



## INSTRUCTIONS: HOW TO COMPLETE THE ANNUAL REPORT – TRUST-FUNDED

1. Total of all Preneed Contract Funds (contractual liability)\*
  - a. Preneed Contract Funds (contractual liability equals 100% of the preneed contract funds received, NOT the amount of funds trusted, for all contracts still in force.)
  - b. This is the **BEGINNING BALANCE** for the current year report.
  - c. Refer to the prior year annual report (No. 4). The contractual liability and the number of contracts listed in No. 4 for the prior year are carried forward as the **BEGINNING BALANCE** for the current year. The numbers must match. If there are discrepancies please provide a detailed explanation and/or reconciliation.
2. Total Preneed Contract Funds received during Period
  - a. Do not leave this question blank.
  - b. Report "0" if there are no new contracts or installments on existing contract sales.
3. Reductions to Contractual Liability during Period
  - a. Questions 3a through 3d reflect the transactions that occurred during the reporting period:  
(3a) cancellations + (3b) performance for death + (3c) performance by purchase of merchandise  
= (3d) **TOTAL** (lines 3a + 3b + 3c).
4. Total Preneed Contract Funds (contractual liability)\*
  - a. Add the number from No. 1 + the number from No. 2 - (minus) the number from 3d.
5. Total Preneed Contract Price
  - a. This number is for all contracts still in force.
  - b. This number is reported on the Form F and should match (it is asking for the same information).
6. Trust Assets (market value per trustee as of 12/31/2025)
  - a. Attach the complete trust report as of 12/31/2025.
  - b. **NO EXCEPTIONS**—a signed statement will not be accepted in lieu of the complete trust report.
7. Trust Deposits in Transit
  - a. Report the actual amount of funds in transit to be deposited.
8. Trust Withdrawals in Transit
  - a. Report the actual amount of funds in transit to be withdrawn
9. Trust Assets (adjusted market value)
  - a. Add numbers from line 6 and 7 and subtract line 8 listed on the annual report—trustunded.
10. Excess Trust Assets withdrawn during year
  - a. Do not leave this question blank.
  - b. Report -0- for no withdrawals.
11. Does the trustee automatically withdraw its administrative fees from the trust?
  - a. Do not leave this question blank.
  - b. Check the appropriate box.

**Sign and date the report.**

