

# Minnesota

## Lawful Gambling Tax

### Minnesota Department of Revenue Instructions

Revised July 2015

### Need help with your taxes?

We're ready to answer your questions.

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

Go to our website to file your return and pay taxes electronically, subscribe to receive email updates, or download forms and instructions.

Call: **651-297-1772**

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

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## Directory

### Minnesota Department of Revenue Information and Assistance (8-4:30, M-F)

Phone:

651-297-1772

Fax:

651-297-5192

Email:

lawfulgambling.taxes@state.mn.us

Website (forms/electronic payments):

www.revenue.state.mn.us

Address:

Minnesota Revenue

Mail Station 3350

St. Paul, MN 55146-3350

### Email Updates

*To receive tax-related email updates, go to our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and click on the red envelope on the lower right-hand corner of the page to sign up.*

### Minnesota Gambling Control Board Information and Assistance (8-4:30, M-F)

Phone:

651-539-1900

Website (all "LG" forms):

www.mn.gov/gcb

Address:

Minnesota Gambling Control Board

1711 West Cty. Rd. B., Suite 300 South

Roseville, MN 55113

Periodically check our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) for updates that apply to lawful gambling taxes.

Minnesota Statutes (Chapters 297E ) and Rules (8122) relating to lawful gambling taxes can be found on the Legislature's website at [www.leg.state.mn.us](http://www.leg.state.mn.us).

# What's New

## Electronic Pull-tabs

Electronic pull-tabs are no longer reported on Schedule B2. Report the electronic pull-tabs on line 9 of Form G1.

## Monthly Regulatory Fee

The monthly regulatory fee increased to 0.125 percent.

## Continuation Raffles

Continuation raffles will be reported and taxed in the month the first drawing is held.

## Form Updates

The Department of Revenue has made changes to the following lawful gambling tax forms and schedules.

### Form G1 —

- Boxes have been removed for subscribing to email updates, updating gambling manager, and CEO.
- Line 18 is now “Combined net receipts tax credit.”
- Line 19 now reads “Monthly regulatory fee (multiply line 10a by 0.125% [.00125]).”

### Worksheet E —

- Line 11 now includes how to report negative amounts.

### Schedule B2 —

All language regarding electronic pull-tabs has been removed.

**You must begin using these updated forms when you file your July 2015 return (due Aug. 20, 2015).**

**Incomplete returns or schedules will not be processed until the complete information is received by the Department of Revenue.**

## Reminders

- Organizations are required to round to the nearest dollar when completing Form G1 and supporting schedules (M.S. 270C.301).
- If you are a new lawful gambling organization, you must register with the Department of Revenue. You can register three ways:
  - Online using e-Services. Go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us). Click on e-Services Login for Businesses. Click on Sign Up under New Users.
  - Call our Business Registration Office at 651-282-5225 or 1-800-657-3605.
  - Complete Form ABR, *Application for Business Registration*, and submit either by mail or fax (for details, see ABR instructions, available on our website).
- If you changed your mailing or main address and/or contact information, you must notify the Department of Revenue. You can update your information three ways:
  - Online using e-Services. Go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and log in to e-Services.
  - Call our Business Registration Office at 651-282-5225 or 1-800-657-3605.
  - Check the box on Form G1 to indicate you have a new mailing address.
- To make sure that your returns and payments are correctly processed, you must include the following information on your return:
  - Minnesota tax ID number
  - Federal ID number (FEIN)
  - License number

- **Unrelated business income (UBI) tax.** Gambling activities are considered unrelated business income. Organizations with unrelated business income are required to annually file Form M4NP (available on our website). If you have questions, send an email to [ubi.taxes@state.mn.us](mailto:ubi.taxes@state.mn.us).

- **Reporting electronic pull-tabs.** If you conduct electronic pull-tabs, you must file your return electronically. **Note:** You must file an amended return on paper.

- **e-Services.** e-Services is a secure online service that is provided to individuals and businesses. Currently lawful gambling organizations can pay taxes, view letters and payments, update contact information and send the Department of Revenue secured messages 24 hours a day, seven days a week. To use our free e-Services system, go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and click on the *e-Services log on for business* button in the upper right-hand corner. If it is your first time logging in, you may need to contact the Department of Revenue.

- **Certified inventory.** Certified inventory and cash count must be taken on the last day of your fiscal year at the close of business or the first day of the new fiscal year before the start of business.

- **Keep gambling records.** Gambling-related records must be kept for at least 3½ years. Played game remnants are considered tax records.

- **Amended returns.** You must file amended returns on paper.

# General Information

## Who Must File

All licensed gambling organizations must file Form G1, *Lawful Gambling Monthly Tax Return*, and supporting schedules every month for which the gambling license is in effect.

## Before You Start

### You need both a federal and a Minnesota tax ID number

Your federal ID number is also known as your Employer Identification Number (EIN), and is used to identify a business entity. If you do not have one, you can apply for one on the IRS website at [www.irs.gov](http://www.irs.gov) (search for employer ID number) or call 1-800-829-4933.

Your Minnesota tax ID is the seven-digit number assigned to you when you register with the Department of Revenue. If you do not have one, apply for one online at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) or call 651-282-5225 or 1-800-657-3605.

You must ensure that your federal and Minnesota tax ID numbers on all lawful gambling forms are correct and updated with the Department of Revenue.

