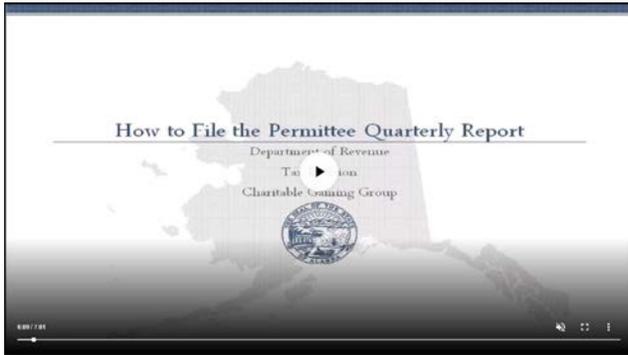
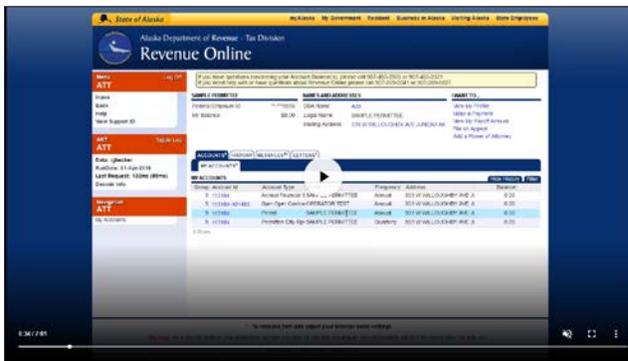


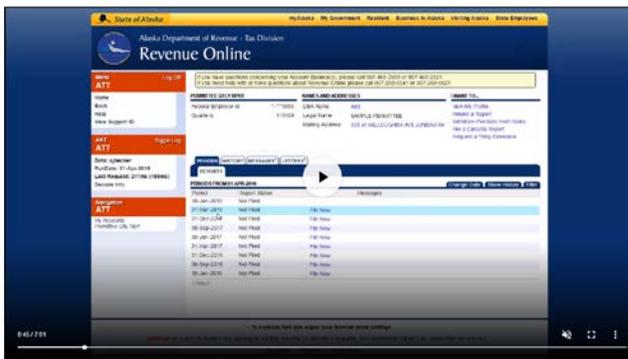
Department of Revenue, Tax Division, Charitable Gaming Section
Transcript of How to File the Permittee Quarterly Report



This video is to assist you in filing the permittee quarterly report through Revenue Online. There are two instances in which a permittee is required to file a quarterly report. If your organization had gross receipts of \$50,000 or more during the quarter, which includes gross receipts from vendor pull-tabs and operator conducted gaming activity, or if your organization was a member of a multiple-beneficiary permittee (MBP) during the quarter.

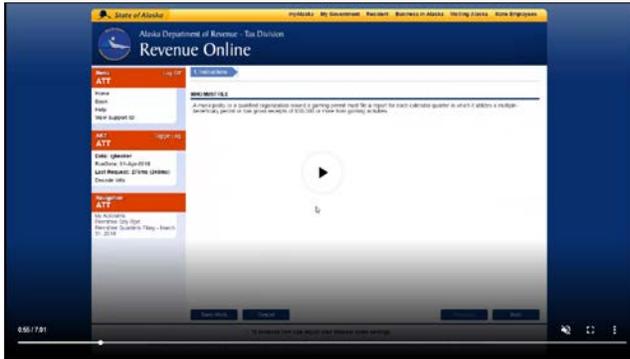


This is the main page of your Revenue Online account. To begin filing the quarterly report, select the hyperlinked account ID to the left of the 'Permittee Qlty Rprt' account type.

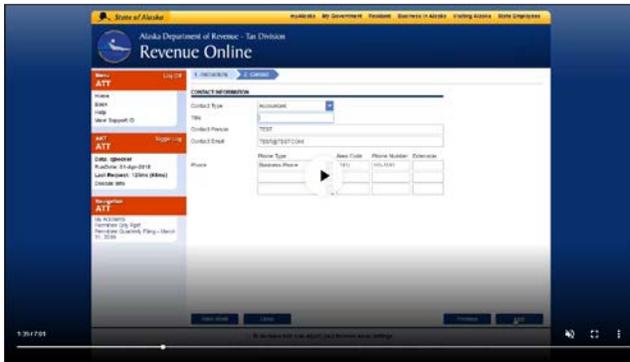


As you can see, the first quarter of 2018 has a 'File Now' hyperlink. Selecting this hyperlink will take you into the report.

