

Instructions for the Permittee Annual Financial Statement

These instructions are designed to assist you in filing your Annual Financial Statement (AFS) through Revenue Online. To begin filing your AFS, 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 'Annual Financial Statement' account type.
4. Select the 'File Now' hyperlink to begin filing your AFS.

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 municipalities and qualified organizations issued a gaming permit must complete an AFS at the end of each calendar year.

Due Date of Report

The AFS is available on January 1, and must be filed by March 15 of the year following the year in which the permit was issued. In addition, a filing extension can be requested through your Annual Financial Statement account on Revenue Online. A hyperlink titled 'Request a Filing Extension' will be located in the upper-right of this account.

Required Attachments

- December 31 bank statements and reconciliations for the current year and the prior year.

Bingo and Pull-Tab Reporting

You must use accrual accounting to report self-directed bingo and pull-tab activity on the Annual Financial Statement. 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. An operator or MBP annual report for bingo or pull-tab activity conducted on your behalf will already be on the accrual method.

Changes to the Annual Financial Statement

Since the introduction of Revenue Online, the Department of Revenue, Tax Division has made changes to the Annual Financial Statement in an effort to improve the filing process for gaming permittees. A list of these changes are detailed below.

- 7/1/2018: Schedules F and F-1 were changed so that beginning and ending inventory no longer automatically flow from Schedule C-1.
- 7/1/2018: A new line, line 10, was added to the 'Gaming Account Reconciliation' step of the Annual Financial Statement. This line requires permittees to enter the year-end balance from their bank statements or reconciliation.
- 10/18/2018: Changed how sales tax paid by a permittee for vendor sales should be reported. If vendor pull-tab sales were subject to sales tax and the tax was not collected at the time of sale by the vendor, and was instead paid by the permittee, then the sales tax should be reported under 'Other Vendor Expenses' on Schedule AV.

Instructions

This is an informational page providing notice that all municipalities and qualified organizations that were issued a gaming permit must complete an Annual Financial Statement (AFS).

Electronic copies of your organization's current and prior year-end bank statements and reconciliations are not attached on this step of the filing process. There will be an opportunity to attach these documents later in the AFS.

Contact

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

Gaming Activity

Select 'Yes' if your organization conducted gaming activity during the year, either by itself or through an operator, MBP, or vendor. Once 'Yes' is chosen and you select next, you will not be able to change your answer without discarding the report.

Select 'No' if your organization did not conduct gaming activity during the year. Even if you did not conduct gaming activity during the year, you will still need to complete the AFS.

Game Type List

The 'Self-Directed Game Types' table on this step will already be prepopulated with the game types stated on your organization's permit. If you conducted any additional game types, you may add them by selecting from the dropdown menu. This dropdown menu can be accessed by selecting the empty white field in the table provided.

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 multiple-beneficiary-permittee (MBP), then it should not be included on this page.

Summary of Schedule

This is an informational page detailing the Schedule D totals from any quarterly reports that your organization filed during the year that you are filing for. Additional pull-tab games that were closed during the year that are not included on this list can be reported on the next page.

Schedule D

Schedule D is used to report completed pull-tab games that were self-directed or sold to a vendor. Only report games that have not already been reported on Schedule D of your Quarterly Reports. 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 C-1

Schedule C-1 is used to record beginning and ending inventory, the cost of pull-tab games and bingo cards that your organization conducted on its own behalf, as well as pull-tabs purchased for vendor sales.

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 excluded from the game cost and reported on either Schedule AP or AV.

- 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, and these instructions compute the cost of inventory 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.
- Line 1, Cost of Inventory of Unopened Games/Unused Cards at Beginning of Year: For the first year in which your organization conducts pull-tab activities on its own behalf, the beginning inventory will be zero. In subsequent years, the cost of beginning inventory will be the ending inventory from December 31 of the prior year.
- Line 2, Cost of Pull-Tab Games or Bingo Cards Purchased: Report the cost of all games purchased during the current year in the applicable column. Do not include the 3% pull-tab tax.
- Line 3: This field is automatically calculated based on the information reported on lines 1 and 2.
- Line 4, Cost of Inventory of Unopened Games/Unused Cards at End of Year: Enter the cost of games that remain unopened (games not yet placed in play) at the end of the year in this field. Do not include the 3% pull-tab tax.
- Line 5, Cost of Games This Year: This field is automatically calculated based on the information reported on lines 1, 2, and 4. For self-directed gaming activity, this amount should be reported as the cost of games on Schedule AP. For vendor pull-tabs, this amount should be reported as the cost of games on Schedule AV.
- Cost of Games Destroyed, Lost, Stolen, or Damaged: These fields are used to enter the cost of games that were destroyed, lost, stolen, or damaged. If you enter a value in any of these fields, then the 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 is used to report all sales of pull-tabs to vendor(s) registered under AS 05.15.188. Do not report vendor sales on Schedules AP or AO.

