

Permittee Quarterly Report Instructions

These instructions are designed to assist you in filing your quarterly report in Revenue Online.

1. Go to <https://online-tax.alaska.gov/>
2. Login to your Revenue Online account by entering your username and password in the upper-right.
3. Under the 'My Accounts' tab, select the hyperlinked account ID to the left of the 'Permittee Qtly Rprt' account type.
4. Select the 'File Now' hyperlink to begin filing your quarterly report.

You can select the 'Save Work' button in the bottom-left to save your progress at any time. When you return to the report, you will need to select the 'Change' tab in the upper-right to make changes to your previously saved work.

Instructions

- This is an informational page providing notice that permittees must complete a quarterly report for each quarter in which they had gross receipts of \$50,000 or more or were a member of a multiple-beneficiary permittee (MBP).

Contact

- The individual that is preparing the quarterly report should fill out their contact information on this page. Current information assists the Department in contacting you with any questions.

Game Types

- Select "Yes" if your organization conducted gaming activity through an operator or MBP during the quarter. Select "No" if your organization only did self-conducted gaming activity or vendor pull-tabs during the quarter.
- In the "Activity Conducted This Quarter" table, add the game types that your organization conducted on its own behalf or through a vendor. Game types that were conducted through an operator or MBP should not be included in this table.

Schedule D

- If you did not conduct self-directed pull-tabs or vendor pull-tabs, you do not need to complete Schedule D.
- Schedule D is used to report all pull-tab games that were closed during the quarter.
- An Excel template is provided by the department through the 'Excel Template Provided by the Department' hyperlink. Once this template is complete, you may upload the file using the 'Upload Excel File' hyperlink. You may also select the 'Add a Record' hyperlink to add a record for each individual game instead of using the Excel template.
- If the pull-tab game was sold to a vendor, then the 'ABC License #' should match the ABC license number on the vendor registration application
- If your organization only participated in pull-tab gaming activity through an operator or a MBP, do not complete Schedule D for games sold by the operator or MBP. This information will have already been reported by your operator or MBP on their quarterly

report to the Department.

- For pull-tab games that were sold to a vendor, use the date that the game was delivered to the vendor for the date opened and date closed fields.

Schedule AO

- The 'Add a Record' hyperlink can be used to add additional operator or MBP entities. A separate record is needed for each game type that was conducted by the operator or MBP on your organization's behalf. The required 'Permit/License Number' field is the permit or license number of your operator or MBP.
- Use the quarterly report that you received from your operator or MBP to complete this schedule. Your Operator or MBP should provide this report to you by the last day of the month following the end of the calendar quarter.
- Only include gaming activity conducted by your operator or MBP on Schedule AO.

Return Summary

- In the column of Schedule AP titled "Pull-Tabs", only enter information for self-conducted pull-tabs. Pull-tabs sold to a vendor or conducted by your operator or MBP should not be included in this column.
- In the column of Schedule AP titled "Vendor Pull-Tabs & All Other Gaming", enter the information for all game types excluding self-conducted pull-tabs and gaming activity that was conducted by your operator or MBP.

Certification

- Once your report is complete, check the box declaring that the report is true and complete to the best of your knowledge.
 - Preparers need to select the 'If you are not the taxpayer in which this account is being filed, please click and fill out the preparer information' hyperlink, and fill out the required information before checking the box declaring that the report is true and complete to the best of your knowledge.
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