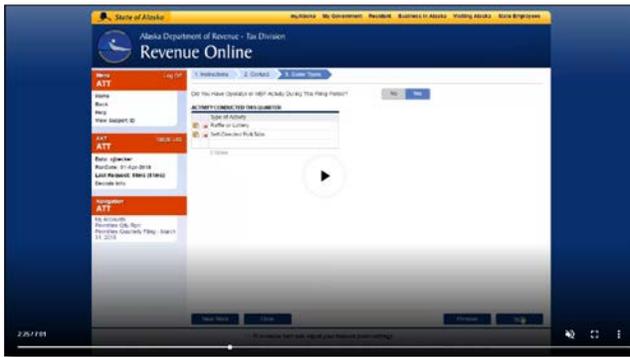
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This first page is purely instructional. No additional information is required. You can select the 'Save Work' button in the bottom-left to save your progress at any time. If you then return to your report at a later date, you will need to select the 'Change' button, which will be located in the upper-right, to make changes to your previously saved work. In addition, the 'Previous' and 'Next' buttons in the bottom-right are used to navigate through the report.

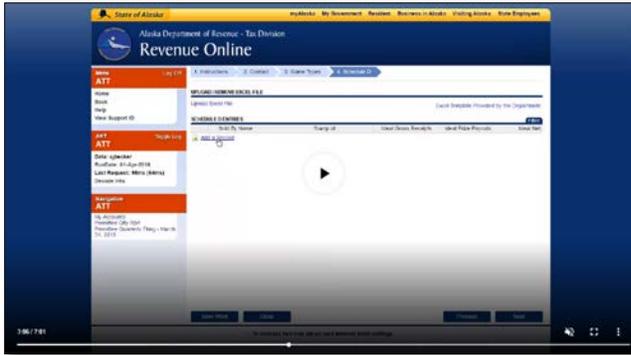


This is the contact information screen. The person who is filing the report should enter their contact information on this step. Selecting the next button will take you to the game types screen.

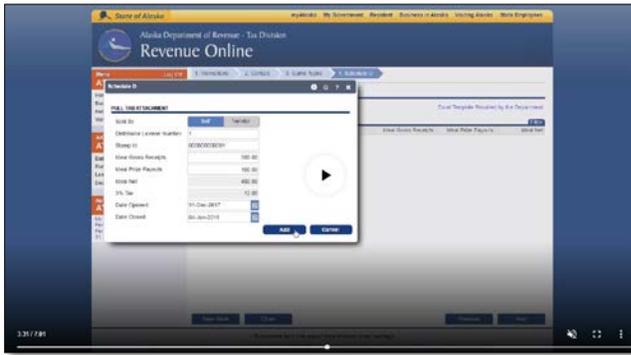


For the first question, select 'Yes' if your organization conducted gaming activity through an operator or MPB during the quarter. Select 'No' if your organization only did self-conducted gaming activity or vendor pull-tabs during the quarter. In the 'Activity Conducted This Quarter Table', add the games types your organization conducted on its own behalf or through a vendor. Game types that were conducted by your organization's operator or MBP should not be included on this table. For this example, I am going to select raffle or lottery and self-directed pull-tabs with operator activity.

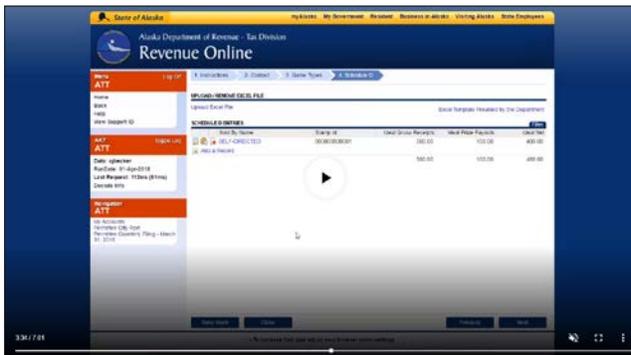
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This page is Schedule D. Schedule D is used to report all self-directed and vendor pull-tab games that were closed during the quarter. MBP or operator conducted pull-tab games are not included on Schedule D. An Excel template is provided through the 'Excel Template Provided by the Department' hyperlink. Once this template is complete, you can upload the file using the 'Upload Excel File' hyperlink in the upper-left. You can also select the 'Add a Record' hyperlink to add a record for each individual game instead of using the template.

