

Annual Certified Physical Inventory and Cash Count by Site

Use this form to record the site inventory of games in play and unplayed games, as well as the cash count for all forms of gambling. Use a separate form for each site.

Print or Type		Federal ID Number	Minnesota Tax ID Number	License Number
	Organization Name	Site Name and Permit Number	Date Taken	Fiscal Year End (mm/dd/yyyy)

Barcoded Games (pull-tabs, tipboards and paddletickets)	Part 1 <i>(Must be completed by two individuals not involved with the gambling operation or by a CPA)</i>		
	Manufacturer ID	Part Number	Serial Number

Cash Count	Part 2
	Total of all cash counted for all forms of gambling

Bingo	Part 3
	Was paper bingo conducted at this site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must attach a copy of Form LG903 (<i>Physical Inventory/Bingo Paper Monthly Summary</i>) for the organization's fiscal year-end.

Sign Here	<i>I declare that the information provided is correct and complete to the best of my knowledge and belief.</i>		
	Signature of Individual or CPA who Completed Part 1 (<i>required</i>)	Title	Date
	Signature of Second Individual (<i>required if not conducted by a CPA</i>)	Title	Date

Individuals or CPA who completed Part 1: Provide the completed and signed Form INV to the organization's CEO or gambling manager.
CEO or gambling manager: Attach Form INV and Form LG903, if required, to Form CI and mail to:
 Minnesota Revenue, Mail Station 3350, 600 N. Robert St., St. Paul, MN 55146-3350.
 Phone: 651-297-1772.

Form INV Instructions

All licensed lawful gambling organizations are required to conduct an annual certified physical inventory and cash count at the end of their fiscal year. Organizations must complete the inventory and submit the following forms within 30 days of their fiscal year end.

Required Forms

To complete the inventory, organizations must submit the following forms together:

- Form CI, *Annual Certified Physical Inventory and Cash Count Summary*
- Form INV, *Annual Certified Physical Inventory and Cash Count by Site* (this form)
- Form LG903, *Physical Inventory Control/Bingo Paper Monthly Summary* (if the organization conducts non-linked bingo)

Note: We will not accept other forms such as software inventory forms in place of Forms CI, INV, and LG903. If you do not complete and submit these required forms, the annual certified physical inventory and cash count is incomplete.

Complete Form INV

Use a separate Form INV for each gambling site to record the:

- Site inventory of games (in play and unplayed only)
- Cash count for all forms of gambling

You do not need to take games out of play to conduct the inventory.

Part 1 must be completed by two organization members, officers, or employees appointed by the organization's board who are not directly involved in gambling operations OR an independent certified public accountant (CPA).

Parts 2 and 3 may be completed by one member of the organization who is directly involved with gambling operations.

Part 1 Barcoded Games

Enter the manufacturer ID, part number, and serial number of each pull-tab, tipboard, raffle board, sports-themed tipboard, and paddleticket game in your possession that are not reported as played on Form G1, *Lawful Gambling Monthly Tax Return*.

Note: You do not need to record electronic pull-tab games.

If the appointed individuals or CPA only complete Part 1, they must sign Form INV and send it to the organization's chief executive officer or gambling manager.

Part 2 Cash Count

Record the total amount of cash counted for all forms of gambling at the site. This is the amount of cash on hand at the time the inventory is taken.

Part 3 Bingo

Check the box to indicate if you conducted paper bingo at the site.

If you conducted paper bingo, attach a copy of Gambling Control Board Form LG903 for the fiscal year end for each site. Organizations use Form LG903 to record the bingo paper physical inventory at the end of the month.

Note: In order for the annual certified physical inventory and cash count to be complete, you must include Form INV for each site and Form LG903 for each site that conducted paper bingo.

Signatures

The two individuals or the CPA who conducted the inventory must sign the form certifying the information is correct.

The individual who completes Parts 2 and 3 does not need to sign this form.

Questions?

Website: www.revenue.state.mn.us

Email: 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.