## Filing Requirements

### Forms and schedules to submit to the Department of Revenue

For each month you have gambling activity, you must complete and submit:

- **Form G1, Lawful Gambling Monthly Tax Return**, to determine the amount of tax and fee you must pay each month.
- **Schedule B2, Lawful Gambling Report of Barcoded Games**, to report paper pull-tabs, tipboards, and paddletickets closed and removed from play during the month. Complete a separate Schedule B2 for each type of game and operation, game status, and for each site.

For each month you do not have any gambling activity, you must complete and submit Form G1.

### Additional forms and schedules you may need to include

**Barcode label sheet.** If you are filing by paper and played barcoded games during the month, attach the barcodes to this form, and file this sheet along with the other required forms and

schedules. (See *Sending Barcode Labels with Schedule B2* on page 11.) If you file electronically, you do not have to include barcode label sheets.

**Schedule ER, Lawful Gambling Tax Credits for Exempt Raffles.** If you conducted tax-exempt raffles during the month, for which the net proceeds are used exclusively to help relieve the effects of poverty, homelessness or disability for an individual or family, complete Schedule ER to claim a nonrefundable tax credit. Include the schedule when you file your monthly return.

**Schedule NRL, Net Receipts Loss.** If you incurred a loss on the total net receipts for paper bingo, raffle and paddlewheel activity, complete Schedule NRL to calculate a possible tax credit. File the schedule along with other required forms and schedules.

**Form CC, Annual Certified Cash Count by Site.** All organizations must annually complete and submit a separate Form CC for each site to record the certified cash count by site.

**Form INV, Annual Certified Physical Inventory by Site.** All organizations must annually complete and submit a separate Form INV to record the certified physical inventory for each site.

**Form CI, Annual Certified Physical Inventory and Cash Count Summary.** All organizations must annually complete and submit Form CI to summarize the inventory and cash count of all sites after physical inventories and cash counts have been conducted.

### Worksheet to complete, but do not file

**Worksheet E.** Complete this worksheet to record your net receipts for pull-tabs (paper and electronic), tipboards, linked bingo and interest and other income for fiscal year July 1 through June 30. Do not file this worksheet with the Department of Revenue.

## Due Dates and Extensions Filing Deadline

The regular due date for filing your monthly return (Form G1 and schedules) and paying the tax due is the 20th day of the month after the month for which the return is being filed. For example, your monthly return for January must be received by February 20. You must file your return by the due date even if no tax is due.

The U.S. postmark date, or date recorded or marked by a designated delivery service, is considered the filing date (private postage meter marks are not valid). When the due date falls on a Saturday, Sunday or legal holiday, returns postmarked on the next business day are considered timely. When a return is mailed late, the date it is received at the Department of Revenue is treated as the date filed.

If your return is incomplete, we will return it to you for completion. If the delay causes your return to be filed late, you will be subject to penalty and interest charges.

### If You Need a Filing Extension

To request a 30-day filing extension, by the regular due date you must mail, email or fax the Department of Revenue a written request (see page 2) that includes your name, address, federal and state tax ID numbers, license number and the month for which you are requesting an extension.

This is a filing extension only, however, not a payment extension. Estimate the tax and fee you owe for the month from Form G1, line 20, and pay the amount by the regular due date (see *Payment Options* on page 5). Any tax not paid on time is subject to penalties and interest (see *Penalties and Interest* on page 5).

**Approved extensions.** You can request a filing extension of more than 30 days or a 30-day extension for a second month during a 12-month period. Estimate the tax and fee due on Form G1, line 20, and pay the amount by the regular due date (see *Payment Options* on page 5).

To request an extension, by the regular due date you must mail, email or fax us a written request (see page 2) that includes:

- Your federal and state tax ID numbers
- Your license number
- The month for which you are requesting an extension
- The date you expect to file the return
- The reason(s) why you cannot file on time

Your request must be received by the regular due date of the return, or by the automatic extended due date if you've filed for one. We will notify you in writing if your request has been approved or denied.

# General Information (continued)

If your request is approved and the actual tax is more than the amount you paid, you will owe interest on the difference. Interest will be calculated from the regular due date until the date it is paid.

If your request is denied, we will notify you by letter and indicate the date by which you must file the return.

## Payment Options

### To Pay Electronically

If your organization's total sales or withholding tax liability during the last 12-month period ending June 30 was \$10,000 or more, you are required to make payments electronically. In addition, if the organization is required to pay *any* Minnesota business tax electronically, you are required to pay *all* Minnesota business taxes electronically. **An additional 5 percent penalty applies to any payments you make by check or other methods.**

**Note:** If you use a payroll service, check to see if you've exceeded the thresholds and are required to pay electronically in the future.

To electronically pay your lawful gambling taxes using our free e-Services system:

- Go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and log in to e-Services
- Call **1-800-570-3329** to pay by phone

For both methods, you will need your ID number, password and banking information. Follow the prompts for a business to make a payment of lawful gambling tax.

**Note:** If you are using the system for the first time and you need a temporary password, call our Business Registration Office at 651-282-5225 or 1-800-657-3605.

After you authorize the payment, you will receive a confirmation number for you to keep with your records. You can cancel a payment prior to 5:00 p.m. on the schedule payment date if needed.

