



**INSTRUCTIONS FOR COMPLETING SCHEDULE B, CHARITABLE DISTRIBUTIONS**  
**(TEXAS BINGO ENABLING ACT, Sec. 2001.454, 2001.455, 2001.456 and 2001.505, Chapter 2001, Occupations Code)**  
**(Charitable Bingo Administrative Rule 402.502)**

**WHO MUST FILE:** Every accounting unit formed in Texas must file a Schedule B - Charitable Distributions - Accounting Units.  
Reports must be filed for every reporting period even if no charitable funds were disbursed.

**WHEN TO FILE:** Schedule B must be filed on or before the twenty-fifth day of the month following each calendar quarter as an attachment to the TEXAS BINGO QUARTERLY REPORT.

**FOR ASSISTANCE:** For bingo information or assistance, call the Texas Lottery Commission, Charitable Bingo Operations Division, toll free at 1-800-246-4677.

**GENERAL INFORMATION**

\* Charitable Bingo Administrative Rule 402.502 (d)(2) requires that "A licensed authorized organization must submit quarterly, on a form prescribed by the commission, a list of the charitable distributions made by the organization during the quarter."

\* Report whole dollars only. \* If filing a "zero report" enter "zeros" in all applicable fields.

**COLUMN AND LINE INSTRUCTIONS**

**TRANSFERS TO UNIT MEMBERS**

**ORGANIZATION NAMES**

Enter the name of each organization that conducted bingo with this unit during this quarter.

**TAXPAYER NUMBER**

Enter the taxpayer number for each organization listed in the "Organization Names" column.

**AMOUNT TRANSFERRED**

Enter the amounts transferred from the unit to each unit member's bingo fund for charitable distribution by the unit member.

**NUMBER OF OCCASIONS**

Enter the number of bingo occasions, including licensed temporary occasions, conducted by each unit member during the quarter.

Line 1. Total Amount transferred to Unit Members - Enter the sum of the "Amount Transferred" column.

Line 1a. Total number of occasions conducted. Total should equal Line 1 of TBQR.

**CHARITABLE DISTRIBUTIONS FROM UNIT BINGO ACCOUNT**

Do NOT report any "Transfers to Unit Members" from Line 1 above in this section.

**CODE**

Enter the code adjacent to the organization's name from the "Transfers to Unit Members" section for each charitable distribution made directly from the unit bingo account on behalf of the unit member.

**DATE**

Enter the check date for the charitable distribution.

**DISTRIBUTION RECIPIENT**

Enter the name of the recipient of the charitable distribution.

**CHECK NUMBER**

Enter the check number for the charitable distribution made from the unit bingo checking account .

**CLASSIFICATION OF CHARITABLE DISTRIBUTIONS**

Charitable distributions should be classified within the following categories: Charitable, Religious, Education/Scholarships, Exempt Social Activities or Exempt Administrative Expenses. All charitable distributions must be substantiated with documentation and used for a cause, deed or activity dedicated to the charitable purposes of the organization consistent with the 26 U.S.C. Section 501 tax exemption of the organization or the purposes or objective for which the organization qualifies as an authorized organization.

Line 2. Column Totals - Enter the total of each column for the classification of charitable distributions.

Line 3. Total Charitable Distributions from Unit Bingo Account (Sum of columns a-e) - Enter the sum of the column totals.

Line 4. Amount transferred to Unit Members from Unit Bingo Account (Line 1 above) - Enter the amount from Line 1.

Line 5. Total Charitable Distributions and Transfers from Unit Bingo Account - Enter the sum of Lines 3 & 4.

If a continuation sheet is used, leave Lines 3, 4 & 5 blank and enter this total only at the end of the last continuation sheet.

