_\_\_

B. Total excess funding (insurance proceeds/trust balances in excess of retail cost) on preneed contract date: \$ \_\_\_\_\_

C. Total amount of funds to either be allocated toward at-need cash advance & tax items or refunded: \$ \_\_\_\_\_

D. Total at-need balance of cash advances, tax, and additional goods and service items: \$ \_\_\_\_\_

E. Total amount due funeral home \$ \_\_\_\_\_

F. Total refund due family/estate \$ \_\_\_\_\_

Refund date: \_\_\_\_\_ Check No: \_\_\_\_\_ (retain copy in preneed file)

Representative signature: \_\_\_\_\_ Date signed: \_\_\_\_\_