

## **How to file a Bingo Occasion Report Non-Regular Temporary Bingo Occasions (aka Quarterly Report)**

Required form:

- FORMID 131 - Bingo Occasion Report Non-Regular Temporary Bingo Occasions (aka Quarterly Report)

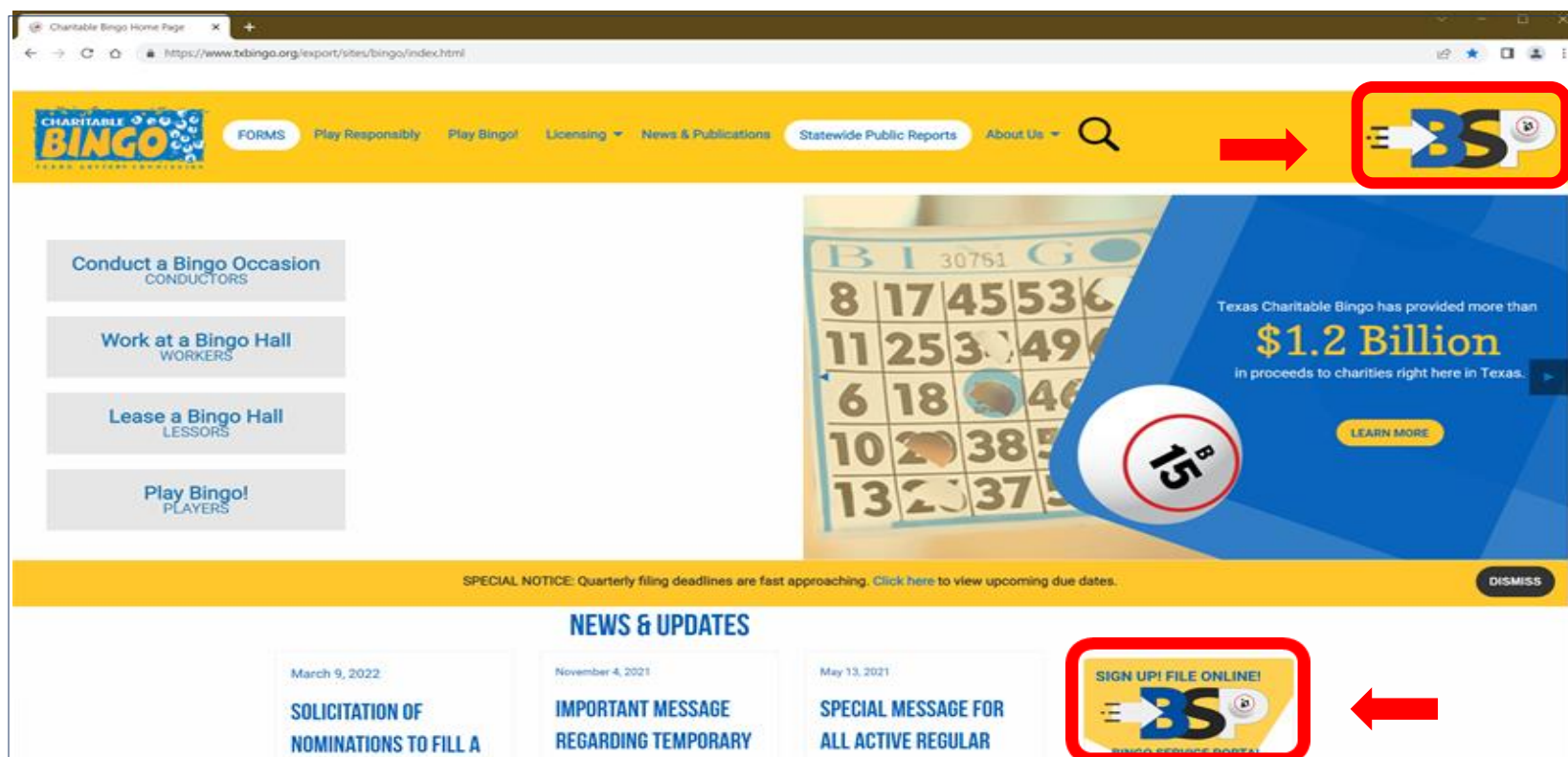
Bingo Occasion Report Non-Regular Temporary Bingo Occasions (aka quarterly report) can be filed electronically on the Bingo Service Portal (BSP). Filing electronically is fast, easy, and efficient. BSP will calculate for you, resulting in fewer errors.

## **Table of Contents**

- [Step 1](#) Access the BSP at:  
<https://bsc.txbingo.org/bsp/faces/Common/bspLoginPage.jsf>
- [Step 2](#) Logon to the BSP
- [Step 3](#) Locating FORMID 131- Bingo Occasion Report Non-Regular Temporary Occasions (aka Quarterly Report)
- [Step 4](#) How to file FORMID 131- Bingo Occasion Report Non-Regular Temporary Occasions (aka Quarterly Report)
- [Step 5](#) How to verify that the FORMID131 Bingo Occasion Report Non-Regular Temporary Occasions (aka Quarterly Report)
- [Step 6](#) Logout of the BSP
- [Miscellaneous Items](#)
  - How to retrieve a saved, but not submitted quarterly report
  - How to delete a saved, but not submitted quarterly report
  - How to cancel a quarterly report

## Step 1: Access the BSP

- Access the BSP on the Charitable Bingo homepage or [www.txbingo.org](http://www.txbingo.org) and click the BSP icon located on the top or bottom right side of the webpage.



- PLEASE NOTE: Popups must be enabled to allow you to print all applications and forms entered in BSP. If you do not know how to allow popups, you can find instructions on the Internet by searching for key words such as, “How to allow popups.”

## Step 2: Logon to the BSP

- Enter your User Id and Password.
- Click the **Logon** button *(if you do not have a BSP account, please use “Create An Account”)*.



The screenshot shows the 'Bingo Service Portal' for the 'CHARITABLE BINGO TEXAS LOTTERY COMMISSION'. On the left, there are links for 'Forgot Password?', 'Forgot User ID?', and 'Public FAQs'. In the center, there are input fields for 'User Id' and 'Password', followed by a 'Logon' button. Below the 'Logon' button is a section for 'First Time User?' with a link to 'Create An Account'. At the bottom, there is a note about browser popups and links to 'Terms and Conditions' and 'Privacy Statement'. Red arrows are overlaid on the image: one points from 'Forgot Password?' to the 'User Id' field, another from 'Forgot User ID?' to the 'Password' field, a third from 'Public FAQs' to the 'Logon' button, and a fourth from the 'Create An Account' link to the right.

CHARITABLE BINGO TEXAS LOTTERY COMMISSION

# Bingo Service Portal

Forgot Password? → User Id

Forgot User ID? → Password

Public FAQs →

First Time User?  
Create An Account ←

NOTE: Make sure you have added this site to allow popups for your browser  
[Terms and Conditions](#) | [Privacy Statement](#)

- Now you are on to the BSP Homepage

**CHARITABLE BINGO**  
TEXAS LOTTERY COMMISSION

# Bingo Service Portal

Welcome Sara Doe

Home Logout

User and Account Information Organization Information Statewide Public Reports FAQ's

**training**

Charitable Bingo Training  
Reprint Certificate of Completion  
FORMID 20 Original Applicatio...  
No data to display

## Welcome to the Bingo Service Portal

Your one stop for all your Bingo needs

### Important Messages

**\*\*\* Important Messages \*\*\***

Please use the revised forms for your next quarterly submissions (Quarterly reports filed on *old* forms *will be returned.*) and we encourage you to file using the Bingo Service Portal (BSP)

Instructions for Bingo Quarterly Report FORMID 68 & 69  
- [https://www.txbingo.org/export/sites/bingo/Documents/forms/68-69\\_Instructions.pdf](https://www.txbingo.org/export/sites/bingo/Documents/forms/68-69_Instructions.pdf)

### Step 3: Locating FORMID 131 - Bingo Occasion Report Non-Regular Temporary Bingo Occasions (aka Quarterly Report)

- Click the **Organization Information** tab.

