



Charitable Bingo Operations Division

Instructions – Completing the Texas Bingo Occasion Report
Non-Regular Temporary Bingo Occasions

(Rev. 3/11)

Filing Deadline

The Texas Bingo Occasion Report – Non Regular Temporary Bingo Occasions should be completed after all occasions in the quarter have been held. Each report and payment(s) due must be filed with the Commission or postmarked on or before the report due date. Should the due date fall on a Saturday, Sunday, or legal holiday, the report will be due the next business day. Reports filed late will be subject to a \$100 administrative penalty. NOTE: If for some reason the bingo occasion(s) was not held, this report must still be filed. In this case, enter zeros for all report items.

Quarterly Filing Periods and Due Dates

Table with 3 columns: Quarter, Bingo Occasions Held Through, Report Due Date. Rows include First Quarter, Second Quarter, Third Quarter, and Fourth Quarter.

Instructions for completing ITEMS 1 – 12

Note: Use Whole Dollars ONLY from Lines 2 to 12.

- Item 1 – Enter the total number of licensed bingo occasions held this quarter.
Item 2 – Enter the total number of persons attending bingo games.
Item 3 – Enter the total receipts from bingo paper, hard cards, UPS pads, and entrance fees.
Item 4 – Enter the total receipts from instant (pull-tab) bingo sales. This includes event tickets.
Item 5 – Enter the total gross receipts (Sum of Lines 3 and 4).
Item 6 – Enter the total amount paid out in regular cash prizes, the actual cost of merchandise prizes purchased by the organization, and the actual cost or retail value of donated prizes.
Item 7 – Enter the total amount paid out in instant bingo (pull-tab) prizes.
Item 8 – Enter the total amount paid out in bingo prizes (Sum of Lines 6 and 7).
Item 9 – Enter the total amount paid out for bingo supplies.
Item 10 – Enter the total amount paid out for bingo license fee(s).
Item 11 – Enter the total amount paid out for other bingo expenses.
Item 12 – Enter the total amount for bingo expenses (Sum of Lines 9, 10 and 11).
Item 13 – Net Proceeds and Charitable Distributions (Line 5 minus Line 8 minus Line 12).

Instructions for completing CALCULATION OF PRIZE FEES

Note: Dollars and cents are entered in this section.

- Item 1a – Enter the total prizes awarded for the quarter from Line 8.
Item 3a – Calculate the “Prize” by multiplying the total prizes awarded by .05% and enter the result.
Item 4a – Enter any applicable late filing penalty. The penalty is 5% of Item 3a if the report is filed 1 – 30 days late, an additional 5% is due if the report is more than 30 days late.
Item 5a – Enter any applicable late filing interest. Beginning 60 days after the due date, interest will accrue on the on the unpaid balance until the balance is paid. Because the interest rate is variable, please contact the Accounting Services Section at 1-800-246-4677 for the current interest rate.
Item 6a – Enter the total of prize fees, late filing penalty, and late filing interest. This is the total amount due. A check in this amount, made payable to the State Comptroller, should be submitted with this report.

The quarterly report must be signed by the officer, director or bookkeeper of your organization.