



Charitable Bingo Operations Division

Transfer of Funds – Bingo Bank Account

(Rev. 2/11)

WHO SHOULD SUBMIT THIS FORM

This form should be submitted by a licensed authorized organization who transfers non-bingo funds from an account held by the organization to their bingo bank account. A licensed authorized organization that is a member of an accounting unit should also submit this form if non-bingo funds from an account held by the unit member is transferred to the unit bingo bank account.

FORM SUBMISSION

By mail: Charitable Bingo Operations Division, Texas Lottery Commission, PO Box 16630, Austin, TX 78761-6630 Via Fax: (512) 344-5316

FOR ASSISTANCE in completing this form, please call 1-800-BINGO-77 (1-800-246-4677) or visit our website at www.txbingo.org.

GENERAL INSTRUCTIONS

- The Reconciled Bingo Bank Account Balance Prior to Funds Transfer is computed as follows: Beginning Bingo Bank Account Balance on the Date of Transfer less Gross Proceeds for the Current Quarter less Prize Fees Collected for the Current Quarter less Charitable Distributions Due to be Distributed this Quarter that have not been Distributed to Date Reconciled Bingo Bank Account Balance
This form must be signed by the Bingo Chairperson.
An applicant for an original license to conduct bingo does not have a bingo bank account until licensed. Therefore, any funds transferred to the future bingo bank account prior to licensing should list the Date of Non-Bingo Funds Transfer as the date the original license was issued and report the funds transfer on their first Texas Bingo Quarterly Report.
This form must be completed by each unit member transferring non-bingo funds to the unit's bingo bank account.
Only funds, not derived from bingo, moved to the bingo bank account from an account held in the name of the organization should be reported as a funds transfer. A transfer of funds from the bingo savings account or payments directly deposited into the account for non sufficient funds checks or expense credits are not considered a transfer of funds.
The amount of funds transferred to the bingo bank account must be documented on Line 31 (Received) of the "Texas Bingo Quarterly Report," for the quarter in which the funds were transferred.
All or part of the transferred funds may be transferred out of the bingo account. The amount of transferred funds removed from the bingo account must be documented on Line 31 (Reimbursed) of the "Texas Bingo Quarterly Report," for the quarter in which the funds were removed.

GUIDELINES

- Funds transferred to the bingo bank account may be used for authorized bingo expenses but will not be used to determine if the organization's bingo operation resulted in net proceeds over its license period.
Funds transferred to the bingo bank account or unit bingo bank account from a licensed authorized organization's general fund or other account may not be disbursed to the organization as net proceeds from the conduct of bingo.
Records should be maintained to substantiate the transfer of funds into the bingo bank account or unit bingo bank account, as applicable, and the use of those funds for the required record retention period.

TAXPAYER INFORMATION

Name of Organization Taxpayer Number
Contact Person (Please print) Daytime Phone Number (Area Code and Number)

FUNDS TRANSFER

1. Date of Funds Transfer: MM DD YYYY
2. Amount of Non-Bingo Funds Transferred into the Bingo Bank Account: \$
3. Reconciled Bingo Bank Account Balance Prior to Funds Transfer: \$
4. The non-bingo funds were transferred to the Bingo Bank Account of: [] Organization [] Accounting Unit
Accounting Unit Name Taxpayer Number

SIGNATURE

sign here Signature of Bingo Chairperson Print Name and Title Date