The screenshot shows the Bingo Service Portal interface. The 'Organization Information' tab is highlighted with a red box. A red arrow points to the 'FILE QUARTERLY REPORT' link in the left sidebar. The main content area displays organization details for 'Lime Green Inc'.

**Organization Information**

Organization License Type: Non-Regular Conductor  
Taxpayer Number: 10000000001 Pin Number: 123456  
Organization Name: Lime Green Inc  
Business Phone: 5121231234 FAX: 5121231235  
Organization Address: 123 Main St Bldg A Suite 123  
City: Austin TX 78702 County: Travis  
Organization Website: SaraDoe.xyz  
Contact Name: Sara Doe Contact Phone Number: Contact E-mail Address: Sara.Doe@Austin.tx.com

Non-profit Organization Type: Fraternal Ownership Type: Federal Employer ID: 100000001 Texas Vendor ID: 10000000001  
Group Exemption Flag: Group Exemption Number: 0  
501c7

Total Officers From: 4 To: 4 Total Directors From: 16 To: 16

License: Applications Being Entered and Under Review Temporary Licenses Information Individuals Account Balances Quarterly Reports Filings Conductor Charitable Distributions

Print	License Number	License Type	License Period	License Status	Administrative Hold	License Class	License Expire Date	License Print Date	Renewal Package Sent Date	Days before Renewal Due	Currently in Unit
	456789	Non-Regular Cond...	Annual	Active/Active			12/31/2022				

Note: Reprinting of a license can only be done by the Bingo Chairperson and Operators

NOTE: Make sure you have added this site to allow popups for your browser  
Terms and Conditions Privacy Statement

In the menu on the left side of the screen, click on FORMID 131 Quarterly Report.

The close-up shows the left sidebar menu. The 'FILE QUARTERLY REPORTS' section is highlighted with a red arrow. Below it, the text 'FORMID 131 Quarterly Report' and 'Unfiled FORMID 131 Quarterly ...' are visible, along with a calendar icon and 'Year: 2022 Qtr: 2'.

**Conductor Applications**  
FORMID 19 Non-Regular Temp...

**Temporary-on-Demand**

**FILE QUARTERLY REPORTS**  
FORMID 131 Quarterly Report  
Unfiled FORMID 131 Quarterly ...  
Year: 2022 Qtr: 2

## **Step 4: How to file FORMID 131 - Bingo Occasion Non-Regular Temporary Occasions (aka Quarterly Report)**

### **Filing Period:**

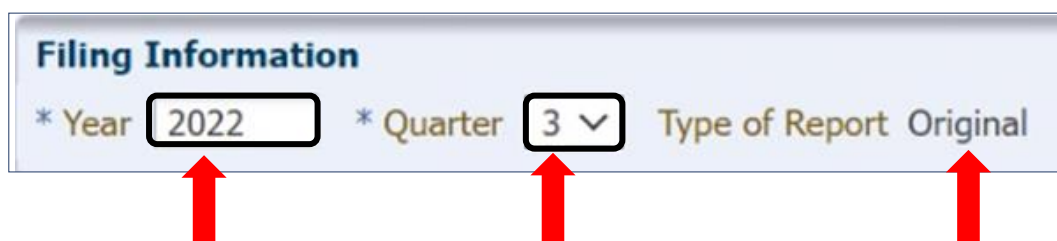
- The BSP will automatically display the year and the quarter for the *current filing period*. If you are filing for a *previous quarter*, you will have to manually enter the year and quarter.
- The type of report, original or amended, will automatically display as determined by the year and quarter entered.

The screenshot displays the 'Bingo Service Portal' interface. At the top, there is a header with the title 'Bingo Service Portal'. Below the header, a note states: 'Note: "Save Report" is used to save this Quarterly Report and allow you to come back and continue the application at a later time.' Below the note are three buttons: 'Return To Organization Detail', 'Save Report', and 'Cancel'. The main section is titled 'Taxpayer Information' and contains the following details: Taxpayer Number 10000000001, Organization Name Lime Green Inc, Mailing Address 123 Main St Bldg A Suite 123, City Austin, State TX, Zip 78702, Contact Name Sara Doe, Contact Phone, and Contact Fax. Below this, there are two tabs: 'Quarterly Report' (selected) and 'Charitable Distribution Details'. Under the 'Quarterly Report' tab, there is a section titled 'Filing Information' which includes a 'Year' dropdown set to '2022', a 'Quarter' dropdown set to '3', and a 'Type of Report' dropdown set to 'Original'. The 'Year' and 'Quarter' dropdowns are highlighted with a red rectangle. Below the 'Filing Information' section, there is a section titled 'Electronic Signature Required' with a checkbox and the text: 'I declare that the information in this document and accompanying supplements are true and correct to the best of my knowledge and belief.'

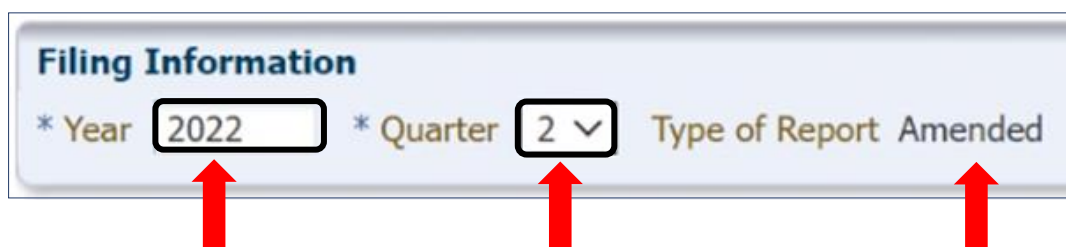


### Amending FORMID 131 - Bingo Occasion Non-Regular Temporary Occasions (aka Quarterly Report):

- PLEASE NOTE: If you wish to amend a previously submitted Quarterly Report, you must wait **24-Hours** to allow the original to be processed overnight. Also, all line items must be re-entered when amending.
- How to file an amendment:
  - The amendment and the original quarterly report are filed using the same steps listed above.
  - To amend, verify the correct year and the correct quarter of the filing period.



The screenshot shows a light blue rectangular box titled "Filing Information" in bold blue text. Inside the box, there are three fields: "\* Year" with a text input containing "2022", "\* Quarter" with a dropdown menu showing "3" and a downward arrow, and "Type of Report" with the text "Original". Below each of these three fields, a red arrow points upwards towards the field.



The screenshot shows a light blue rectangular box titled "Filing Information" in bold blue text. Inside the box, there are three fields: "\* Year" with a text input containing "2022", "\* Quarter" with a dropdown menu showing "2" and a downward arrow, and "Type of Report" with the text "Amended". Below each of these three fields, a red arrow points upwards towards the field.



## Quarterly Report:

- In the BSP, Quarterly Report will only accept amounts in whole dollar values.
- Complete all required fields.

