

PRENEED SALES AGENT CHECKLIST QUESTIONS

The questions you will encounter during the filing process, called the “Checklist” in the system, are set forth below for your convenience. The numbering system on the checklist will be different. A response to each question is required.

1. Did you sell any NEW contracts from January 1 to December 31 of last year?

NOTE: If your answer is YES, you will need to answer the following question: **Identify the number of NEW contracts you sold.** This number needs to be in digital form rather than word form (for example, 12 rather than twelve).

2. List the Preneed Sellers (including license #) and locations where you sell Preneed:

NOTE: A list of active Preneed Sellers is on the RIU Filing Portal System Information page on the Division’s website.

3. Are you a licensed Insurance Producer?

NOTE: If your answer is YES, you will be prompted to provide your Insurance Producer license number and license expiration date.

4. Did you sell any insurance or annuity policies from January 1 to December 31 of last year?

NOTE: If your answer is YES, you will be prompted to list all the insurance companies you sell for. A list of insurance companies is on the RIU Filing Portal System Information page on the Division’s website.

5. Did you sell any burial or final expense policies from January 1 to December 31 of last year, for which a preneed contract was not written?

NOTE: This question is asking if you sold any small face amount life insurance policies or annuities assigned to a preneed seller where the purchaser does not have a preneed contract, which are typically called burial insurance or final expense insurance. If your answer is YES, you will be prompted to list all the insurance companies you sell for. A list of insurance companies is on the RIU Filing Portal System Information page on the Division’s website.

6. Are you a licensed Funeral Director?

NOTE: If your answer is YES, you will be prompted to provide your Funeral Director license number and license expiration date.

7. Did you serve full-time in the US armed forces on active duty during a substantial part of the continuing education term?

NOTE: If your answer is YES, you will be required to upload supporting documents providing proof or notice of service.

- 8. Have you completed a minimum of three credits of continuing education, with at least one being in business ethics, during the license term? LICENSED INSURANCE PRODUCERS, FUNERAL DIRECTORS, AND THOSE WHO SERVED IN THE ARMED FORCES DURING THE YEAR, [CLICK N/A](#).**

NOTE: 191 IAC 100.14 requires a minimum of three credits of continuing education courses each year, which may include independent study courses. At least one credit must be about business ethics. If your answer is YES, you will be required to upload Continuing Education certification. If you are exempt from this requirement (licensed Insurance Producer, Funeral Director, or have served in the military during the year) please select N/A as your answer.

- 9. Did you sell merchandise or coverage for deaths that might occur outside of your specified service area? (ex. Travel Insurance)**

NOTE: Most preneed contracts have a limited service area, usually specified by mileage. This question asks if purchasers prepaid an amount to cover any costs incurred if the purchaser dies outside of the service area, such as embalming or cremation at a local facility where death occurred and transportation costs, on any preneed contracts you sold.

- 10. Do you wish to renew your Preneed Sales Agent license?**

NOTE: If your answer is YES, your license will be renewed for another license term. If NO, your license will expire on April 30.

You will have the ability to provide explanatory notes and comments.