### To Pay by Check

Make your check payable to Minnesota Revenue. On the memo line of your check, write "gambling tax," the organization's license number, and the month and year of the tax being paid.

All check payments must be accompanied by the appropriate payment voucher.

Go to our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and click on **Make a Payment** and then **By Check**. Follow the prompts to create a payment voucher for your payment. A personalized scan line will be printed on the bottom of the voucher using the information you entered.

Your check authorizes us to make a one-time electronic fund transfer from your account. You may not receive your canceled check.

**Note:** Organizations are required to round to the nearest dollar when making payments.

## Penalties and Interest

**Late payment.** A late-payment penalty is due if you file your return on time but do not pay all the tax due. If your payment is one to 30 days late, the penalty is 5 percent of the unpaid tax; 31 to 60 days late, 10 percent; over 60 days late, 15 percent.

**Repeat penalty.** If payment is late three or more times in a 25-month period, a repeat penalty of 25 percent of taxes owed will be assessed.

**Late filing.** If you also do not file your return on time, you must pay an additional 5 percent of the unpaid tax.

Interest is figured on the total tax plus penalty at the following rates from the date you should have paid the tax until the date the total is paid:

2015 = 3%	2012 = 3%	2009 = 5%
2014 = 3%	2011 = 3%	2008 = 8%
2013 = 3%	2010 = 3%	2007 = 8%

The same interest rates apply to refunds.

By law, payments are applied first to any penalties you owe, then to any interest, then to the tax.

**Payment method penalty.** If you are required to pay electronically and do not, an additional 5 percent penalty will be applied to check payments even if we receive the payment on time.

**Abatement.** You have the right to request an abatement of any penalty assessed. The abatement request must be in writing. See the bill or tax order for detailed instructions. Abatements are not automatic and are reviewed on a case by case basis.

## Record Keeping Requirements

Every licensed organization is required to maintain complete, accurate and legible records supporting all gambling activities for

the types of lawful gambling—bingo (linked and non-linked), paddlewheels, raffles, tipboards and pull-tabs (paper and electronic).

Records include, but are not limited to, the following items:

- All game remnants for pull-tab, tipboard, paddlewheel and raffle games
- Reports and statements, including records for each bingo occasion
- Cash journals, ledgers deposit slips, register tapes and bank statements supporting gambling activity receipts
- Invoices for purchases of gambling products
- Canceled checks or substitute checks and other documents supporting gambling activity expenditures
- Organizational meeting minutes

## Record Retention

Gambling-related records must be kept for at least **3½ years**, and may be inspected by the Department of Revenue or Gambling Control Board at any reasonable time without notice or a search warrant.

The retention period for played games starts on the due date of the return on which the game is first reported or played. It does not start on the invoice purchase date or the date the game is removed from play. **There is no expiration on the retention on open (unplayed) games.**

For example, if you report a game as played on your January 2015 return (due February 20), the retention period begins Feb. 20, 2015 and ends Aug. 20, 2017.

Keep a copy of all tax returns, schedules and worksheets for your records, including all amended returns and supporting documents.

## Assembling Your Return

Arrange the forms in the following order and staple:

1. Form G1
2. Schedule NRL
3. Schedule ER
4. Schedule B2
5. Barcode Label Sheet

Mail to: Minnesota Revenue, Mail Station 3350, St. Paul, MN 55146-3350.

# General Information (continued), Form G1

Send only original completed returns, schedules and barcodes. Photocopies will not be accepted.

Do not attach Worksheet E; keep with your records.

## Amended Returns

### For periods beginning July 2015

To report changes to Form G1 and schedules, use the new forms and schedules. Be sure to check the amended check box at the top of each return and schedule. You must file amended returns on paper.

### For periods prior to July 2015

File an amended return using the old forms to report changes to Form G1 or schedules. Check the box for amended returns at the top of Form G1.

Make sure you use the correct forms for the period being amended.

For periods:

- January 2012 - June 2012, use Form G1 with a revision date of 1/12
- July 2012 - December 2012, use Form G1 with a revision date of 6/12
- January 2013 - December 2014, use Form G1 with a revision date of 12/12
- January 2015 - June 2015, use Form G1 with a revision date of 1/15

**Important:** If you use tax software to prepare your gambling tax return, and you make a change to a previously filed return, remember to also file an amended return with the Department of Revenue.

## Closing Your Gambling Operation

All unplayed games in the organization's possession must either be returned to the distributor for credit or a refund, or sent to the Department of Revenue for destruction. This includes any unplayed bingo paper. Contact the Department of Revenue (see page 2) before shipping or bringing in any unplayed games. **The organization must not destroy unplayed games.**

Gambling-related records must be kept for 3½ years even if you are no longer in business.

You must continue to file your monthly tax returns for any month in which gambling activity is conducted.

If you have questions, contact the Department of Revenue (see page 2).

## Form G1

Fill out the top of Form G1 completely, including your federal and state tax ID numbers.

### Check the appropriate box if:

- the return is an amended return
- you are filing under an extension
- you had no gambling activity during the month to report on Form G1, lines 1 through 10. Even though you have no gambling activity, be sure to enter income from interest, dividends and other investments of gambling funds on line 5
- this is your final return. Check this box only if your organization is out of business
- you are including with Form G1 any of the schedules or forms listed. Check all that apply

## Line 1

### Non-Linked Bingo

Non-linked bingo is defined as a bingo occasion played at one location (see **Linked Bingo** on page 7). Bingo activity includes any paper and hard card bingo, bar bingo, and any non-linked bingo.

