

Instructions for the Multiple-Beneficiary Permittee Annual Report

These instructions are designed to assist you in filing your multiple-beneficiary permittee (MBP) annual report through Revenue Online. To begin filing your annual 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 'Gam MBP Annl Rprt' account type.
4. Select the 'File Now' hyperlink to begin filing your annual 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

All MBPs must file an annual report for each calendar year in which gaming activities were conducted.

Due Date of Report

The annual report is available on January 1, and must be filed by February 28 of the year following the year in which the gaming activity was conducted. In addition, a filing extension can be requested through your annual report account on Revenue Online. A hyperlink titled 'Request a Filing Extension' will be located in the upper-right of this account.

Required Attachments

- IRS Form 940
- IRS Form W-2 for each employee
- IRS Form W-3
- CPA reviewed financial statements (can also be submitted separately through your annual report account)

Bingo and Pull-Tab Reporting

Accrual accounting is required when reporting bingo and pull-tab activity. You may wish to consult an accounting professional to prepare your books before starting this report. The accrual method requires gross receipts and prizes paid out to be reported in the year of the sale, inventory to be reported at cost, and for various adjustments, such as accounts payable for pull-tab purchases and wages not paid by the end of the year, to be made through Schedules F and F-1.

Instructions

This is an informational page providing notice of the required attachments, as well as the quarterly reports that have already been submitted. All four quarterly reports must be submitted before you can file your annual report. Electronic copies of the following documents will need to be attached at the end of this report:

- IRS Form 940
- IRS Form W-2 for each employee
- IRS Form W-3
- CPA reviewed financial statements (can also be submitted separately through your annual report account)

Contact Information

The person that is preparing the report should enter their contact information on this page. Current contact information assists the Department of Revenue in contacting your organization if we have any questions regarding the report.

MBP Members

This is an informational page that lists your member permittees based off of the quarterly reports that you have already submitted through Revenue Online.

Game Types

This is an informational page that lists the game types that were listed on your quarterly reports. You can amend the quarterly report(s) to add additional game types to this list.

Schedule D

Schedule D is used to report each pull-tab game that was closed during the period. The information displayed on this page is a summary of the pull-tab games that were reported as being closed on the quarterly reports. To make changes to the information on this page, please amend the applicable quarterly report.

Schedule C-1

Schedule C-1 is used to calculate the cost of pull-tabs and bingo cards for the year.

Beginning and ending inventory records must be kept with all other accounting records, however they do not need to be submitted with this report. In addition, your beginning and ending inventory records should list unopened games by the State ID Stamp Number and cost of the game.

Do not include the 3% pull-tab tax on Schedule C-1. The 3% tax on the ideal net paid with the distributor invoice for the purchase of pull-tabs should be separated from the game cost and reported on Schedule A for self-directed pull-tabs, and Schedule AV for vendor pull-tabs.

- Inventory Method for Self-Directed Pull-Tab Games: Select the inventory method that your organization uses for self-directed pull-tabs by selecting the white arrow. Vendor pull-tabs are always reported using the unopened games method. Regardless of the method that your organization uses, the method must be the same for each year. Lastly, if your current inventory procedures compute the cost of

inventory using a more precise method, such as the percentage of completion of individual games, then you may use that method for reporting purposes.

- Cost of Games – 1st Quarter: This value pulls from the cost of games reported on your 1st quarter report.
- Cost of Games – 2nd Quarter: This value pulls from the cost of games reported on your 2nd quarter report.
- Cost of Games – 3rd Quarter: This value pulls from the cost of games reported on your 3rd quarter report.
- Cost of Games – 4th Quarter: This value pulls from the cost of games reported on your 4th quarter report.
- Cost of Games This Year: This field is automatically calculated based on the cost of games from your four quarterly reports. For self-directed gaming activity, this amount should be reported on Schedule A. For vendor pull-tabs, this amount should be reported on Schedule AV.
- Cost of Games Destroyed, Lost, Stolen, or Damaged: These fields report the cost of games that were destroyed, lost, stolen, or damaged. To make changes to the information in these fields, please amend the applicable quarterly report. As a reminder, destroyed, lost, stolen, or damaged pull-tab game(s) should also be reported as withdrawn from sale through the 'Withdraw Pull-Tabs From Sales' hyperlink that is available through both your quarterly and annual report accounts on Revenue Online.

Schedule AV

Schedule AV is used to report all sales of pull-tabs by vendor(s) registered under AS 05.15.188 to sell pull-tabs on behalf of the MBP. The information displayed on this page pulls from the quarterly reports that you have already submitted. To make changes to the information on this page, please amend the applicable quarterly report.

Schedule A

Schedule A is used to report the allocable share of each game type for each member permittee. A separate row is displayed for each permittee and game type. In addition, MBPs must use accrual accounting to report bingo and pull-tab gaming activity on an annual basis, and the closed game (ideal net) method is not allowed. Other game types can be reported using either the cash or modified cash method of accounting, see 15 AAC 160.830 for more information. The information displayed on this page pulls from the quarterly reports that you have already submitted. To make changes to the information on this page, please amend the applicable quarterly report.

Caution: Expenses are limited on an annual basis. If the total expenses for a specific gaming activity exceed the allowed limitation, any amount over the limitation must still be reported.

Schedule A Totals

This is an informational page that displays the totals by game type based on the information that was reported on Schedule A. Additional detail is available by selecting the hyperlinked name of the specific game type.

Excess Expenses

Gaming expenses and prizes are limited on an annual basis. This is an informational page that displays excess expenses and prizes based on the information submitted on your quarterly reports.

Schedule E

Schedule E is used to report each payment of net proceeds to member permittees. These payments are due to permittees by the end of the month following the end of each calendar quarter. The payments that have already been submitted on the quarterly reports will appear on this schedule. You can view these payments by selecting the 'Quarterly Payments Detail' tab.

Additional payments can be added by selecting the 'Add a Record' hyperlink. Only payments that were made between 1/1 and 2/28 of the year following the end of the calendar year that you are filing for can be entered here. To add payments that were made during the year, please amend the applicable quarterly report.

In addition, 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 it using the 'Upload Excel File' hyperlink. To add a payment that was made during the calendar year, please amend the applicable quarterly report.

Attachments

This page is used to attach your CPA reviewed financial statements, IRS Form 940, IRS Form W-2, and IRS Form W-3. The CPA reviewed financial statements can also be submitted separately through your annual report account on Revenue Online.

Summary

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.

Selecting the 'Submit' button in the bottom-right will prompt you for your password. Entering your password and selecting 'Ok' acts as your E-Signature.
