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WASHINGTON STATE DEPARTMENT OF LICENSING

Prearrangement Funeral Registration Application

Funeral and cemetery establishments can use this form to apply for prearrangement funeral registration. Send this completed form and a **$250** check or money order payable to Department of Licensing to: **Funeral and Cemetery Licensing, Department of Licensing, PO Box 35001, Seattle, WA 98124-3401.**

24006-APPLICATIONS

Establishment

TYPE or PRINT Establishment name			
Address			
City	State	ZIP code	County
(Area code) Telephone number	Email		

Organization type

☐ Sole owner ☐ Partnership ☐ Corporation* – enter corporation certificate number _____

If sole proprietorship, provide name and address of owner; if a partnership, list name and address of each partner; if a corporation, provide name and address:

_____

_____

_____

Date fiscal year ends _____

* Corporation supplemental data to be attached:

- Board of directors – List names of all directors of the corporation, as of the date of license application.
- Officers – List the names of the president, vice president, secretary and treasurer of the corporation as of the date of the application. List the names of all additional vice presidents if such are prescribed by the laws of the corporation.
- Shareholders – List the names as recorded in corporate records of all individuals holding over 10% interest in the corporation.

Financial statement

Application must be accompanied by a current financial statement including:

1. Explanation of how establishment plans to offer, market and service prearrangement contracts;
2. Balance sheet and profit and loss statements for most recent fiscal year, certified by a certified public accountant or licensed public accountant, or a copy of the establishment's most recent federal income tax return, verified by a certified public accountant or licensed public accountant.

Contract

Attach 2 copies of the prearrangement funeral contract forms the establishment proposes to use.

Method of funding – Check all that are used

☐ Insurance – provide name of company _____ ☐ Trust fund

Trust fund information – Attach a copy of the trust agreement

Name of trust
Location
Names and addresses of trustees

Declaration

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Title

X **When you have completed this form, please print it out and sign here.**

Date and place

Signature of proprietor or corporate officer

Notarization/Certification

State of Washington, County of _____

Signed or attested before me on _____ by _____

(Seal or stamp)

Signature

Printed or stamped name

Title

and _____

Notary expiration date

We are committed to providing equal access to our services.
If you need accommodation, please call (360) 664-1555 or TTY (360) 664-0116.

Prearrangement Funeral Service Contract Guidelines
Listed below are the required items that must be addressed in all prearrangement funeral service contracts. These items are set forth in RCW 18.39.250(12) and WAC 308-49-150.

To receive approval of contract form and content:
- Drafts of proposed contracts must be submitted for review to the Funeral and Cemetery Licensing office at the Department of Licensing.
- In the event that modifications are necessary, changes should be incorporated before final printing.
- The final version of contracts must be approved before use.
- A copy of the contract in its final form must be filed with the Department of Licensing.

If, in the future, you decide to make changes to your contract, you must first obtain approval from the Department before using the contract.

RCW 18.39.250(12) requires that every prearrangement funeral service contract financed through a prearrangement funeral service trust shall contain language which:
- Informs the purchaser of the prearrangement funeral service trust and the amount to be deposited in the trust;
- Indicates if the contract is revocable or not;
- Specifies that a full refund of all monies paid on the contract will be made if the contract is cancelled within thirty calendar days of its signing;
- Specifies that, in the case of cancellation by a purchaser or beneficiary eligible to cancel under the contract or under this chapter, up to ten percent of the contract amount may be retained by the seller to cover the necessary expenses of selling and setting up the contract;
- Identifies the trust to be used and contains information as to how the trustees may be contacted.

WAC 308-49-150 requires that contracts should be written in language that can be easily understood by all parties and printed or typed in easily readable type size and style. Every contract shall contain the following information:
- Has blanks for the name of the purchaser and the name of the beneficiary;
- A description of the services and merchandise to be provided, if specific merchandise and services are to be furnished and a statement clearly setting forth whether the purchase price paid fully pays for such services and merchandise or if the purchase price is to be applied toward the cost of such services and merchandise when they are provided;
- The total purchase price to be paid under the contract and the manner and terms which will govern payment.

If a contract is to be funded through a prearrangement funeral service trust fund it shall also include the following information:
- That a prearrangement funeral service trust exists and of the amount to be deposited into the trust;
- Identification of the trust to be used and information as to how the trustees may be contacted;
- If the contract is revocable or not or if there are provisions to convert to an irrevocable status;
- That all monies paid are fully refundable if cancelled by the purchaser within thirty days of signing;
- In the case of cancellation by purchaser or beneficiary after thirty days of signing that up to ten percent of the contract may be retained by the seller. That all funds placed in trust plus net accruals are subject to refund;
- That reasonable fees as set forth by statute for the administration of the trust plus taxes paid or withheld shall deducted from the interest, dividends, and increases that the trust may earn;
- That the board may terminate a contract if the establishment goes out of business, becomes insolvent or bankrupt, makes an assignment for the benefit of creditors, has its prearrangement funeral service certificate or registration revoked, or for any other reason is unable to fulfill the obligations under the contract. That in such event, or upon demand of the purchaser or beneficiary of the prearrangement funeral service contract the funeral establishment shall refund to the purchaser or beneficiary all monies deposited in trust and allocated to the contract unless otherwise ordered by a court of competent jurisdiction. That the purchaser or beneficiary may, in lieu of a refund, elect to transfer the prearrangement funeral service contract and all amounts in trust to another funeral establishment licensed by the board to enter into prearrangement funeral service contracts which will agree to endorse the contract and to be bound to the contract and to provide for the funeral merchandise or services.

If the contract is to be funded through insurance, the contract shall also contain language which:
- States the amount of insurance;
- Informs the purchaser of the name and address of the insurance company through which the insurance will be provided and the policy number.