To determine the gross receipts and prizes paid for bingo, total the gross sales and prizes paid from your Gambling Control Board tracking sheets.

Coupons and certificates are the only items that may be used to adjust the selling price of bingo hard cards, sheets, packets and packages (may be adjusted down to zero). The selling price is listed on the distributor's invoice. Adjusting the selling price with coupons or certificates will reduce the gross receipts from bingo reported on Form G1, line 1A. Report the gross receipts from bingo certificates at the time they are sold.

**Any missing bingo paper is considered sold and must be included in gross receipts.**

## Line 2

### Raffles

Report all raffles you conducted during the month. To determine gross receipts and prizes paid for raffles, total your gross sales and prizes paid from your Gambling Control Board tracking sheets.

Frequently, raffles will extend over two or more months (from the purchase and sale of raffle tickets to the awarding of prizes). Report the gross receipts and prizes paid for the raffle in the month of the drawing. For raffles with more than one drawing during the play of the raffle, report gross receipts and prizes paid in the month of the first drawing. Organizations must account for all unsold raffle tickets.

**Any missing raffle tickets are considered sold and must be included in gross receipts.**

**Tax-exempt raffles.** Organizations may conduct tax-exempt raffles if the net proceeds are used exclusively to help reduce the effects of poverty, homelessness or disability for an individual or family. Complete Schedule ER to determine the credit. The credit is nonrefundable and cannot be greater than your tax liability.

## Line 3

### Paddletickets

A paddleticket game is a sealed group of up to 100 paddleticket cards.

Even though each card has its own serial number, **use the serial number printed on the barcode** when reporting paddleticket games on Schedule B2.

At the end of the month, each group of paddletickets in play during the month **must be closed** and reported on Schedule B2. If all paddletickets have not been played, report all unplayed paddletickets as unsold on Schedule B2.

Send the barcode label with your tax return when the sealed group of tickets is removed from play. A sealed group of tickets is considered one play and one entry on Schedule B2.

From your Schedules B2 for paddletickets, enter:

- Total gross receipts from line 16, Column H on Form G1, line 3, Column A
- Total value of prizes paid from line 16, Column I on Form G1, line 3, Column B

# Form G1 (continued)

- Total net receipts from line 16, Column J on Form G1, line 3, Column C

**Any missing paddletickets are considered sold and must be included in gross receipts.**

## Line 5

### Interest and Other Income

Total the interest earnings, advertising or sponsorship income, admission charges, cover charges and dividends from gambling savings accounts, certificates of deposit, mutual funds or other investments of gambling funds. (If you have investments in stocks, contact the Gambling Control Board.) Enter the amount in Columns A and C.

## Line 6

### Linked Bingo

Linked bingo is defined as a bingo occasion played at two or more locations. For more information, see Revenue Notice #13-05 available on our website. If you conducted any linked bingo during the month, report activity on this line.

## Line 7

### Tipboards

From your Schedule B2 for tipboards, enter:

- Total gross receipts from line 16, Column H on Form G1, line 7, Column A
- Total value of prizes paid from line 16, Column I on Form G1, line 7, Column B
- Total net receipts from line 16, Column J on Form G1, line 7, Column C

If you played both tipboards and progressive tipboards, add the totals from both Schedules B2 and enter the results on line 7, Columns A, B, and C.

**Any missing tipboards are considered sold and must be included in gross receipts.**

## Line 8

### Paper Pull-tabs

From your Schedule B2 for pull-tabs, enter:

- Total gross receipts from line 16, Column H on Form G1, line 8, Column A
- Total value of prizes paid from line 16, Column I on Form G1, line 8, Column B
- Total net receipts from line 16, Column J on Form G1, line 8, Column C

**Any missing pull-tabs are considered sold and must be included in gross receipts.**

## Line 9

### Electronic Pull-Tabs

Report all electronic pull-tab activity conducted during the month. If you conduct electronic pull-tabs, you must file your tax return electronically. **Note:** You must file amended returns on paper.

## Line 12

### Combined Net Receipts Tax (Worksheet E)

Complete Worksheet E to record gambling activity from July 1 through June 30 of each year and calculate the combined net receipts tax.

Complete a new Worksheet E each July 1 and start over at zero. Keep the worksheet with your records; do not mail it to the Department of Revenue.

## Line 14

### Net Receipts Tax Credit Used (Schedule NRL)

If the organization incurred a loss on the total net receipts for non-linked bingo, raffle and paddlewheel activity, complete Schedule NRL to calculate a possible tax credit.

When you complete Schedule NRL, list only the months used to calculate the net receipts loss and the months the losses are used. The tax credit can be used when the loss is offset by positive net receipts in subsequent periods.

Enter the tax credit for the reporting period from Schedule NRL, Column E, as a positive number on Form G1, line 14. The tax credit is nonrefundable and cannot exceed the net receipts on Form G1, line 4c.

Attach Schedule NRL when you file Form G1.

## Line 15

### Exempt Raffle Tax Credit (Schedule ER)

If you conducted a tax-exempt raffle during the month, complete Schedule ER to claim an exempt raffle tax credit.

