

# Annual Certified Physical Inventory and Cash Count Summary

Use this form to record the total cash count for all sites.

<b>Print or Type</b>	Organization Name	Federal ID Number	Minnesota Tax ID Number	License Number	Fiscal Year End (mm/dd/yyyy)

<b>Sites and Cash Count</b>	Site Name and Permit Number	Total Cash Count by Site	
	<b>Totals</b>		

<b>Attachments</b>	<b>Have the following forms been attached for each site?</b>	
	Form INV ( <i>Annual Certified Physical Inventory and Cash Count by Site</i> )	<input type="checkbox"/> Yes
	Form LG903 ( <i>Physical Inventory/Bingo Paper Monthly Summary</i> ), if required.	<input type="checkbox"/> Yes

<b>Sign Here</b>	<i>I declare that the information provided is correct and complete to the best of my knowledge and belief.</i>		
	Signature of CEO ( <i>required</i> )	Print Name	Date
	Signature of Gambling Manager ( <i>required</i> )	Print Name	Date

Within 30 days after the end of the organization's fiscal year, mail Form CI along with completed Form INV and Form LG903, if required to: Minnesota Revenue, Mail Station 3350, St. Paul, MN 55146-3350.  
Phone: 651-297-1772.

## Form CI Instructions

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***All organizations must annually complete and submit Form CI to summarize the cash count of all sites after physical inventories and cash counts have been conducted.***

An annual certified physical inventory and cash count summary must be completed and submitted to the Department of Revenue within 30 days after the organization's fiscal year-end.

The annual certified physical inventory and cash count summary must be completed and signed by the chief executive officer (CEO) and the gambling manager.

### **How to File**

From the Form INV received from each site, record the site name and permit number. Enter the total cash count by site and total the results.

Check the box to ensure that copies of the completed Form INV's are attached.

Check the box to ensure that copies of the LG903s (*Physical Inventory/Bingo Paper Monthly Summary*) for each site that conducted paper bingo are attached. LG903s are used to record the physical inventory at the end of the month.

**Note: You must include Form INVs for each site and Form LG903s for each site that conducted paper bingo in order for the Annual Certified Physical Inventory and Cash Count Summary to be complete.**

### **Signatures**

The CEO and the gambling manager must sign Form CI.

### **Questions?**

Website: [www.revenue.state.mn.us](http://www.revenue.state.mn.us)

Email: [lawfulgambling.taxes@state.mn.us](mailto:lawfulgambling.taxes@state.mn.us)

Phone: 651-297-1772  
weekdays 8 a.m. to 4:30 p.m.

This information is available in alternate formats.