Vendor pull-tabs need to be listed on the 'Game Type List' page in order to view and enter information on Schedule AV. Furthermore, a vendor needs to be listed in the 'Sold By' field on Schedule D for a hyperlink to appear.

Sales Tax: If vendor pull-tab sales were subject to sales tax and the tax was not collected at the time of sale by the vendor, and was instead paid by the permittee, then the sales tax should be reported under 'Other Vendor Expenses'.

- ABC License Number: This field is automatically populated from the information entered on Schedule D.
- Vendor Name: This field is automatically populated from the information entered on Schedule D.
- Ideal Gross Receipts: This field is automatically populated from the information entered on Schedule D. As a reminder, ideal gross receipts should not be adjusted for sales tax. See above for how to report sales tax.
- Federal Excise Taxes: Enter the federal excise tax on the sale of pull-tabs paid on games delivered to the vendor in this field. Do not include city sales tax or the 3% pull-tab tax paid when games are purchased here.
- Ideal Prizes: This field is automatically populated from the information entered on Schedule D. As a reminder, ideal prizes should not be adjusted for sales tax. See above for how to report sales tax.
- Adjusted Gross Income: This field is automatically populated from the information entered on Schedule D.
- Vendor Compensation: Enter the total compensation retained by your vendor when the vendor paid your organization for the pull-tab games in this field. Your vendor should have paid you at least 70% of ideal net upon delivery of the game; vendor compensation is generally the remaining 30% of ideal net.
- Cost of Pull-Tab Games: Line 5 from Schedule C-1 is the value that should be entered in this field. If you have multiple vendors, then the cost of pull-tab games should be allocated based on the games delivered to each vendor. Do not include the 3% pull-tab tax here.
- Pull-Tab Tax Paid: Enter the 3% pull-tab tax on the ideal net paid with the distributor invoice for the purchase of pull-tabs in this field. If you have multiple vendors, then enter the allocable amount of the pull-tab tax based on the games that were delivered to the vendor.

- **Other Vendor Expenses:** Enter other vendor-related expenses in this field. These expenses include the costs of game delivery to a vendor and accounting for vendor sales. If the only gaming you do is vendor pull-tab sales, the permit application fee, and the 1% fee on net proceeds, in addition to the registered vendor fee, are included here. If you report a value in this field, then please provide a detailed itemization of each expense in the required field provided. Do not include any expenses incurred by the vendor, only include permittee expenses in dealing with the vendor. Permittees are not allowed to pay or reimburse vendors for any expenses.
- **Total Expenses:** This field is automatically calculated based on the expenses entered in the previous fields.
- **Net Proceeds:** This field is automatically calculated by subtracting total expenses from adjusted gross income.

Schedule AP

Schedule AP is only used to report gaming activity that your organization conducted on its own behalf. Do not report any information related to vendor, operator, or MBP gaming activity on this schedule. A separate Schedule AP hyperlink should be completed for each game type that your organization conducted.

Sales Tax: Sales tax collected is not considered part of the sales price of the gaming item, such as a pull-tab or bingo card. This is money that is owed to the municipality. It is not income from gaming activity and should not be included in your gross receipts. See the header titled Gross Receipts below, along with Schedules F and F-1, for instructions regarding sales tax.

Gaming Expenses: Expenses are only allowed if they directly relate to the operation of the authorized games. Furthermore, only the ordinary, necessary, and reasonable expenses of the games may be deducted as game-related expenses. Lastly, permittees are required to report all gaming expenses, even if they are in excess of the percentage limitations.

Allocating expenses: If your organization conducted more than one type of gaming activity and cannot determine how much of a certain expense (for example, professional services or advertising) relates to each gaming activity, then the expense should be allocated among the gaming activities. Acceptable allocation methods are those that most accurately match expenses to the revenue from the activity (see examples below).

- **Space Used:** A ratio of the amount of space required to conduct a gaming activity to the total space used for all gaming activities of an operation.
- **Time Spent:** A ratio of the time spent conducting a gaming activity to the total time available for all gaming activities.