The tax credit is nonrefundable and cannot exceed the net receipts for raffles from Form G1, line 2C. Enter the tax credit for the reporting period from Schedule ER, line 4, as a positive number on Form G1, line 15.

Attach Schedule ER when you file Form G1.

## Line 20

### Pay This Amount

Add lines 17, 18, and 19 to determine the amount you owe or your refund for the month (see *Payment Options* on page 5).

### Sign the Return

The following are required to sign Form G1:

- The chief executive officer (CEO) of the organization
- The gambling manager of the organization
- The person who prepared the return

If the CEO or gambling manager are not available to sign the return, the organization may authorize other members to sign in their absence by passing a motion at a monthly membership meeting. The motion, second and vote must be documented in the meeting minutes and a copy of the minutes sent to the Department of Revenue.

Once an authorized signer has been documented in the meeting minutes, the designee can sign all future returns until the authorization has been revoked or changed.

If there is an unpaid tax liability for the period being reported, the CEO, gambling manager and/or designees that actually sign the return may be held personally responsible for the unpaid tax liability.

The CEO and gambling manager are expected to sign the tax return. The organization is not allowed to have a designee sign the return simply as a convenience to the organization.

The person who prepared the return must also sign, date and enter his or her daytime phone number and name of the firm.

**Note:** Information on your lawful gambling forms is public information.

*Continued*

# Schedule B2

Complete Schedule B2, Lawful Gambling Report of Barcoded Games, for each site to report all barcoded paper pull-tab, tipboard, and paddleticket games you remove from play or inventory during the month.

Complete a separate Schedule B2:

- For each type of game
- For each game status
- For each type of operation
- For each site

Before you put a game into play, be sure to verify that the serial and part numbers on the tickets and the flare barcode are the same (see *Defective Games* on page 9).

If you computer-generate your schedules, list the games by the date they were removed from play starting with the earliest date.

See page 11 for instructions on sending barcode labels with your Schedules B2.

## Type of Game

Complete a separate Schedule B2 for each type of game (i.e., paper pull-tabs, tipboards, progressive tipboards, progressive pull-tabs, paddletickets). For example, if you conduct paper pull-tabs and tipboards, complete separate Schedule B2's.

## Game Status

For each type of game, complete a separate Schedule B2 for games that:

- Were played
- Are defective (see *Defective Games* on page 9)
- Are missing (see *Missing Games* on page 10)
- Are reported as fund loss (see *Reported as Fund Loss* on page 10)
- Were destroyed with the Department of Revenue approval (see *Destroying Games* on page 10)
- Are fund loss games destroyed by the Department of Revenue (contact the Department of Revenue)

## Type of Operation

If you operate a combination site (i.e., you have a booth operation, a bar operation and/or pull-tab dispenser at the same site), complete separate Schedules B2 for each type of operation to separate cash shortages.

Then, combine the amounts and report the total on a single Schedule A or Form G1.

Once they have been put into play, games cannot be moved among bar operations, booths and/or pull-tab dispensers.

Include only games that have been removed from play or inventory by the end of the month.

## Column Instructions

### Columns A and B

#### Manufacturer ID and Part Number

Enter the manufacturer's ID and the part number of the game. These numbers are printed on the barcode label (see sample below). **Do not enter name of game.**

### Column C

#### Game Serial Number

Enter the game's serial number printed on the barcode label.

If the serial number on the label is not the same as the serial number on the individual game tickets, the game is defective (see *Defective Games* on page 9).

### Column E

#### Ideal Gross Receipts

Enter the amount you would receive if all tickets were sold. This amount is printed on the flare, and distributor's invoice.

### Column F

#### Ideal Prizes

Enter the amount that would be paid out if you paid all prizes in the game, including any "last sale" prizes. ("Last sale" prize amounts are printed on a sticker attached by a distributor to the flare.)

### Column G

#### Value of Unsold Tickets

Enter the value of tickets that were not sold when you removed the game from play. Unsold tickets must remain unopened.

### Column I

#### Value of Prizes Paid

Enter the total dollar value of redeemed winning tickets, including the dollar values of:

- Cash prizes
- Merchandise prizes (must be the same as the value listed on the flare)
- Any "last sale" prizes (amount is shown on the distributor invoice and on the sticker attached to the flare by the distributor)

For progressive tipboard prizes, report the dollar value of all cash prizes awarded plus the amount contributed to the progressive jackpot (Form LG473, *Progressive Pull-tab or Tipboard Audit Record*).

### Column J

#### Net Receipts

If Column I is more than Column H, the game has negative net receipts (i.e., prizes paid out exceed the gross receipts for the game). Put parentheses around a negative amount.

### Column K

#### Cash-in-Hand

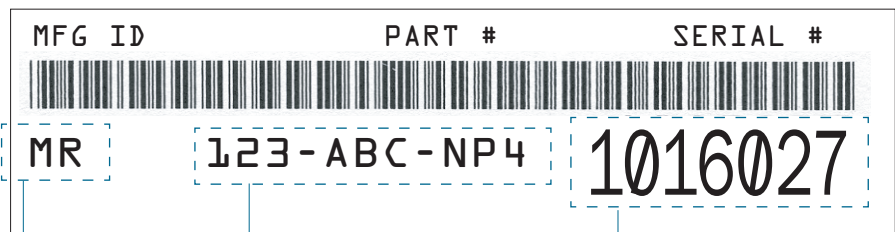
Enter the amount of cash received from the game. Do not include cash from the starting cash bank (see Example A).