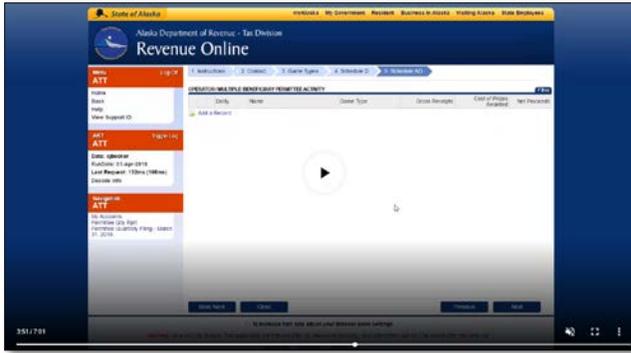


For this example, I am going to add a record for a self-directed pull-tab game closed during the first quarter of 2018. On a side note, the date opened and closed for vendor pull-tabs should be the date the game was delivered to the vendor.

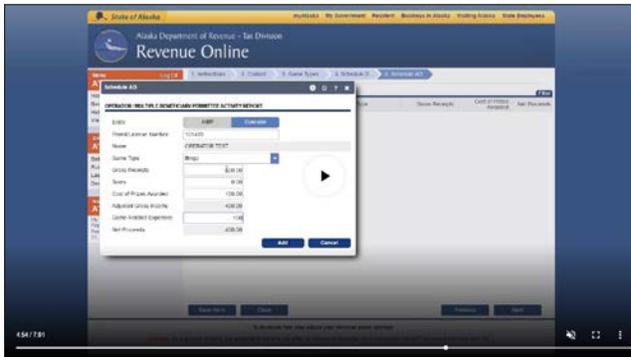


Selecting the 'Next' button will take you to Schedule AO.

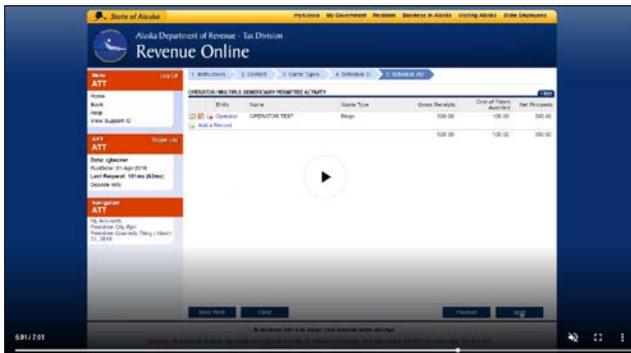
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Schedule AO is used to report all operator and MBP conducted gaming activity. The 'Add a Record' hyperlink can be used to add additional operator or MBP entities. A separate record will be needed for each game type conducted by the operator or MBP on your organization's behalf during the quarter.

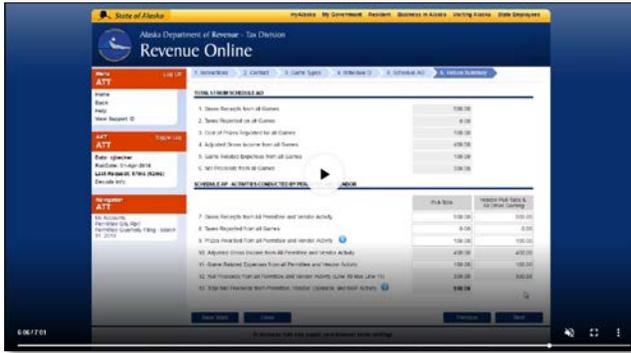


The required 'Permit/License Number' field is the permit or license number of your organization's operator or MBP. You should use the quarterly report you received from the operator or MBP to complete this schedule. The operator or MBP should provide this report to you by the last day of the month following the end of the calendar quarter. Lastly, only include gaming activity conducted by your organization's operator or MBP on Schedule AO. For this example, I am going to add an operator and enter the operator's license number, which in turn prefills the operator's name. For game type I will select bingo and enter in the subsequent information. Selecting the 'Add' button will add the record.