Quarterly Report

1.	Number of occasions	
2.	Number of persons attending games	
3.	Regular card sales (hard cards, paper, UPS pads, and entrance fees)	
4.	Instant bingo (pull-tab) card sales	
5.	<b>Total Gross Receipts (Lines 3 + 4)</b>	0
6.	Regular bingo cash prizes including purchased or donated merchandise prizes	
7.	Instant bingo (pull-tab) prizes	
8.	<b>Total Bingo Prizes (Lines 6 + 7)</b>	0
8a.	Total bingo prizes (Line 8)	0
8b1.	Total <b>CASH</b> bingo prizes valued at \$0.01 to \$5.00	
8b2.	Total <b>NON-CASH</b> bingo prizes	
8c.	<b>Prizes awarded subject to prize fee. (Lines 8a - 8b1 - 8b2)</b>	0
9.	Cost of Goods (bingo supplies)	
10.	<b>DO NOT USE</b>	
11.	Other Bingo Expenses	
12.	<b>Total of Expenses (Lines 9 + 11)</b>	0
13.	<b>Net Proceeds and Charitable Distributions (Line 5 - Line 8a - Line 12)</b>	0

Calculations of Prize Fees Due

Calculate Payment Due

If an organization played occasions in multiple municipalities or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations.

	% of prize fee	Prize Fee
1a.	Prizes awarded (Line 8c)	
2a.	Prize fee rate (5%)	0.05
3a.	Total Prize fees due (multiply Line 1a by Line 2a)	
3b.	Prize fee due to State	
3c.	Prize fee due to County	
3d.	Prize fee due to Municipality	
3e.	Prize fee to be retained for charitable distribution	
4a.	Late filing penalty for State Prize Fee	0.00
5a.	Late filing interest for State Prize Fee	
6a.	<b>Total Amount due to State (3b + 4a + 5a)</b>	0.00

## Calculations of Prize Fees:

- Click **Calculate Payment Due**.
  - BSP will perform the appropriate calculations.
  - BSP will calculate only the payment due to the State and display the percentage of the prize fee due to the State.
- The percentage of prize fee due to the State will be either 50% or 100%.
- Calculation of Balance Due for Report
  - Prize Fee Balance Due to State for Report and Total Balance Due will display.
    - *Prize fee Due to State* is the total amount of prize fees owed for a single quarter being reported, either an original or an amendment.
    - *Total Balance Due* includes any outstanding penalties and interest accrued for late filing.
- Click **Print Report**.

**Calculations of Prize Fees Due**

[Calculate Payment Due](#)

If an organization played occasions in multiple municipalities or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations.

	% of prize fee	Prize Fee
1a. Prizes awarded (Line 8c)		0.00
2a. Prize fee rate (5%)		0.05
3a. Total Prize fees due (multiply Line 1a by Line 2a)		0.00
3b. Prize fee due to State	50%	0.00
3c. Prize fee due to County		
3d. Prize fee due to Municipality		
3e. Prize fee to be retained for charitable distribution		
4a. Late filing penalty for State Prize Fee		0.00
5a. Late filing interest for State Prize Fee		
6a. Total Amount due to State (3b + 4a + 5a)		0.00

**Calculation of Balance Due for Report**

Total Prize Fees, Penalty and Interest Due to State For this Report (6a)	0.00
Prize Fees Already Paid for This Quarterly Report	0.00
<b>Prize Fee Balance Due to State for Report</b>	<b>0.00</b>

[Print Report](#)

## How to print Bingo Occasion Report Non-Regular Temporary Occasions (aka Quarterly Report):

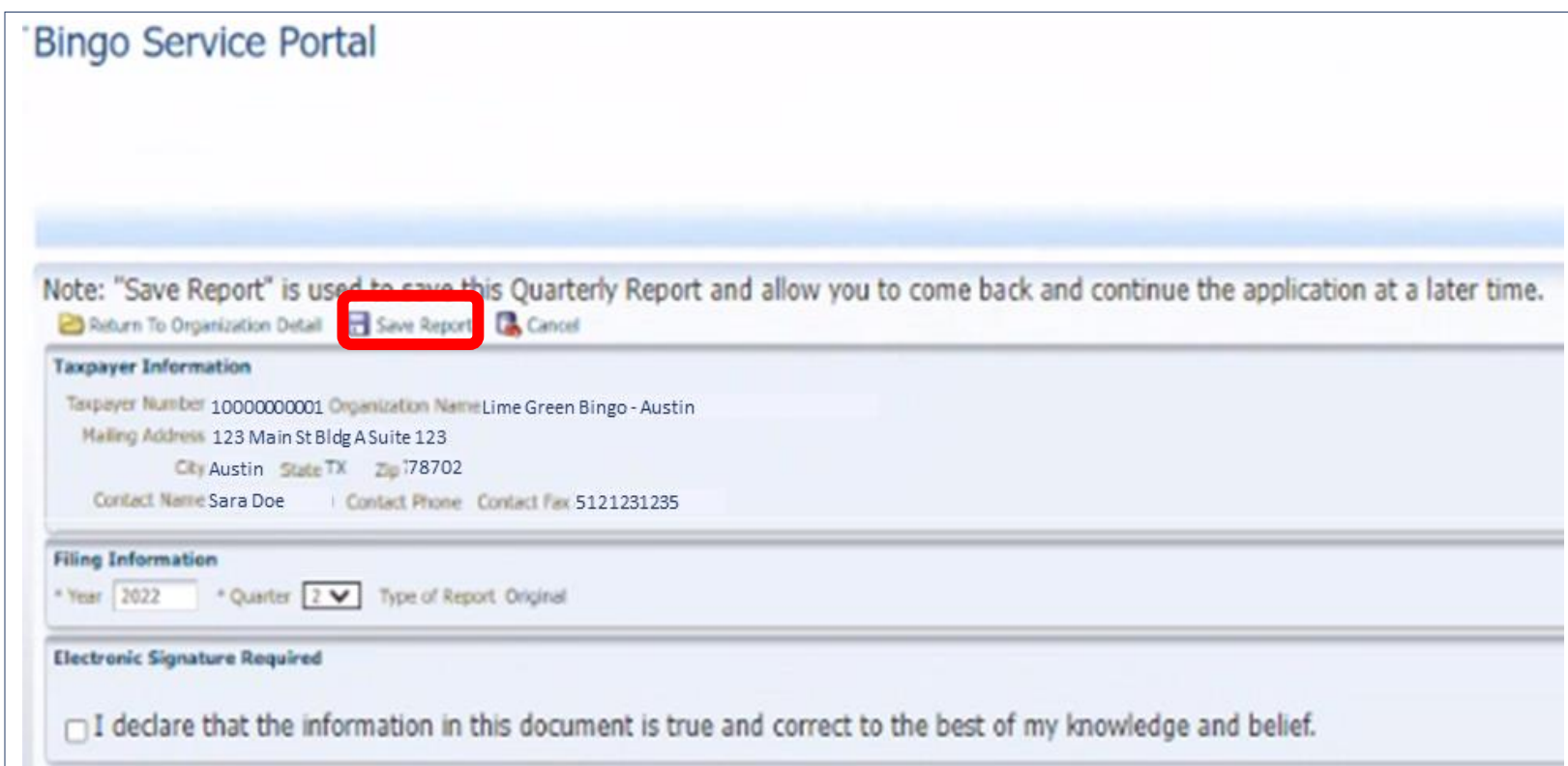
- When you click the **Print Report** button, a printable version of the Bingo Occasion Report Non-Regular Temporary Occasions will appear in print preview.