#### Example A

1. Cash count at end of game including starting bank	300.00
2. Starting bank	200.00
3. Column K: Cash-in-hand (subtract step 2 from step 1)	100.00

If the cash-in-hand is a negative amount, put parentheses around the amount (see Example B).

#### Sample barcode label



Manufacturer ID  
(two letters)

Part number  
(may be up to 15 characters)

Serial number  
(may be up to eight characters)



# Schedule B2 (continued)

## Example B

1. Cash count at end of game including starting bank	100.00
2. Starting bank	200.00
3. Column K: Cash-in-hand (subtract step 2 from step 1)	(100.00)

**Reimbursing the Starting Bank.** If the cash-in-hand for a game is a negative amount, reimburse the starting bank by writing a check from your gambling account payable to “Cash Game Bank.” Record the following information on the check memo line:

MEMO: Replenish game bank, date removed  
Mfg. ID, part #, serial #

You should replenish starting cash banks within four business days after the game is removed from play. Starting banks not replenished by the end of the month should be reported as unreimbursed starting banks on Form G1, line 24b.

It is recommended that the organization maintain a reserve start bank (a cash bank amount that is kept in the safe and only used to temporarily replenish other active cash banks). When the cash-in-hand is a negative amount, the organization can use the reserve start bank to replenish the start bank. The organization should then reimburse their reserve bank as soon as reasonably possible by writing a check from the gambling account.

**Making Deposits.** Gambling receipts must be deposited in the gambling bank account within four business days after the game is removed from play for paper bingo, tipboard, paddlewheel, raffle and paper pull-tab games.

Generally, the amount you deposit for the game is the same as the amount of cash-in-hand in Column K (see *Games with Merchandise Prizes* and *Progressive Tipboard or Pull-Tab Prizes* on this page for exceptions). On the deposit slip, list the amount from each game separately and include:

- Manufacturer ID
- Part number of the game
- Serial number of the game
- Site where the game was played

**Games with Merchandise Prizes.** Merchandise prizes must be paid for directly from the gambling bank account. If the game has merchandise prizes only, figure the cash-in-hand by subtracting the cost of the prizes from the cash count at the end of the game (i.e., the deposit amount) (see Example C).

## Example C

1. Cash count at end of game not including starting bank	300.00
2. Cost of merchandise prizes	200.00
3. Column K: Cash-in-hand (subtract step 2 from step 1)	100.00

If a game has both cash and merchandise prizes, call our office for instructions.

List each game separately on the deposit slip. Also list the amount paid for merchandise prizes separately with the barcode information for the game and site permit number.

**Progressive Tipboard or Pull-Tab Prizes.** Each progressive tipboard game played makes a contribution to the progressive jackpot included in Column I, but the amount of the jackpot prize is not actually paid out at that time. The deposit for the game is the profit from the game (net receipts) plus the progressive tipboard jackpot prize contribution. Figure the cash-in-hand by subtracting the amount of the jackpot contribution from the cash count at the end of the game excluding the starting bank (Form LG473) (see Example D).

## Example D

1. Cash count at end of game including starting bank	600.00
2. Starting bank	300.00
3. Deposit (subtract step 2 from step 1)	300.00
4. Contribution to progressive jackpot	100.00
5. Column K: Cash-in-hand (subtract step 4 from step 3)	200.00

## Column L

### Cash Long or Short

Subtract Column J from Column K. See Example E for examples of how to subtract combinations of negative and positive numbers.

## Example E—Column K minus Column J

- **Subtracting a positive from a positive:**  
Col. K = 400 Col. J = 500  
 $400 - 500 = (100)$  cash short  
Col. K = 500 Col. J = 400  
 $500 - 400 = 100$  cash long
- **Subtracting a positive from a negative:**  
*Calculate as if the positive is a negative and add.*  
Col. K = (200) Col. J = 300  
 $(200) - 300 = (500)$  cash short
- **Subtracting a negative from a positive:**  
*Calculate as if the negative is a positive and add.*  
Col. K = 200 Col. J = (300)  
 $200 - (300) = 500$  cash long
- **Subtracting a negative from a negative:**  
*Calculate as if the second negative is a positive and add.*  
Col. K = (500) Col. J = (200)  
 $(500) - (200) = (300)$  cash short  
Col. K = (200) Col. J = (500)  
 $(200) - (500) = 300$  cash long

## Defective Games

You may discover defective games before or after a game has been put into play, or after the game is removed from play. Examples of defective games include games with:

- Mismatched or multiple serial numbers
- Defective tickets (e.g., tickets that do not open, blank tickets, delaminated tickets [face and back separated], tickets with bad die cuts, bad glue or bad printing, etc.)
- Incorrect or missing information (e.g., incorrect selling prices on tickets or flare, flares without Minnesota logo, wrong flare with the game, etc.)
- Prize discrepancies (e.g., extra winners, not enough winners, prizes that do not match prizes listed on flare, etc.)

### Mismatched or Multiple Serial Numbers

A game with **mismatched serial numbers** is a game in which the serial numbers on the sales invoice, barcode labels, flare and game tickets do not match.