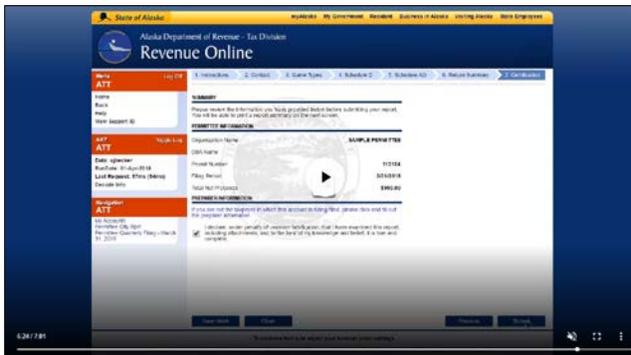


As you can see, the table is now populated with a record for the operator. I will now select 'Next' in the bottom-right.

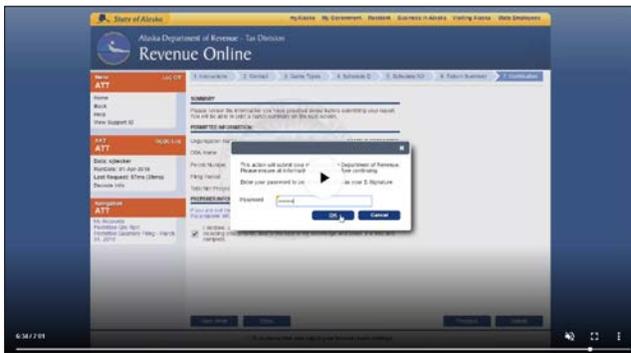
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This next step is the return summary. The information from Schedule AO is populated into the first column at the top of the page. If you need to make any changes, you will need to go back to Schedule AO. At the bottom of the page is Schedule AP. For this example, I had self-directed pull-tab activity so I will enter that information into the first column. I also did a self-directed raffle which goes in the second column titled 'Vendor Pull-Tabs & All Other Gaming'. Once you have entered in all of the information, perform a review to ensure it matches your records. Selecting the 'Next' button will take you to the certification screen.

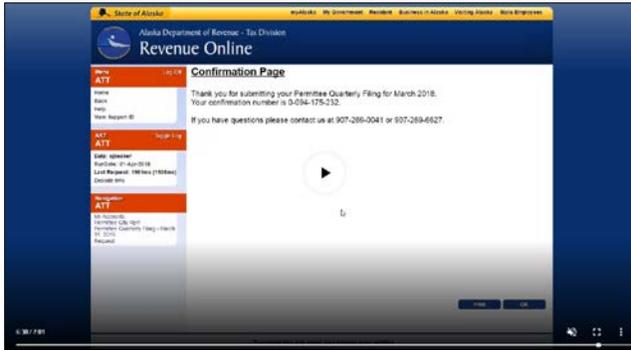


Once you have verified the report is accurate, select the 'I Declare' checkbox and then the 'Submit' button.

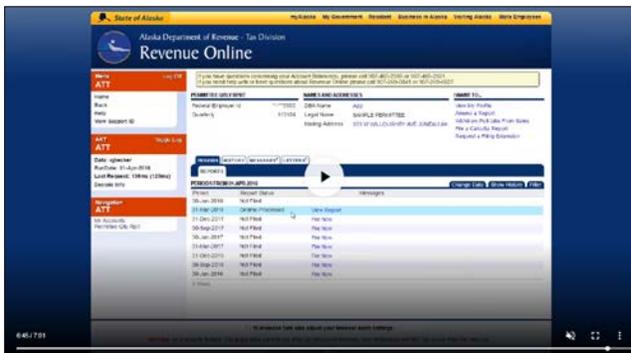


Your password will serve as your electronic signature. Selecting 'Ok' will submit the quarterly report.

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You will receive a confirmation page once the quarterly report is submitted.



Going back to the quarterly report account, you can see the first quarter of 2018 is showing as 'On-time-Processed'.