<b>Charitable Bingo Operations Division</b> <b>Bingo Occasion Report</b> <b>Non-Regular Temporary Bingo Occasions</b>		<b>CONDUCTOR</b> <b>FORMID 131</b>																																			
License	123456	Taxpayer Number	100000001																																		
Organization Name and Mailing Address Lime Green Bingo - Austin 123 Main St Bldg A Suite 123 Austin TX 78702		Filing Period	2022																																		
		Quarter	2																																		
		Return Type: Original <b>THIS REPORT HAS NOT BEEN SUBMITTED</b>																																			
1. Number of occasions 2. Number of persons attending games 3. Regular card sales (hard cards, paper, UPS pads, and entrance fees) 4. Instant bingo (pull-tab) card sales 5. <b>Total Gross Receipts (Lines 3 + 4)</b> 6. Regular bingo cash prizes including purchased or donated merchandise prizes 7. Instant bingo (pull-tab) prizes 8. <b>Total Bingo Prizes (Lines 6 + 7)</b> 8a. Total bingo prizes (Line 8) 8b1. Total <b>CASH</b> bingo prizes valued at \$0.01 to \$5.00 8b2. Total <b>NON-CASH</b> bingo prizes 8c. <b>Prizes awarded subject to prize fee. (Lines 8a - 8b1 - 8b2)</b> 9. Cost of Goods (bingo supplies) 10. <b>DO NOT USE</b> 11. Other Bingo Expenses 12. <b>Total of Expenses (Lines 9 + 11)</b> 13. <b>Net Proceeds and Charitable Distributions (Line 5 - Line 8a - Line 12)</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>431</td></tr> <tr><td>3</td><td>19,498</td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td>19,498</td></tr> <tr><td>6</td><td>2,264</td></tr> <tr><td>7</td><td></td></tr> <tr><td>8</td><td>2,264</td></tr> <tr><td>8a</td><td>2,264</td></tr> <tr><td>8b1</td><td></td></tr> <tr><td>8b2</td><td></td></tr> <tr><td>8c</td><td>2,264</td></tr> <tr><td>9</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>11</td><td>750</td></tr> <tr><td>12</td><td>750</td></tr> <tr><td>13</td><td>16,484</td></tr> </table>		1	1	2	431	3	19,498	4		5	19,498	6	2,264	7		8	2,264	8a	2,264	8b1		8b2		8c	2,264	9		10		11	750	12	750	13	16,484
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13	16,484																																				
<b>CALCULATIONS OF PRIZE FEES</b>		<b>Prize Fees</b>																																			
If an organization played occasions in multiple municipalities or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations 1a. Prizes awarded (Line 8c) 2a. Prize fee rate (5%) 3a. Total Prize fees due (multiply Line 1a by Line 2a)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1a</td><td>2,264</td></tr> <tr><td>2a</td><td>0.05</td></tr> <tr><td>3a</td><td>113.20</td></tr> </table>		1a	2,264	2a	0.05	3a	113.20																												
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2a	0.05																																				
3a	113.20																																				
Percentage of Prize Fee Line 3a X <input type="text" value="100%"/>																																					
3b. Prize fee due to State 3c. Prize fee due to County 3d. Prize fee due to Municipality 3e. Prize fee to be retained for charitable distribution		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>3b</td><td>113.20</td></tr> <tr><td>3c</td><td></td></tr> <tr><td>3d</td><td></td></tr> <tr><td>3e</td><td></td></tr> </table>		3b	113.20	3c		3d		3e																											
3b	113.20																																				
3c																																					
3d																																					
3e																																					
4a. Late filing penalty for State Prize Fee 5a. Late filing interest for State Prize Fee 6a. <b>Total Amount due to State (3b + 4a + 5a)</b> Make the amount in item 6a payable to: <b>STATE COMPTROLLER</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>4a</td><td>5.66</td></tr> <tr><td>5a</td><td>0.00</td></tr> <tr><td>6a</td><td>118.86</td></tr> </table>		4a	5.66	5a	0.00	6a	118.86																												
4a	5.66																																				
5a	0.00																																				
6a	118.86																																				
<b>Mail to:</b> Charitable Bingo Operations Texas Lottery Commission P. O. Box 16630 Austin, Texas 78761-6630 <b>Courier:</b> 1801 N. Congress Ave., Austin, <b>Email:</b> bingo.services@lottery.state.tx.us <b>FAX:</b> 1-512-344-5142		I declare that the information in this document is true and correct to the best of my knowledge and belief. Sign > here > _____ Signature of Officer, Director or Bookkeeper Print Name _____ Phone No. _____ Date 08/18/2022																																			

BSP Electronic Entry

## How to save your Bingo Occasion Report Non-Regular Temporary Occasions (aka Quarterly Report):

When you have finished entering all required Quarterly Report information or if you want to stop entering and complete the Quarterly Report later, you must click **Save Report**. If you do not “Save Report” you may lose any unsaved data when BSP times out after 10 minutes of inactivity. **Frequently save your quarterly report information!**



The screenshot displays the 'Bingo Service Portal' interface. At the top, a note states: "Note: 'Save Report' is used to save this Quarterly Report and allow you to come back and continue the application at a later time." Below this note are three buttons: 'Return To Organization Detail', 'Save Report' (highlighted with a red box), and 'Cancel'. The 'Taxpayer Information' section includes fields for Taxpayer Number (10000000001), Organization Name (Lime Green Bingo - Austin), Mailing Address (123 Main St Bldg A Suite 123), City (Austin), State (TX), Zip (178702), Contact Name (Sara Doe), Contact Phone, and Contact Fax (5121231235). The 'Filing Information' section shows a dropdown for Year (2022), a dropdown for Quarter (2), and a field for Type of Report (Original). The 'Electronic Signature Required' section contains a checkbox and the text: "I declare that the information in this document is true and correct to the best of my knowledge and belief."

- PLEASE NOTE: **Save Report** does not automatically submit the Bingo Occasion Report Non-Regular Temporary Occasions (aka Quarterly Report) to the Charitable Bingo Operations Division (the Division). Instructions about how to submit the Quarterly Report can be found below.

### Electronic Signature Required:

- After you have completed your quarterly report or amendment and have read the Electronic Signature Required message, check the box located in front of the “I declare...” statement

The screenshot displays the 'Bingo Service Portal' interface. At the top, a note states: "Note: 'Save Report' is used to save this Quarterly Report and allow you to come back and continue the application at a later time." Below this note are three buttons: 'Return To Organization Detail', 'Save Report', and 'Cancel'. The 'Taxpayer Information' section includes fields for Taxpayer Number (17418601955), Organization Name (Advocacy Center For Crime Victims And Children), Mailing Address (3312 Hillcrest Drive), City (Waco), State (TX), Zip (76708), Contact Name (Wright, Barbara), Contact Phone, and Contact Fax (254.313.1155). The 'Filing Information' section shows a dropdown for Year set to 2022, a dropdown for Quarter set to 2, and a field for Type of Report set to Original. The 'Electronic Signature Required' section at the bottom features a red-bordered box containing the text: ☐ I declare that the information in this document is true and correct to the best of my knowledge and belief.

## How to SUBMIT (aka file) the completed Bingo Occasion Report Non-Regular Temporary Occasions (aka Quarterly Report):

- When you have completed entry of all information into the Quarterly Report, and checked the Electronic Signature box, you are ready to submit it to the Division. First, you must click the **Save and Continue** button at the top of the BSP screen.

**Bingo Service Portal**

Note: "Save Report" is used to save this Quarterly Report and allow you to come back and continue the application at a later time.