A game with **multiple serial numbers** is a game where tickets have two or more different serial numbers.

**Before you place a game into play,** check that the serial numbers on the sales invoice, barcode labels (on the box, inside the box and on the flare) and game tickets match.

If they do not, or if you find multiple serial numbers, return the game to the distributor for full credit for the cost of the game and taxes.

# Schedule B2 (continued)

You must provide the distributor with a written statement that the game is defective. Record the date the game was returned to the distributor in your inventory records. Remember to get a receipt from the distributor when the game is picked up.

**Note for multiple serial numbers:** Your records should indicate all serial numbers.

**If the game is already in play,** remove it from play immediately and contact the Department of Revenue to report the defect. (A game is “in play” if one ticket has been sold to a player.) Report the game on a separate Schedule B2 for the period checking the “Defective” box at the top of the schedule.

Contact the Department of Revenue for Form G7410, *Lawful Gambline Defective Game Report for Games in Play*, and instructions on where to send the game.

## Missing Games

You are 100 percent accountable for the games you purchase. We keep track of purchased games through monthly distributor reports of games sold. Games are tracked by barcode data (manufacturer ID, part number and serial number).

Periodically, you may receive a “missing game” letter from our office. It will include a list of games you purchased that have not been reported on a return as played. You will be asked to report the status of the games in question (e.g., unplayed, unopened inventory; played and reported on Schedule B2 and Form G1; returned to distributor for credit; missing, etc.).

If you cannot account for a game, contact the Department of Revenue for proper reporting of the game on your monthly tax return. You must pay any tax liability due.

## Reported as a Fund Loss

A fund loss by questionable means is defined as missing cash or inventory resulting from theft, burglary or unknown causes. A fund loss can include:

- Games that were never played
- Games that were partially played but had no receipts deposited
- Games that were partially played and had some receipts deposited
- Missing cash banks
- Closed games with missing cash

When you discover that a game has a fund loss, report it to local law enforcement officials:

- Within 24 hours for a loss from a pull-tab dispensing device
- Within five days of the discovery for all other forms of gambling

If the court orders restitution, or if you receive insurance reimbursement, contact the Department of Revenue.

## How to Report a Fund Loss

Report a game with fund losses on Schedule B2. Complete a separate fund loss Schedule B2 for paddleticket, tipboard and pull-tab games. Do not report games with fund losses on the same schedule as played games.

If there are not enough game remnants to do an audit, or if the game has been tampered with, contact the Department of Revenue.

Complete Columns A through F of Schedule B2 and check the box “Reported as fund loss” at the top of the form.

Column G: Enter the dollar value of tickets not sold at the time of the loss. If reporting the game at ideal net receipts, enter zero.

Column I: Add the dollar values of each redeemed winning ticket and enter the total. If reporting the game at ideal net receipts, enter the amount from Column J.

Column K: Count the cash received from the game. Subtract from the total any starting cash bank, and enter the result in Column K.

If only some cash is lost or stolen, your cash-in-hand may be positive (see Example F).

### Example F—Fund loss: Some cash lost or stolen

1. Cash count at end of game including starting bank	300.00
2. Starting bank	200.00
3. Column K: Cash-in-hand (subtract step 2 from step 1)	100.00

If some or all of the cash is lost or stolen, including the starting cash bank, your cash-in-hand may be zero (see Example G). For fund losses, any missing starting bank is calculated separately from the game. You will need to reimburse the starting cash bank from your gambling account.

### Example G—Fund loss: All cash lost or stolen

1. Cash count at end of game including starting bank	0.00
2. Starting bank	200.00
3. Column K: Cash-in-hand (subtract step 2 from step 1 if zero or less, enter zero)	0.00

Skip Column L: You should not report cash shorts or longs when reporting a fund loss.

Column M: Fill in date pulled.

To determine the total fund loss, total Columns G through K, and enter the results on Schedule B2, line 16. Then, subtract the Column K total from the Column J total. Add any missing starting cash bank. The result is your total fund loss.

## Destroying Games

### Unplayed Games

#### Bingo Paper

If you wish to destroy bingo paper, contact the Department of Revenue and ask to speak to an auditor to arrange for a delivery time.

#### Pull-Tabs, Tipboards and Paddletickets

If you have a pull-tab, tipboard or paddleticket game that you do not want to put into play, or a damaged game that cannot be put into play, contact your distributor first to see if you can get credit for the cost of the game and/or tax paid on the game.

If you cannot get credit for the game, contact the Department of Revenue to speak with an auditor. You will be directed to either destroy the game or send the game to us so we can destroy it.

Report the game on a Schedule B2 and check the box for “Destroyed with Revenue approval.” Complete a separate Schedule B2 for each type of destroyed game (pull-tabs, tipboards or paddletickets).

You will be required to send us the unplayed game and a copy of the Schedule B2 on which it was reported. We will send you a certified Schedule B2 along with a written receipt that the game was received and destroyed. You must keep the receipt in your permanent gambling records for at least 3½ years.

If you destroy unplayed games without receiving approval, the game will be treated as a missing game. Contact the Department of Revenue for instructions on reporting this game on your next monthly tax return.

*Continued*

# Schedule B2 (continued)

## Games Destroyed During a Natural Disaster

If unplayed games, games in play and/or played game remnants are destroyed by a natural disaster (e.g., fire, flood, tornado, etc.), contact the Department of Revenue for instructions.

