

Hello from the Charitable Gaming Group!

The purpose of this newsletter is to provide permit and license holders the resources they need to manage their gaming account. As you know, all activity related to your gaming permit or license is conducted through your Revenue Online account.

RENEW YOUR PERMIT OR LICENSE NOW

Congratulations to Polaris K-12 Parent Forum, Inc., the first organization to submit an application to renew their permit for 2019!

2018 ANNUAL FINANCIAL STATEMENT

Instructions for the permittee Annual Financial Statement (AFS) have changed as follows:

- Schedules F and F-1 were changed so that beginning and ending inventory no longer automatically flow from Schedule C-1.
- A new line, line 10, was added to the Gaming Account Reconciliation step. This line requires permittees to enter the year-end balance from their bank statement or reconciliation.
- 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.

Click here to review updated instructions: [Permittee Annual Financial Statement Instructions](#).

DEADLINE TO FILE THE 2018 ANNUAL FINANCIAL STATEMENT

The deadline to file the 2018 Annual Financial Statement is 3/15/2019, however a 30 day extension may be requested before the deadline. Remember that an extension of time to file is not an extension of time to pay.

To request a filing extension, log into Revenue Online and click into the Annual Financial Statement account. Under the I Want To... header in the upper right-hand corner of the screen, select Request a Filing Extension. Enter an explanation for why the filing extension is needed. Click the Submit button in the bottom right-hand corner of the screen and enter your password.

KNOW BEFORE YOU CALL

We are happy to assist taxpayers and want to provide the best service possible. When you call us, it is helpful if you have your permit/license number handy, and you are already logged into your Revenue Online account. We look forward to speaking with you!

WHAT TO DO IF A PULL-TAB GAME HAS BEEN LOST, STOLEN, OR DAMAGED

Both permittees and licensees are required to report a pull-tab game that has been lost, stolen, or damaged.

To submit a report, log into Revenue Online and click into the applicable account. Under the I Want To... header in the upper right-hand corner of the screen, select Withdraw Pull-tabs from Sale, choose the reason for withdrawal, provide a detailed description, list the stamp identification number associated with each game, and submit the request.

If the game was damaged, the Division will send a letter approving destruction. Upon receiving approval, the game should be destroyed and written confirmation of destruction provided.

DATES TO REMEMBER

12/31/2018: Last day a 2018 permit and license is valid.

2/28/2019: Operator and multiple beneficiary permittee annual reports are due.

3/15/2019: Permittee Annual Financial Statements are due.

Sincerely,

The Charitable Gaming Group

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