[Return To Organization Detail](#) [Save Report](#) [Save and Continue](#) [Cancel](#)

**Taxpayer Information**

Taxpayer Number 10000000001 Organization Name Lime Green Bingo - Austin  
Mailing Address 123 Main St Bldg A Suite 123  
City Austin State TX Zip 78702  
Contact Name Sara Doe Contact Phone Contact Fax 5121231235

**Filing Information**

\* Year 2022 \* Quarter 2 Type of Report Original

**Electronic Signature Required**

☒ I declare that the information in this document is true and correct to the best of my knowledge and belief.  
Signed By Sara Doe



**Quarterly Report**

1. Number of occasions	1
2. Number of persons attending games	431

- Clicking the **Save and Continue** button opens the Submit Report screen. See image below on next page.
- Click **Submit Report** to submit the Quarterly Report to the Division.
  - If there is ***NO Prize Fee Balance Due to State for Report***, BSP will advance to the Organization Information tab screen and a confirmation email will be sent to you. See example below.
  - If there is a *Prize Fee Balance Due to State for Report*, BSP will redirect you to the Payment screen. Upon successful received payment, the Division will send you the first of two confirmation emails.
  - Upon processing of payment, you will receive a confirmation email from Tex.gov when the payment was processed successfully.



- PLEASE NOTE: The Pay Return drop down menu must display “On-Line” to submit your Bingo Occasion Report Non-Regular Temporary Occasions (aka Quarterly Report).

Pay Return **On-Line**  Submit Report  Cancel

**Taxpayer Information**

Taxpayer Number 10000000001 Organization Name Lime Green Bingo - Austin  
Mailing Address 123 Main St Bldg A Suite 123  
City Austin State TX Zip 78702  
Contact Name Sara Doe ra Contact Phone Contact Fax 5121231235

**Quarterly Report**

Year 2022 Quarter 2

✓ I declare that the information in this document is true and correct to the best of my knowledge and belief  
Signed By Sara Doe

**Calculation Details**

**Calculations of Prize Fees Due**

If an organization played occasions in multiple municipalities or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations.

	% of prize fee	Prize Fee
1a. Prizes awarded (Line 8c)		2,264.00
2a. Prize fee rate (5%)		0.05
3a. Prize fees due (Line 1a multiplied by Line 2a)		113.20
3a. Total Prize fees due (multiply Line 1a by Line 2a)		113.20
3b. Prize fee due to State	100%	113.20
3c. Prize fee due to County		
3d. Prize fee due to Municipality		
3e. Prize fee to be retained for charitable distribution		
4a. Late filing penalty for State Prize Fee		5.66
5a. Late filing interest for State Prize Fee		0.00
6a. Total Prize Fees, Penalty and Interest Due (Lines 3a + 4a + 5a)		118.86
6a. Total Amount due to State (3b + 4a + 5a)		118.86

**Calculation of Balance Due for Report**

Total Prize Fees, Penalty and Interest Due to State For this Report (6a)	118.86
Prize Fees Already Paid for This Quarterly Report	0.00
<b>Prize Fee Balance Due to State for Report</b>	<b>118.86</b>

NOTE: Make sure you have added this site to allow popups for your browser  
[Terms and Conditions](#) | [Privacy Statement](#)

## How to submit the payment - 4 steps:

### Step 1: Payment Type:

- Electronic funds transfers (EFTs) from the bingo bank account must be used to pay outstanding balances on BSP.
- Click **Next**.

Bingo Service Portal

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

### Payment

Payment Type

Payment Type \*

Electronic Check

☐ Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction (\*IAT\*).

Next >

Customer Information

Payment Information

Cancel

### Transaction Summary

Conductor Quarterly Report	\$118.86
<b>Texas.gov Price</b>	<b>\$118.86</b>

### Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

## Step 2: Customer Information:

Complete all required fields (\*), click **Next**.

Bingo Service Portal

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type ✓

Electronic Check

Customer Information

Country \*  
United States ✓

First Name \*  
Hector ✓

Last Name \*  
Smith ✓

Address \*  
159 Coffee Rd ✓

Address 2

City \*  
Austin ✓

State \*  
TX - Texas ✓

ZIP/Postal Code \*  
78702 ✓

Phone Number \*  
512-344-5117 ✓

Email \* ✗  
alice.banks@lottery.state.tx.us

Next >

Payment Information

Cancel

Transaction Summary

Conductor Quarterly Report	\$118.86
Texas.gov Price <span>✗</span>	\$118.86

Need Help?  
Please complete the Customer Information Section

### Step 3: Payment:

Complete all required fields (\*), click **Next**.

Bingo Service Portal

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment Type

Electronic Check

Customer Information

Address

Hector Smith  
159 Coffee Rd  
Austin, TX 78702

Phone Number

512-344-5117

Country

United States

Email Address

alice.banks@lottery.state.tx.us

Edit

Payment Information

Name on Account \*

Wish Upon A Star

Routing Number \*

111904503

DALLAS CAPITAL BANK, N.A.

Account Number \*

61790000123456

Re-enter Account Number. \*

61790000123456

☒ Checking ☐ Savings

Pay

00216028

00216028

Routing Number

Account Number

Complete all required fields [ \* ]

Next >

Cancel

Transaction Summary

Conductor Quarterly Report	\$118.86
Texas.gov Price	\$118.86

Need Help?

You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.

## Step 4: Submit Payment

- After you have read the Terms and Conditions message, check the boxes in front of the “I authorize this transaction” and the “I am not a robot” statements.

**Bingo Service Portal**

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

### Payment

Payment Type ✓

**Electronic Check**

Customer Information ✓ [Edit](#)

Address: Hector Smith, 159 Coffee Rd, Austin, TX 78702  
Phone Number: 512-344-5117  
Country: United States  
Email Address: alice.banks@lottery.state.tx.us

Payment Information ✓ [Edit](#)


Electronic Check: \*\*\*\*3456  
Name on Account: Wish Upon A Star

**Terms and Conditions** [Open a new window to print](#)

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.  
By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:  
1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.  
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.

☐ Yes, I authorize this transaction.

**Verification**

☐ I'm not a robot 

[Cancel](#) [Submit Payment](#)

### Transaction Summary

Conductor Quarterly Report	\$118.86
<b>Texas.gov Price</b>	<b>\$118.86</b>

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment. You will receive a printable receipt to the email address you provided.

- Bingo Service Portal

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type

Electronic Check

Customer Information

Address

Hector Smith  
159 Coffee Rd  
Austin, TX 78702

Phone Number

512-344-5117

Country

United States

Email Address

alice.banks@lottery.state.tx.us

Payment Information

Electronic Check

\*\*\*\*3456

Name on Account

Wish Upon A Star

Terms and Conditions

Open a new window to print


7. I understand the Originating ID for this transaction is " ". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing Texas Lottery Commission's state.

☒ Yes, I authorize this transaction.

