ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | BURIAL ASSOCIATIONS

JUNE SEMI-ANNUAL REPORT (S.A.R.)
REQUIRED DOCUMENTATION AND FORMS

The below list of documentation and forms required for the June (mid-year) Semi-Annual Report may not be all-inclusive. The Department may require additional supporting documentation in order to complete our review of the report:

**DOCUMENT DESCRIPTION**

- **June S.A.R. – “Old” Business Recap Report**
  - Form Number: FSD-BA_JUNE_SAR_OLD (Rev. 2019-06)

  - Form Number: FSD-BA_JUNE_SAR_NEW (Rev. 2019-06)

- **Completed Exhibits of “Terminated” or “Matured” Benefits:**
  - Benefits Rendered
  - Benefits Paid
  - Returned Premiums
  - Benefits Owed
  - Benefits Charged Off
  - Form Numbers:
    - FSD-BA_SAR_BEN_REND (Rev. 2019-06)
    - FSD-BA_SAR_BEN_PAID (Rev. 2019-06)
    - FSD-BA_SAR_RET_PREM (Rev. 2019-06)
    - FSD-BA_SAR_BEN_OWED (Rev. 2019-06)
    - FSD-BA_SAR_BEN_CO (Rev. 2019-06)

- **Complete transactional statement(s) of account from ALL bank(s) or financial institution(s) at which the burial association funds are deposited and held. If more than one account is being used, then statement(s) of account are required on all active accounts with B.A. funds. For the mid-year SAR, the statements will be for the period January 1, 20XX through June 30, 20XX.**

- **Any additional comments/explanations/notes, reconciliation calculations, etc. regarding any reporting discrepancies or other reporting exceptions that might assist us in our review of the S.A.R.**

- **Complete/detailed “roster” or listing of “active” B.A. members as of period end (if available).**

**ADDITIONAL INSTRUCTIONS:**

- **No fees are to be paid with the June (mid-year) S.A.R. (with the exception of late penalties, which will be assessed if the report is received by the Department after the deadline).**

- **The June (mid-year) S.A.R. does not require the signature/stamp of a Notary Public.**

- **The June (mid-year) S.A.R. does not require the submission of a Surety Bond.**

- **The June (mid-year) S.A.R. does not require the submission of B.A. Annual Meeting Minutes.**

- **We will only accept the revised/updated version of the June S.A.R. report forms (Rev. 2019-06). Please do not submit the June S.A.R. on older/prior version(s) of the forms.**

**IMPORTANT**

The June (mid-year) S.A.R. documents and forms will be available in three (3) formats: (1) **Hardcopy** (for completion by hand), (2) **Portable Display Format (PDF) (form-fill)**, and (3) **Microsoft Excel Spreadsheet** format.

If you complete and submit the June S.A.R. in either the PDF Form-Fill or the Microsoft Excel Spreadsheet format, you may submit an electronic version to the Department via e-mail at AID.BA@arkansas.gov. Please remember that any supporting exhibits (bank statements, additional supporting documentation, etc.) will need to be scanned and attached to the e-mail as well. We will also continue to accept hardcopy reports that are mailed to our address below.

**Mail Completed Forms To:**

Arkansas Insurance Department
Funeral Services Division | Burial Associations
1200 West Third Street, 2nd Floor | Little Rock, AR 72201-1904
Phone (501) 682-0571 | Fax (501) 682-0575
E-Mail: AID.BA@arkansas.gov