Excess Expense Calculation: After you select a hyperlink for a gaming activity, an informational worksheet will be located in the upper-right that calculates excess expenses based on the information that you report. As a reminder, permittees are required to report all gaming expenses, even if they are in excess of the percentage limitations.

Raffle Conducted Over Two Years: Reporting raffles started in one year and closed in the next can inadvertently result in excess expenses or prizes in either or both years. To avoid this situation in the first year of the raffle, report receipts from ticket sales on Schedule F, and expenses on Schedule F-1. In the second year, when the raffle is completed and the prizes awarded, report all raffle receipts, prizes, and expenses on Schedule AP, and reverse the prior year entries on Schedules F and F-1.

- **Gross Receipts:** Enter the total receipts from the gaming activity in this field.
 - Sales tax collected is not considered part of the sales price of a gaming device, such as a pull-tab or bingo card. This is money owed to the municipality. It is not income from the gaming activity, and should therefore not be included as gross receipts. If the sales tax is not collected as a percent of the ideal sales price ($\$1.00 \times 4\% \text{ tax} = 0.04 + 1.00 = \1.04 that should be collected, but only \$1.00 was collected), the sales tax paid to the municipality will reduce the reported gross receipts (ideal sales price of $\$1.00 - 0.04 = 0.96$ gross revenue from the sale of the pull-tab). When a check is written to the municipality for the sales tax owed, the amount should not be included in gaming expenses or taxes. The money was collected from the purchasers of the pull-tabs or bingo cards and is simply being forwarded to the municipality. See the instructions for Schedules F and F-1 if your gaming activities were subject to sales tax.
- **Federal Excise Tax:** If your organization is subject to federal excise tax, enter the amount that you paid in this field. Do not include city sales tax or the 3% pull-tab tax here.
- **Cost of Prizes:** All prizes awarded for each gaming activity, other than donated prizes, must be entered on Schedule AP, even if the prizes are in excess of the limits. Donated prizes are reported later in the AFS.
- **Adjusted Gross Income:** This field is automatically calculated by subtracting federal excise tax and cost of prizes from gross receipts.
- **Rental of Facility:** Rent costs must be allocated if the facility is used for both gaming and administrative or non-gaming purposes. If the facility is not used exclusively for gaming, see the instructions for allocating expenses on page 6.

- **Caution:** If a lease of premises other than the permittee's primary gaming location is executed for the sale of pull-tabs by an employee, volunteer or member of the permittee, at a premise that would otherwise qualify as a vendor location, lease payments may not exceed 20% of the ideal net of the pull-tab activity conducted in the premises.
- **Other Facility Costs:** The expenses for a facility used in gaming and owned by a permittee are not allowed as a gaming expense unless the building is used exclusively for gaming purposes. If part of the building is used exclusively for gaming, expenses related to that portion of the building are deductible as gaming expenses, see the instructions for allocating expenses on page 6 for more information.
- **Pull-Tab Tax Paid:** Enter the 3% pull-tab tax paid on your self-directed pull-tab games on this line.
- **Cost of Games:** Schedule C-1 is used to calculate the value in this field. Enter the allocable part of line 5 from Schedule C-1 in this field. Do not include the 3% pull-tab tax here.
- **Advertising:** The total amount of authorized expense that may be deducted for advertising is limited to five percent of your organization's adjusted gross income from gaming activity. The limitation is based on the adjusted gross income from all gaming activities, not just on the adjusted gross income from each separate gaming activity. Advertising expense should be entered as an expense of the activity to which it relates.
- **Depreciation:** Only straight line depreciation may be used. The depreciation period is five years for personal property and computer software used in gaming activity. The depreciation period is ten years for an improvement to leased real property that a permittee owns and uses in a gaming activity; if the permittee does not own the improvement, no depreciation may be claimed. The depreciation period is 30 years for real property that a permittee owns and uses in gaming activity. In lieu of depreciation, a permittee may expense the entire cost of five- year property in the year of purchase if expenses remain within the limits of AS 05.15.160.
- **Other Expenses:** Other expenses may only be deducted if they are directly related to the operation of the gaming activity. If you enter a value in this field, then please provide a detailed itemization of the expenses in the required field provided. Examples of other expenses include non-alcoholic refreshments given free of charge during gaming activities, gaming permit fees, and the 1% fee paid with the Annual Financial Statement from the previous year.
- **Total Expenses:** This field is automatically calculated based on the information entered above.