Verification

I'm not a robot

  
NACHA/ACHA  
Privacy - Terms

Cancel

Submit Payment

Transaction Summary

Conductor Quarterly Report

\$118.86

Texas.gov Price

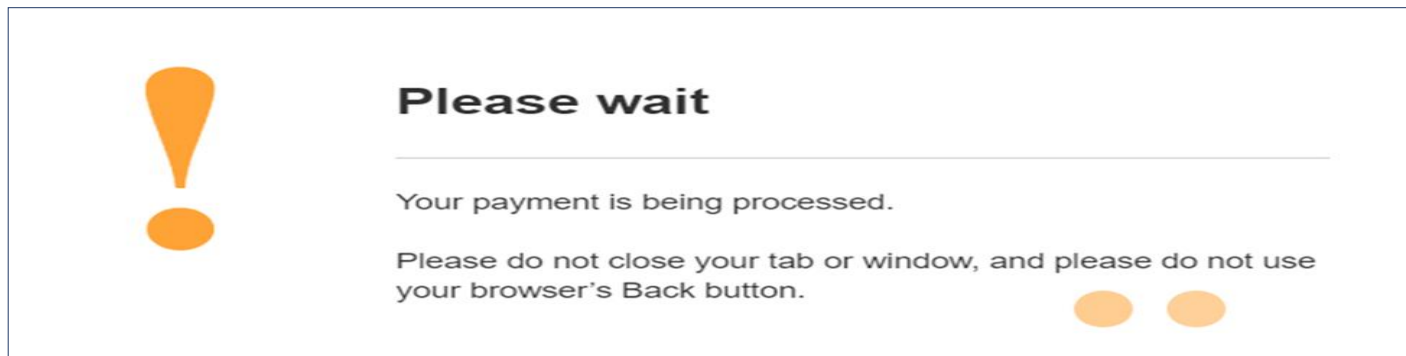
\$118.86

Need Help?

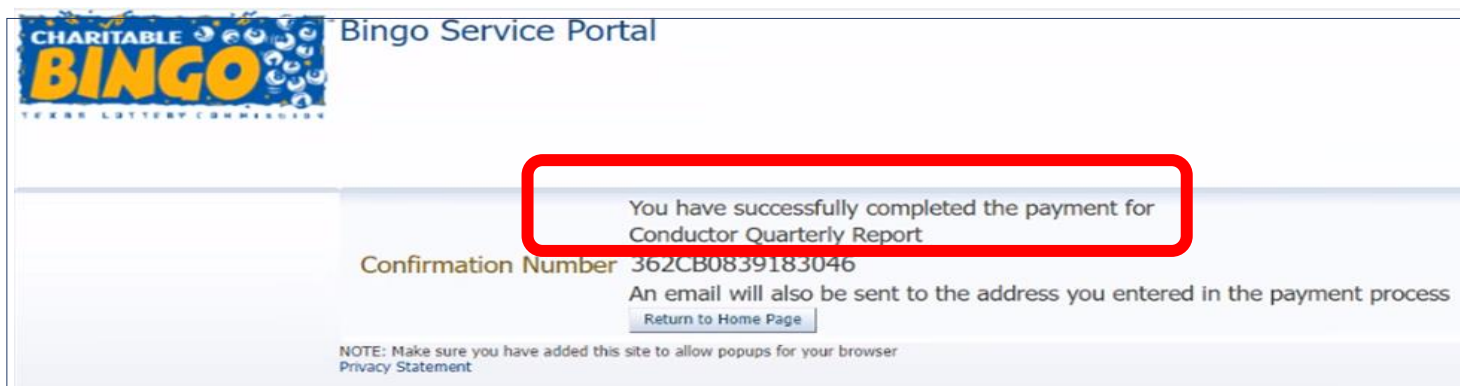
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment. You will receive a printable receipt to the email address you provided.

**Payment - Please wait message:** The Please wait message is an important part in the submitting and processing of the payment.

If the “**Please wait**” message is displayed, **DO NOT close your tab or window or use your browser’s Back button!**

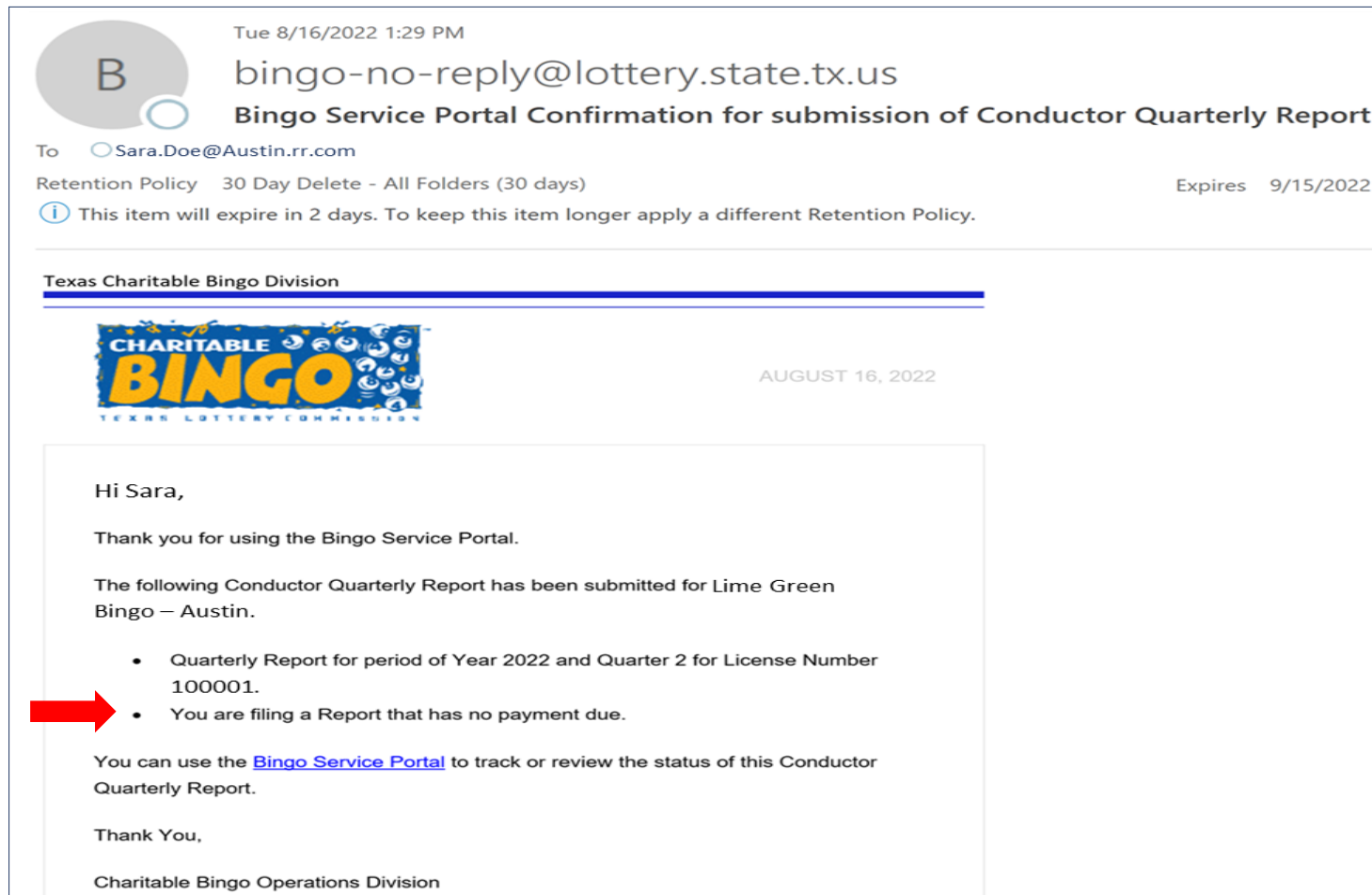


**Payment successfully completed screen for the FORMID 131 - Bingo Occasion Report Non-Regular Temporary Bingo Occasions (aka Quarterly Report):** After the payment has been processed, the Please wait message will be replaced with the “You have successfully completed the payment...”





- PLEASE NOTE: The following are examples of confirmation emails that BSP automatically sends once a Quarterly Report is successfully submitted.
  - Original Conductor Quarterly Report email confirmation example of no payment due.
  - Original Conductor Quarterly Report email confirmation example of payment due.





