

**ANNUAL STATEMENT OF PERPETUAL CARE FUND ACTIVITY
FOR YEAR ENDING 2020
FILING INSTRUCTIONS**

Who Must File an Annual Statement of Perpetual Care Fund Activity (Annual Statement)? All certificate holders must complete and file the Annual Statement. It is *extremely* important that you submit accurate and complete information. *Your Annual Statement is requested in our office by February 15, 2021 for processing but must be submitted by no later than March 1, 2021.*

Completing the Annual Statement

- Pages 1-3 and 5-6 of the Annual Statement are to be completed by the certificate holder.
- Page 7 (Exhibit A/Trustee Statement) of the Annual Statement is to be completed and signed by an officer of the bank or trust company holding perpetual care trust funds.
- After verification, Page 6 must be signed by a principal officer of the company as required by Section 712.041(b) of the Texas Health and Safety Code.
- Proof of “active” Account Status from the Texas Comptroller of Public Accounts must be submitted.
- If changes were made or required since the previous year, include an assumed name certificate that has been filed with the Texas Secretary of State. ***Note: These certificates expire 10 years after date of original filing.***
- Attach the most recent financial statements of the certificate holder including a balance sheet and income statement. The date of the financial statements may **not** be older than December 31, 2019. *Blank financial statement forms are available on our website and may be used if you do not have a financial statement format. **Submission of financial statements is required to determine the certificate holder’s financial fitness and viability under Section 712.0037 of the Texas Health and Safety Code Annotated.***
 - Certificate holders may submit a 2019 tax return with a balance sheet in lieu of the financial statements.
 - The Department may request additional financial information if the balance sheet and income statement or tax return submitted do not clearly establish the certificate holder’s financial condition.

Filing the Annual Statement

Mail, fax, **or** e-mail the completed Annual Statement to:

**Texas Department of Banking
ATTN: Non-Depository Supervision
2601 North Lamar Blvd.
Austin, Texas 78705-4294
Facsimile Number: (512) 475-1288
Electronic Mail: pfcpec@dob.texas.gov**

Please call a Non-Depository Supervision Representative at (512) 475-1287 or (512) 475-1285 with any questions concerning completion of this form.

You should maintain a copy of this completed form in your files for your next Departmental examination.