## Played Games

Remnants from played games may be destroyed after 3½ years from the time the games were reported played on your monthly Form G1. Games must be destroyed by shredding, burning, soaking or other form of complete destruction.

If played games are destroyed prior to the 3½ years, an assessment may be made based on ideal net receipts.

## Sending Barcode Labels with Schedule B2

There are three barcode labels with each game:

- One label attached to the box
- One label attached to the flare
- One label loose inside the box (or loose under the shrinkwrap)

You must send in the loose barcode label from each game with your monthly return.

### If you file electronically, you do not have to send in barcode labels.

Attach the label to the barcode label sheet available on our website. Place the labels in columns (see sample on this page) **in the same order as the games are listed on Schedule B2**. Use separate pages for played, fund loss, defective and missing games. If you have more than one gambling site, separate the pages by site.

Arrange the pages by gambling site in the order of played games, fund loss games, defective games and missing games, and place in the prescribed order (see *Assembling Your Return* on page 5).

## Sample barcode label sheet

MINNESOTA • REVENUE							
<b>Barcode Label Sheet</b>							
Attach barcode labels to this sheet in the same order as the games are reported on Schedule B2. Use separate sheets for each type of game reported or game status and each site.		Federal ID number (FEIN)	Minnesota tax ID	License number			
Name of gambling site		Site permit number	Month/year reported	Page of			
Type of game (check one)	<input type="checkbox"/> Paper pull-tabs	<input type="checkbox"/> Progressive pull-tabs	Game status: These labels are from games (check one)		Total barcodes this page		
<input type="checkbox"/> Tipboards	<input type="checkbox"/> Progressive tipboards	<input type="checkbox"/> Paddletickets	<input type="checkbox"/> Played	<input type="checkbox"/> Reported as a fund loss	<input type="checkbox"/> Missing	<input type="checkbox"/> Defective	

(Rev. 12/12)

When attaching the barcode labels:

- Make sure each barcode can be read. Do not overlap barcode labels
- Do not cut barcodes
- Do not send in duplicate barcodes
- Do not staple, overlap, tape, fold or arrange the barcodes out of order
- **Do not send in photocopies of the barcodes**

**If there is no loose barcode label in the game**, you must print the manufacturer's ID number, the part number and serial number on the label sheet in the space where you would have placed the loose label. Get the information off the label on the game or flare. Refer to the sample barcode label on page 8 to identify the information.

**Print the information clearly** in the same order as it is on the game label and draw a box around it.

The label information is read by our scanning system and matched with game information provided by distributors. As a result, we can track the games and notify you of any "missing" games (i.e., games you purchased that have not been reported on a monthly return).

For defective or destroyed games, contact the Department of Revenue.

Keep the barcode records for at least 3½ years.

# Annual Certified Physical Inventory and Cash Count and Annual Financial Audit

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## Annual Certified Physical Inventory and Cash Count

All licensed organizations are required to conduct an annual certified physical inventory and cash count at the end of its fiscal year. This must be taken on the last day of the organization's fiscal year at the close of business or the first day of the new fiscal year before the start of business.

The following forms must be used:

**Form INV, Annual Certified Physical Inventory by Site.** Use this form to record the site inventory of games in play and unplayed games. Use a separate form for each site.

The certified physical inventory must be conducted by either two members, officers or employees of the organization who have been appointed by the organization's board and are not directly involved in the organization's gambling operation or by an independent certified public accountant (CPA). Part 1 must be completed and the form signed by these two individuals or a CPA.

The recording of the game cost, the listing of inventory of bingo paper and raffles and the completion of Parts 2 and 3 may be done by a member involved in the organization's gambling operation.

**Form CC, Annual Certified Cash Count by Site.** Use this form to record the cash count for each site. Use a separate form for each site.

The certified cash count must be conducted by either two members, officers or employees of the organization who have been appointed by the organization's board and are not directly involved in the organization's gambling operation or by an independent certified public accountant (CPA). Part 1 must be completed and the form signed by these two individuals or a CPA.

Observance of the game audits must also be done by these two individuals or a CPA. The audit of the games and the completion of Parts 2 and 3 may be done by a member involved in the organization's gambling operation.

**Form CI, Annual Certified Physical Inventory and Cash Count Summary.** Use this form to record the total cost of ending inventory and start bank for all sites. This summarization of the physical inventory and cash count must be completed and signed by the gambling manager and the CEO.

### Requesting an Extension

If the certified physical inventory and cash count cannot be completed at the fiscal year end, the organization's CEO, gambling manager or accountant hired to perform the certified physical inventory and cash count must request an extension via email, fax or mail.

If an extension is granted, it will be allowed to the last day of the following month — the certified physical inventory and cash count must be taken at month's end.

## Annual Financial Audit

If your gross receipts from gambling are \$750,000 or more, you must have an annual audit completed of your gambling activities (see *Minnesota Rule 8122*).

If your gross receipts from gambling are less than \$750,000, you are not required to have an audit completed.

### Requesting an Extension

If the audit cannot be completed by the due date (six months after the end of the fiscal year), the organization's CEO, gambling manager or accountant hired to perform the audit must request an extension.

**Note:** Your fiscal year is the time period used for filing federal Form 990 or 990T.

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