

Instructions for the Permittee Quarterly Report

These instructions are designed to assist you in filing the permittee quarterly report through Revenue Online. To begin filing the report, follow the steps below.

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 under the 'Log On' header.
3. Under the 'My Accounts' tab in the center of the screen, select the hyperlinked account ID to the left of the 'Permittee Qtly Rprt' account type.
4. Select the 'File Now' hyperlink to begin filing the quarterly report.

You can select the 'Save Work' button in the bottom-left of the screen to save your progress at any time. When you return to the report, you will need to select the 'Change' button in the upper-right to edit your previously saved work. If you wish to discard your saved work, you can select the 'Discard' button. Lastly, if you want to view a PDF version of your saved work, select the 'Print' button.

Who Must File

A permittee 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).

Due Date of Report

The permittee quarterly report is due 45 days following the end of the calendar quarter.

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 person that is preparing the quarterly report should fill out their contact information on this step. Current information assists the Department of Revenue in contacting you with questions regarding the report.

Game Types

Add the game types your organization conducted on its own behalf or through a vendor in the 'Self-Directed Activity Conducted This Quarter' table.

As a reminder, self-directed pull-tabs and vendor pull-tabs are separate game types. In addition, if the game type was solely conducted through your operator or MBP, then it should not be included on this page.

Schedule D

Schedule D is used to report completed pull-tab games that were self-directed or sold to a vendor. Do not complete Schedule D if your organization only participated in pull-tab gaming activity through an operator or MBP.

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.

The fields listed below are specific to using the 'Add a Record' hyperlink. However, the required fields will be similar on the Excel template. In addition, the required fields are different depending on if the pull-tab game was self-directed or sold to a vendor.

- **Sold By:** If your organization sold the pull-tab game itself, select 'Self' in this field. If the pull-tab game was sold to a vendor, select 'Vendor'.
- **ABC License #:** If the pull-tab game was sold to a vendor, enter the ABC License # of the vendor in this field. The ABC License # should match what was reported on the vendor registration that your organization submitted.
- **Sold By Name:** This field should automatically populate once you have entered the ABC License # of your vendor. If it does not, then the ABC License # does not match what your organization reported on the vendor registration.
- **Distributor License Number:** Enter the license number of the distributor that you purchased the pull-tab game from in this field.
- **Stamp ID:** Enter the State ID Stamp that was affixed to the pull-tab game in this field.

- Ideal Gross Receipts: Enter the ideal gross receipts from the pull-tab game in this field.
- Ideal Prize Payouts: Enter the ideal prize payouts from the pull-tab game in this field.
- Ideal Net: This field is automatically calculated based on the ideal gross receipts and ideal prize payouts that you entered.
- 3% Tax: This field is automatically calculated based on the ideal net.
- Date Delivered: Enter the date that the game was delivered to the vendor in this field.
- Date Opened: For self-conducted pull-tabs, enter the date that the pull-tab game was placed into play in this field.
- Date Closed: For self-conducted pull-tabs, enter the date that the pull-tab game was completed in this field.

Schedule AO

Schedule AO is used to report gaming activity conducted by your operator or MBP, do not include self-directed or vendor gaming activity on this schedule. Select 'Yes' and complete Schedule AO if you had operator or MBP gaming activity during the quarter, otherwise select 'No'.

The 'Add a Record' hyperlink can be used to add your operator or MBP. A separate record is needed for each game type that was conducted by the operator or MBP on your organization's behalf. Lastly, 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.

Return Summary

Under the column of Schedule AP titled 'Pull-Tabs', only enter information for self-conducted pull-tabs. Pull-tabs sold to a vendor and all other self-directed gaming activity should be reported under the column titled 'Vendor Pull-Tabs & All Other Gaming'.

Certification

Once your report is complete, check the box declaring that the report is true and complete to the best of your knowledge.

Preparers, such as third-party accountants, 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.

Confirmation Page

This is a confirmation stating that you have submitted your AFS, please write down your confirmation number for future reference. In addition, you can print a copy of your AFS for your records by selecting the 'Print' button in the bottom-right.