

Instructions for Electronic Filing of Quarterly Reports

1. Fill out the quarterly report form along with the appropriate Schedule A or Schedule B.
2. Save your excel workbook document to your computer using this recommended file naming convention"
 - a. Use “C”, “L” or “U” to denote **Conductor, Lessor** or **Unit member** quarterly return.
 - b. After the “C”, “L” or “U” add your 11-digit taxpayer number. Do not leave a space between the alphabetical letter (“C”, “L” or “U”) and the taxpayer number.
 - c. Skip one space then indicate year and quarter (3 digits).

Example: A conductor file would be saved as “**C17536648848 061**”

3. Prepare your e-mail. The subject line of your e-mail should have:
 - a. “QR” (for **quarterly report**)
 - b. “C”, “L” or “U” to denote type of quarterly return (**Conductor, Lessor** or **Unit Member**)
 - c. Taxpayer Number (11 digits)
 - d. Year and Quarter being reported (3 digits)

Example: A conductor organization e-mail subject line would look like this:
“**QR C17536648848 061**”

Send your e-mail to the Charitable Bingo division using this e-mail address:
“**bingo.reports@lottery.state.tx.us**”

4. Be sure to attach the electronic quarterly report file (Step #2 above) to your e-mail before sending.
5. Organizations **should** retain for their own records: (1.) a copy of the e-mail and attachment(s) as well as (2.) a copy of the electronic e-mail “properties” sheet showing the date / time the e-mail was sent, the sender and recipient e-mail addresses, the e-mail post office information etc. as proof that the electronic quarterly report was sent timely.

<p>VERY IMPORTANT NOTE! Your electronic quarterly report, the payment coupon and prize fee / rental tax payment must be received on or before the due date.</p>
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