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. There should already be a MBP or Operator hyperlink for any operators or MBPs that you used or were a part of during the year. If your operator or MBP is not listed, then the 'Add a Record' hyperlink can be used to add additional operators or MBPs.

Use the information that you received from your operator or MBP to complete this schedule. Your Operator or MBP should provide this information to you by February 28 of the year following the year in which the gaming activity was conducted.

- Amount Paid: The amount that you received from your operator or MBP should be entered in the 'Amount Paid' field on the 'Net Proceeds Paid to Permittee by Operator/MBP' table. Only report the payments that you received from your operator or MBP for gaming activity conducted during the year that you are filing for in this field, this includes the payment(s) made after December 31.
- Permittee Expenses Exclusive to Schedule AO: Ordinary and reasonable expenses that your organization incurred in order to have an operator or MBP conduct gaming activity on its behalf can be deducted in the 'Permittee Expenses Exclusive to Schedule AO' field. If you enter a value in this field, then please provide a detailed itemization of the expense(s) in the required field provided. Examples of allowable expenses include the gaming permit fee, the 1% fee paid with the Annual Financial Statement from the previous year, and accounting fees incurred in order to prepare your Annual Financial Statement. If your organization only conducted gaming activity through an operator or MBP, then deduct all of these expenses on Schedule AO. If your organization conducted other gaming activities, then the previously mentioned expenses should be allocated between the game types.

Excess Expenses &

This is an informational page detailing excess prizes and expenses from the information that you entered on Schedules AP and AV. As a reminder, permittees are required to report all gaming expenses and prizes, even if they are in excess of the statutory or regulatory limitations.

Summary

This is an informational page. There are hyperlinks to Schedules AO, AP, and AV to the right of the corresponding fields. Selecting these hyperlinks will take you to the corresponding schedule. Line 11 shows the 1% fee on net proceeds. No fee is due if your total gross receipts were less than \$20,000 during the year.

Schedule F

Schedule F, Other Deposits and Increases, is used along with Schedule F-1, Other Disbursements and Reductions, to help reconcile the gaming bank account balance reported on the Summary page of the AFS. Uncleared transactions should not be reported on Schedule F, and should instead be included on the reconciliation attached with your bank statements at the end of the AFS.

- Prior Year Net Proceeds Deposited after December 31 of Prior Year: Receipts from year-end self-directed or vendor gaming, or net proceeds from operator or MBP gaming not deposited by year-end should be entered in this field.
- Sales Tax Collected: Enter the city sales tax collected, or the reduction to gross receipts on Schedule AP if sales tax was not collected, in this field. See the Schedule AP instructions for more information regarding sales tax.
- Total of All Beginning Inventory from Schedule C-1: Enter your total beginning inventory from Schedule C-1 in this field.
- Additional Increases: Explain other deposits or increases in the fields provided. For example, the initial deposit to open the gaming account may have been a transfer from the general account. Large raffles spanning two year may require entries on Schedules F and F-1 to avoid the appearance of excess prizes or expenses in either year. Also include here any loans or gifts received during the year, including donations of net proceeds received from another permittee. Lastly, various adjustments, such as accounts payable for pull-tab purchases and wages not paid by the end of the year, should be made through Schedules F and F-1.
- Total: This field is automatically calculated based on all of the other deposits and increases reported on Schedule F.

Schedule F-1

Schedule F-1, Other Disbursements and Reductions, is used along with Schedule F, Other Deposits and Increases, to help reconcile the gaming bank account balance reported on the Summary page of the AFS. Uncleared transactions should not be reported on Schedule F-1, and should instead be included on the reconciliation attached with your bank statements at the end of the AFS.

- Current Year Net Proceeds Not Deposited by December 31 of Current Year: If your organization worked with an operator, or was a member of a MBP, and received net proceeds from the operator or MBP for gaming activity conducted during the year after the end of the year, enter the amount received in this field. In addition, if your organization had self-directed or vendor gaming, and had gross receipts for the current year that were not deposited to the gaming account by December 31, that amount should also be included in this field.

- Non-Deductible Sales Tax: Enter the city sales tax remitted in this field. See the Schedule AP instructions for more information regarding sales tax.
- Total of All Ending Inventory from Schedule C-1: Enter your total ending inventory from Schedule C-1 in this field.
- Additional Decreases: Provide a detailed description of any additional decreases in the fields provided. For example, various adjustments, such as accounts payable for pull-tab purchases and wages not paid by the end of the year, should be made through Schedules F and F-1.
- Total: This field is automatically calculated based on all of the other disbursements and reductions reported on Schedule F-1.