Mon 8/15/2022 10:22 AM


bingo-no-reply@lottery.state.tx.us

**Bingo Service Portal Confirmation for submission of Conductor Quarterly Report**

To [Sara.Doe@Austin.rr.com](mailto:Sara.Doe@Austin.rr.com)

Cc [Sara.Doe@Austin.rr.com](mailto:Sara.Doe@Austin.rr.com)

Retention Policy 30 Day Delete - All Folders (30 days)

 This item is expired.

Expires 9/14/2022

Texas Charitable Bingo Division



AUGUST 15, 2022

Hi Sara,

Thank you for using the Bingo Service Portal.

The following Conductor Quarterly Report has been submitted for Lime Green Club - Austin

- Quarterly Report for period of Year 2022 and Quarter 2 for License Number 100001.
- You have elected to pay the amount of \$20.63 On-line using texas.gov. Thank you for using this option. If you canceled or do not complete the payment process you will need to mail in a check for this amount prior to the due date.

You can use the [Bingo Service Portal](#) to track or review the status of this Conductor Quarterly Report.

Thank You,

Charitable Bingo Operations Division

## Payment Receipt Confirmation Email:

When you successfully submit the payment, the Texas.gov will automatically send a Receipt email to the BSP user's email address. This email is in addition to the email confirmation of a successfully submitted quarterly report mentioned above.

- If you do not receive the Receipt email, please check your junk or spam folders.
- Keep the Payment Receipt Confirmation email for your records.

Payment Receipt Confirmation email example:



Fri 5/6/2022 2:00 PM  
**Sara Doe** <Sara.Doe@Austin.rr.com>  
**Fwd: Bingo Service Portal Receipt**

To: Banks, Alice

Retention Policy 30 Day Delete - All Folders (30 days) Expires 6/5/2022

 This item is expired.  
You replied to this message on 5/9/2022 9:01 AM.  
If there are problems with how this message is displayed, click here to view it in a web browser.

**CAUTION:** This email originated outside the Texas Lottery's email system.  
**DO NOT** click links or open attachments unless you expect them from the sender and know the content is safe.

----- Forwarded message -----  
From: <noreply@lottery.state.tx.us>  
Date: Thu, May 5, 2022 at 10:13 AM  
Subject: Bingo Service Portal Receipt  
To:

### Payment Receipt Confirmation

Your payment was successfully processed. Please print this receipt page for your records.

#### Transaction Summary

Description	Amount
Bingo Service Portal Payment	\$779.89
Texas.gov Price	\$779.89

#### Customer Information

Customer Name	Lime Green
Local Reference ID	362CB1763292119
Receipt Date	5/5/2022
Receipt Time	10:13:24 AM CDT

#### Payment Information

Payment Type	Electronic Check
Account Number	****000
Order ID	568432276
Billing Name	Lime Green

#### Billing Information

Billing Address	123 Main St Bldg A Suite 123
Billing City, State	San Antonio, TX
ZIP/Postal Code	78702
Country	US
Phone Number	5121231234
This receipt has been emailed to the address below.	
Email Address	<a href="mailto:Sara.Doe@Austin.rr.com">Sara.Doe@Austin.rr.com</a>

## **Step 5: How to verify that the FORMID 131 - Bingo Occasion Report Non-Regular Temporary Bingo Occasions (aka Quarterly Report) has been successfully submitted (aka filed)**

- To verify that the Quarterly Report has been submitted to the Division click on the **Organization Information** tab.

**CHARITABLE BINGO** Texas Lottery Commission

Bingo Service Portal

Welcome Sara Doe [Home](#) [Logout](#)

[User and Account Information](#) **[Organization Information](#)** [Statewide Public Reports](#) [FAQ's](#)

**Conductor Applications**  
FORMID 19 Non-Regular Temp...

**Temporary on-Demand**

**FILE QUARTERLY REPORTS**  
FORMID 131 Quarterly Report  
Unfiled FORMID 131 Quarterly ...  
Year: 2022 Qtr: 2

**Organization Information**

Organization License Type: Non-Regular Conductor  
Taxpayer Number: 10000000001 Pin Number: 12456  
Organization Name: Lime Green Inc  
Business Phone: 5121231234 FAX: 5121231235  
Organization Address: 123 Main St Bldg A Suite 123  
City: Austin TX 78702 County: Travis  
Organization Website: SaraDoe.org  
Contact Name: Sara Doe Contact Phone Number: Contact E-mail Address: Sara.Doe@Austin.tx.com

Non-profit Organization Type: Fraternal Ownership Type: Federal Employer ID: 1000000001 Texas Vendor ID: 100000000001  
Group Exemption Flg: Group Exemption Number: 0  
501(c):  
Total Officers From: 4 To: 4 Total Directors From: 16 To: 16

**License** [Applications Being Entered and Under Review](#) [Temporary Licenses Information](#) [Individuals](#) [Account Balances](#) **[Quarterly Reports Filings](#)** [Conductor Charitable Distributions](#) [Charitable Distribution Requirements](#) [Operating Capital Limit](#)

Print	License Number	License Type	License Period	License Status	Administrative Hold	License Class	License Expire Date	License Print Date	Renewal Package Sent Date	Days before Renewal Due	Currently in Unit
	100001	Non-Regular Cond	Annual	Active/Active			12/31/2022				

Note: Reprinting of a license can only be done by the Bingo Chairperson and Operators

NOTE: Make sure you have added this site to allow popups for your browser  
[Terms and Conditions](#) [Privacy Statement](#)

- Click the **Quarterly Report Filings** tab.
  - The Quarterly Reports Being Processed box only displays on the day that the Quarterly Report is Submitted. After 24-hours, the Quarterly Report is moved into the Quarterly Reports Filings box.
  - The Quarterly Report Filings box displays Quarterly Reports that were Submitted more than 24-hours ago.

**CHARITABLE BINGO** Bingo Service Portal

Welcome Sara Doe

User and Account Information Organization Information Statwide Public Reports FAQ's

**Conductor Applications**  
FORMED 19 Non-Regular Temp...

**Temporary-on-Demand**

**FILE QUARTERLY REPORTS**  
FORMED 131 Quarterly Report  
Unfiled FORMED 131 Quarterly ...  
Year: 2022 Qtr: 2

**Organization Information**

Organization License Type: Non-Regular Conductor  
Taxpayer Number: 10000000001 Pin Number: 12345  
Organization Name: Lime Green Inc.  
Business Phone: 5121231234 FAX: 5121231235  
Organization Address: 123 Main St Bldg A Suite 123  
City: Austin TX 78702 County: Travis  
Organization Website: SaraDoe.org xyzxyz.org  
Contact Name: Sara Doe Contact Phone Number: Contact E-mail Address: Sara.Doe@Austin.tx.com

Non-profit Organization Type: Fraternal Ownership Type: Federal Employer ID: 100000001 Texas Vendor ID: 10000000001  
Group Exemption Filg: Group Exemption Number: 0  
501c7  
Total Officers From: 4 To: 4 Total Directors From: 16 To: 16

Applications Being Entered and Under Review Temporary Licenses Information Individuals Account Balances **Quarterly Reports Filings** Conductor Charitable Distributions Charitable Distribution Requirements Operating Capital Limit

**Quarterly Reports Being Processed**

Filing Period	Date Submitted	License Num	Type of Report	Fee Due For Report	Amount due for this Report	Signed By	Payment Status
20222	08/18/2022	1000001	Original	118.86	118.86	Sara Doe	On-Line

**Quarterly Reports Filings**

Filing Period	License Num	Type of Return	Received Date	Price Fee Due	Price Fee Paid	Total Price Fee Due	Total Paid	Balance
20214	1000001	Original	3/25/2022	56.68	56.68	56.68	56.68	0.00
20213	1000001	Original	10/25/2021	121.10	121.10	121.10	121.10	0.00
20204	1000001	Original	2/10/2021	0.00	0.00	0.00	0.00	0.00
20194	1000001	Original	1/22/2020	55.83	55.83	55.83	55.83	0.00
20193	1000001	Original	10/24/2019	116.35	116.35	116.35	116.35	0.00

**Last 12 Quarterly Reports**

To print a copy of the Quarterly Report, click the printer icon.

