

**PREPAID FUNERAL AND CEMETERY SELLER/PROVIDER REGISTRATION  
APPLICATION CHECKLIST AND LICENSEE INFORMATION**

**How to use the checklist:** Use this checklist as a guide when making application for a Prepaid Seller/Provider registration. Checking off the items as they are complete should prove helpful to ensure that all registration requirements are submitted or addressed.

After the license application and required documents are submitted, retain this form for future reference concerning information on various requirements for the Prepaid Seller/Provider registration.

Visit the Department's Prepaid web page for important updates, forms, and publications at [www.mi.gov/prepaidfuneral](http://www.mi.gov/prepaidfuneral) or call the Department at 517-373-8376.

Documents should be mailed to the Department at P.O. Box 30018 Lansing, MI 48909.

LICENSING CHECKLIST ITEMS	ACTION REQUIRED	ADDITIONAL INFORMATION
<input type="checkbox"/> <b>Submit Application for Seller/Provider Registration – Prepaid Funeral and Cemetery Sales (BCS/LFC-010) along with <u>copy of Escrow Agreement</u> and registration fee</b>	<p><b>1. If the Prepaid Seller/Provider applicant has:</b></p> <p style="padding-left: 40px;"><b>a. been convicted of a felony, the Request for Conviction History form (BCS/LCE-020) must be completed and submitted to the Department with the application.</b></p> <p style="padding-left: 40px;"><b>b. had disciplinary action taken against any license, registration, or permit, the Request for Disciplinary Action form (BCS/LCE-021) must be completed and submitted to the Department with the application.</b></p> <p><b>2. Attach a copy of the Escrow Agreement to the application.</b></p>	<p><b>1. Application review may take approximately 30 days.</b></p> <p><b>2. The Department will contact the applicant regarding any incomplete application items.</b></p>
<input type="checkbox"/> <b>Registration Issuance</b>		<p><b>Upon approval of the Prepaid/Seller Provider Registration, the registration will be issued and mailed to</b></p>

		the address on file with the Department.
<input type="checkbox"/> <b>Submit Prepaid Funeral and Cemetery Sales Act Annual Report (BCS/LFC-100)</b>	<p>1. Annually, a registrant which serves as an escrow agent or which has deposited funds with an escrow agent shall complete a Prepaid Funeral and Cemetery Sales Act Annual Report (BCS/LFC-100). The Annual Report must be on forms provided by the Department and prepared and dated on or before July 1 following calendar year (January 1 – December 31). The Annual Report is due no later than July 15.</p> <p>2. A registrant must submit a written request for extension of the due date for annual report. The request is due by July 1 of the year following the year covered in the Annual Report. One extension may be granted for not more than 90 days upon approval by the Department.</p>	
<input type="checkbox"/> <b>Report a Change of Address</b>	<p>1. A change of address must be submitted in writing to the Department within 30 days of the change.</p>	
<input type="checkbox"/> <b>Report a Sale of Business, 10% or more change in ownership or change in business structure</b>	<p>1. A registrant must report a sale of business, 10% or more change in ownership or change in business structure to the Department.</p> <p>2. A new Application for Seller/Provider Registration – Prepaid Funeral and Cemetery Sales (BCS/LFC-010) must be submitted along with the required fee.</p> <p>3. The purchaser and the seller of the business must notify the Department of the</p>	<p>1. Application review may take approximately 30 days.</p> <p>2. The Department will contact the applicant regarding any incomplete application items.</p> <p>3. Upon approval of the Prepaid/Seller Provider Registration, the registration will be issued and mailed to</p>

	<p>purchase or assignment of the prepaid contracts by submitting Notification Forms. The Purchaser will submit the Assignee Notification – Prepaid Contract Seller/Provider Assignment Notification form (BCS-LFC-0202). The Seller will submit the Assignor Notification – Prepaid Contract Seller/Provider Assignment Notification Form (BCS-LFC-0201).</p> <p>4. If more than 50% of the ownership interest in the business is transferred to another person or persons within a 12-month period, the purchaser of the business must notify the contract buyer(s) of the change in writing. If the contract buyer cancels the contract within 30 days of the notification of the assignment, the buyer is entitled to a refund of 100% of the remaining principal and income plus the commission, if any.</p>	<p>the address on file with the Department.</p>
<p><input type="checkbox"/> Reregistration within 60 Days of Expiration Date</p>	<p>1. If the Prepaid Seller/Provider registration has lapsed for less than 60 days, a Prepaid Funeral and Cemetery Sales Act Annual Report (BCS/LFC-100) and a fee of \$120 must be submitted to the Department in order to reinstate the registration.</p>	<p>1. Application review may take approximately 30 days.</p> <p>2. The Department will contact the applicant regarding any incomplete items.</p>
<p><input type="checkbox"/> Reinstate a Registration after 60 Days of Expiration Date</p>	<p>1. If the Prepaid Seller/Provider registration has lapsed for more than 60 days, an Application for Seller/Provider Registration – Prepaid Funeral &amp; Cemetery Sales (BCS/LFC-010) must be submitted along with the required fee of \$120 and copy of escrow agreement(s).</p>	<p>1. Application review may take approximately 30 days.</p> <p>2. The Department will contact the applicant regarding any incomplete application items.</p>

<p><b>☐ Renew the Prepaid Provider/Seller Registration</b></p>	<ol style="list-style-type: none"> <li><b>1. The Prepaid Provider/Seller Registration expires every three years from the date of issuance.</b></li> <li><b>2. The renewal form will be sent to the home address that is on file with the Department approximately 60 days prior to the date of renewal.</b></li> <li><b>3. The registration may be renewed online with a credit card or by mail with a check or money order.</b></li> <li><b>4. The renewal fee is \$30.</b></li> <li><b>5. If the registrant does not renew the registration, see above section(s) “Report a Close of Business or Suspension, Lapse, or Revocation of Registration” or “Report a Sale of Business”.</b></li> </ol>	<p><b>The new registration will be mailed to the registrant’s address on file with the Department.</b></p>
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