Donated Prizes

If you received donated prizes, then answer yes and the value of the donated prize(s) in the field provided.

Schedule E

Schedule E is used to report how your organization donated or used the net proceeds that it earned from all gaming activity. As a reminder, net proceeds from gaming activity must be spent within one year of being earned, on uses stated in AS 05.15.150.

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. You may also select the 'Add a Record' hyperlink to add a record for each individual donation of net proceeds instead of using the Excel template. List the recipient name, date, detailed purpose, check number, and amount for each donation of net proceeds. The information provided should make how your organization used the net proceeds easily identifiable

If you transferred net proceeds to an operating account, then the transfer should be reported on Schedule E. In addition, an extra schedule should be submitted with the bank statements at the end of the AFS detailing the recipient, date, purpose, check number, and amount for the checks that were issued out of the operating account using the transferred net proceeds.

If your organization needs to hold net proceeds for a period longer than one year, you must apply through Revenue Online. See AS 05.15.150(b) and 15 AAC 160.822 for additional information.

If you donate net proceeds to another permittee organization, you must make a reasonable effort to ensure that each recipient uses the donated net proceeds in accordance with statute. See 15 AAC 160.810 for additional information.

Account Reconciliation

This page is used to ensure that the reported ending bank balance matches your attached year-end bank statements or reconciliation.

- Line 1, Prior Year Balance of All Games of Chance and Contests of Skill Checking and Savings Accounts: The value in this field should match the prior year balance of the bank statements or reconciliation that you attach at the end of this report. If it does not, then please amend your prior year AFS. Gaming funds in all accounts must be included in this balance.
- Line 2, Net Proceeds: This field is automatically calculated based on the net proceeds calculated on Schedules AP, AV, and AO.
- Line 3, Interest Earned on Games of Chance and Skill Checking and Savings Accounts: Enter the total of all interest earned during the year on your gaming checking and savings account(s) in this field.
- Line 4, Other Deposits and Increases: This field is automatically calculated based on the total deposits and increases that you reported on Schedule F.
- Line 5, Total: This field is automatically calculated by adding lines 2, 3, and 4.
- Line 6, Total Donations of Net Proceeds: This field is automatically calculated based on the total of the donations of net proceeds reported on Schedule E.
- Line 7, Other Disbursements and Reductions: This field is automatically calculated based on the total disbursements and reductions reported on Schedule F-1.
- Line 8, Total Reductions to Checking and Savings Accounts: This field is automatically calculated by adding lines 6 and 7.
- Line 9, Year-End Balance of All Games of Chance and Skill Checking and Savings Accounts: This field is automatically calculated by adding lines 1 and 5, and subtracting line 8. The value in this field should match the year-end balance of the bank statements or reconciliation that you attach at the end of this report. If it does not agree, then something was missed in the completion of the AFS, please go back and check your work. In addition, your organization should donate this amount to allowable uses under AS 05.15.150 by the end of the upcoming year.
- Line 10, Enter the Year-end Balance from Your Bank Statements or Reconciliation: Enter the year-end balance from your bank statements or reconciliation in this field. When all transactions are reported correctly, the reported year-end balance on line 9 should match the 12/31 balance of your year-end bank statements or reconciliation.

Attachments

For each gaming bank account, attach bank statements showing the prior year ending balance and the current year ending balance. For example, if you are filing your 2016 Annual Financial Statement, the attached bank statement showing your prior year ending balance should be for the 12/31/2015 period. In addition, the attached bank statement showing your current year ending balance should be for the 12/31/2016 period.

If lines 1 and 9 from the 'Gaming Account Reconciliation' step of your Annual Financial Statement do not match the prior year ending balance and current year ending balance of your attached bank statements, please provide additional attachments detailing your reconciliations. For example, a reconciliation should include uncleared checks to reconcile your 12/31 bank balance to your check register balance.

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.

Selecting the 'Pay' button will take you back to your Annual Financial Statement account on Revenue Online. From this page, you can select the 'Pay' hyperlink to submit payment for the 1% fee on net proceeds if applicable. No fee is due if your total gross receipts were less than \$20,000 during the year.

Payments takes two business days to process and will show as 'Pending' in your account.
