



Charitable Bingo Operations Division

Instructions – Texas Notice of Unit Accounting

(Rev. 4/11)

PUBLIC INSPECTION

This form and any attachments will be open to public inspection as required by the Texas Public Information Act.

WHO SHOULD SUBMIT THIS FORM

This form should be submitted when two (2) or more licensed authorized organizations that conduct bingo at the same location form a unit to share in revenues, authorized expenses, and inventory related to bingo operations.

IMPORTANCE NOTICE

- A copy of the Unit Accounting Agreement or Trust Agreement must be submitted with this form. The accounting agreement must indicate at a minimum: 1) the accounting unit name and each member organization's name and taxpayer number; 2) the method by which the net proceeds will be apportioned among the members; 3) the name of the unit manager, designated agent, or trustee agent; 4) if the unit is established through a Trust Agreement, the agreement must designate the trustee organization, state that the trustee is responsible for compliance with the Bingo Enabling Act and Charitable Bingo Administrative Rules, and specify the method by which the unit will comply with the net proceeds charitable distribution requirement; and 5) the methods by which the unit may be dissolved, and by which one (1) or more members of the unit may withdraw from participating in the unit, including the distribution of funds, records, inventory, and the allocation of authorized expenses and liabilities on dissolution or withdrawal of one (1) or more members.
- Please provide a copy of the specific inventory that each organization is proposing to transfer to the Unit. If an organization has no inventory that they wish to transfer to the unit, please indicate this on the form. For your use, Texas Request to Sell or Transfer Bingo Cards/Paper, Texas Request to Sell or Transfer Instant Bingo Tickets, or Texas Request to Sell or Transfer Bingo Equipment forms may be completed to meet this requirement. Please see Charitable Bingo Administration Rule 402.205 for specific inventory requirements.
- You will receive an acknowledgement of Unit Accounting Notification with your assigned unit identification number from the Commission upon receipt of the following: 1) a complete Texas Notice of Unit Accounting Form; 2) a copy of the Unit Agreement or Trust Agreement which is found to be compliant with the minimum requirements of the Bingo Enabling Act and Charitable Bingo Administrative Rules; and 3) a copy of the inventory records for all inventory being transferred to the Unit.
- An authorized organization may not join a unit until licensed.
- The designated agent or unit manager must have attended the Bingo Operator Training in the past two (2) years. This course is available on-line at www.txbingo.org.
- This form must be signed by the designated agent specified in Item 9.

FOR ASSISTANCE

For assistance in completing this form, please call the Charitable Bingo Division toll-free, at 1-800-BINGO-77 (800-246-4677).

GENERAL INSTRUCTIONS

- This form must be complete and all required documentation submitted before it can be processed.
- Please type or print legibly all information.
- Do not enter dashes when entering a Social Security Number or Taxpayer Number.

SPECIFIC INSTRUCTIONS

Item 1 – Enter the nine (9) digit federal employers identification number (EIN) assigned to the unit or the trust by the Internal Revenue Service. This number cannot be the same number assigned to a licensed authorized organization or association.

Item 2 – Enter the name of the unit as it appears on the Unit Accounting Agreement or Trust Agreement.

Item 3 – Enter the mailing address where you wish to receive all accounting related correspondence such as quarterly reports or required charitable distribution letters. Also, include the name, daytime phone number, and any alternate phone number such as a cell phone or pager of the individual who may be contacted to provide information contained in this form.

Item 4 – Indicate the date that member organizations intend to begin unit accounting.

Item 5 – List all the authorized organizations conducting bingo at the location which will be a member of the unit with their respective taxpayer numbers. The unit must have a minimum of two (2) members and no organization may belong to more than one (1) unit. Please indicate in the appropriate check box if inventory will be transferred to the accounting unit.

Item 6 – Indicate the name, physical address, phone number, and fax number of the bingo hall where the games are/will be played.

Item 7 – Describe the method by which the unit will be managed, as indicated in the Unit Accounting Agreement, by placing a check mark in the appropriate box. Compliance with the Bingo Enabling Act and Charitable Bingo Administrative Rules, filing quarterly reports, payment of taxes and fees, maintenance of bingo inventory, and maintenance of financial records is the responsibility of the Unit Manager. When a unit accounting agreement with a designated agent is used, each authorized organization shares this responsibility. Under a Trust Agreement, compliance with the Charitable Bingo Administrative Rules, filing quarterly reports, payment of taxes and fees, maintenance of bingo inventory, and maintenance of financial records is the responsibility of the trustee organization.

Item 8 – If a trustee will manage the unit, enter the specific nine (9) digit Employers Identification Number (EIN) assigned by the IRS to the trust and the name and taxpayer number of the trustee organization. Only a licensed authorized organization may serve as the trustee.

Item 9 – Enter the name and all requested information for the designated agent. Please note that under Charitable Bingo Rule 402.205 – Unit Agreements, a designated agent must attend the Bingo Training Program every two years. A new designated agent who has not completed the training in the past two years must complete the training class within 45 days of when the amended unit agreement was signed.

Item 10 – Indicate if the person named in Item 9 is an officer or director of a licensed commercial lessor, employed by a licensed commercial lessor, or related to a licensed commercial lessor, and list the lessor name, taxpayer number, and relationship if applicable. The Bingo Enabling Act prohibits the association unless the holder of the lessor license is an authorized organization or an association of licensed authorized organizations.

Item 11 – Indicate if the person named in Item 9 is listed on another license issued by the commission other than a license held by an authorized organization or association of licensed organizations and list the license holder's name, taxpayer number, and license type if applicable. A designated agent cannot hold or be listed on another license issued under the Bingo Enabling Act.

Item 12 – If a licensed unit manager will manage the unit, enter the name and taxpayer number of the unit manager.

Item 13 – Indicate the method by which the net proceeds of the bingo operation will be split among the unit members by placing a check mark in the appropriate box.

FORM SUBMISSION

PLEASE SUBMIT YOUR COMPLETED FORM AND ALL SUPPLEMENTAL INFORMATION TO:

by mail:

CHARITABLE BINGO OPERATIONS DIVISION

TEXAS LOTTERY COMMISSION

P.O. BOX 16630

AUSTIN, TEXAS 78761-6630

1-800-BINGO-77 (1-800-246-4677)

for delivery:

CHARITABLE BINGO OPERATIONS DIVISION

TEXAS LOTTERY COMMISSION

611 E. 6TH STREET

AUSTIN, TEXAS 78701-3715