← Applications Being Entered and Under Review

Temporary Licenses Information

Individuals




Account Balances

Quarterly Reports Filings

Quarterly Reports Being Processed

	Filing Period	Date Submitted	License Num	Type of Report	Fee Due For Report	Amount due for this Report	Signed By	Payment Status
	20222	08/18/2022	100001	Original	118.86	118.86	Sara Doe	On-Line

Quarterly Reports Filings

	Filing Period	License Num	Type of Return	Received Date	Prize Fee Due	Prize Fee Paid	Total Prize Fee Due	Total Paid	Balance
	20214	100001	Original	1/25/2022	56.60	56.60	56.60	56.60	0.00
	20213	100001	Original	10/25/2021	121.10	121.10	121.10	121.10	0.00
	20204	100001	Original	2/10/2021	0.00		0.00		0.00

Last 12

140

120

100

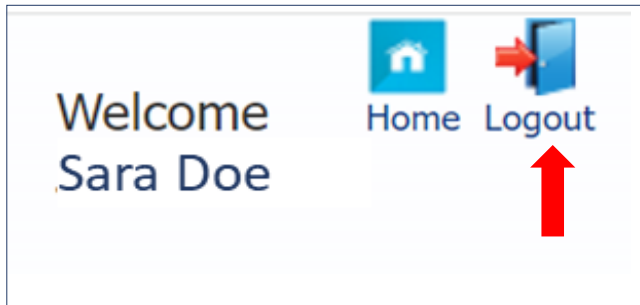
80

60

- PLEASE NOTE: If your Quarterly Report is NOT displayed in the **Quarterly Report filings** tab, your Quarterly Report has not been submitted!
- If you do not see the desired Quarterly Report. Please see the “How to retrieve a Saved report that has not been submitted” instructions located under Miscellaneous Items at the end of this document

**Step 6: Logout of the BSP:**

- **Logout** is on the upper right-hand corner on the screen.
- Select **Logout** to exit the BSP.





## Miscellaneous Items:

How to retrieve a saved report that has not been submitted (aka filed):

- Go to the **Organization Information** tab.
- Go to the Quarterly Reports menu and click on the desired report. Reports are in a 20XX QTR: X format.

The screenshot shows a web application interface with two tabs: 'User and Account Information' and 'Organization Information'. The 'Organization Information' tab is active. On the left, there is a 'Quarterly Reports' section with a red arrow pointing to it. Below this section, a dropdown menu is open, showing 'Conductor Applications', 'Temporary-on-Demand', and 'FILE QUARTERLY REPORTS'. A red arrow points to the 'FILE QUARTERLY REPORTS' option. Below this, there is a list of reports: 'FORMID 19 Non-Regular Temp...', 'FORMID 131 Quarterly Report', and 'Unfiled FORMID 131 Quarterly ...'. At the bottom, there is a 'Year: 2022 Qtr: 2' option with a red arrow pointing to it.

**Organization Information**

Organization  
License  
Type  
Taxpayer  
Number  
Pin Number  
Organization  
Name  
Business  
FAX

**Quarterly Reports**  
File Rent Receipts Report  
Unfiled Quarterly Reports  
No Saved Reports

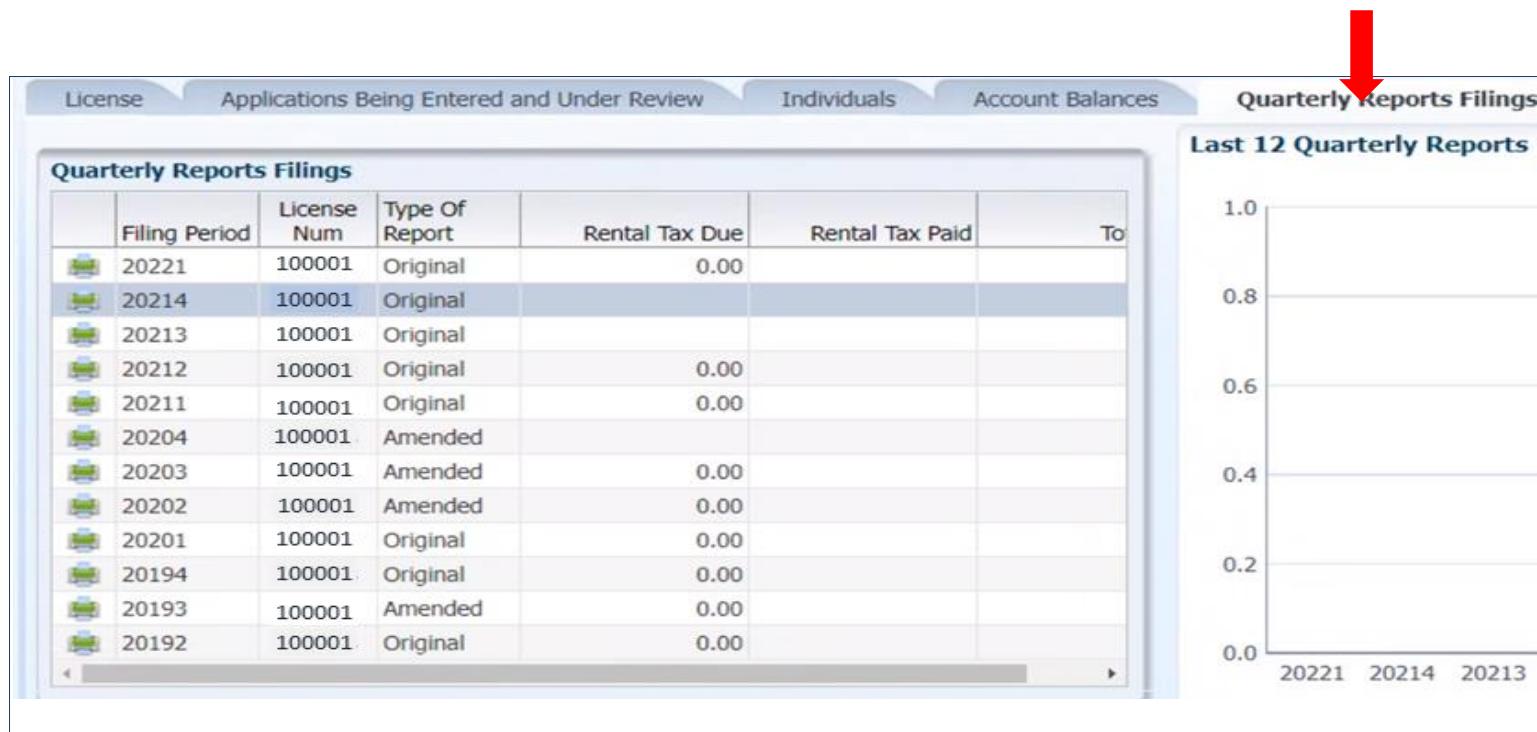
**Conductor Applications**  
FORMID 19 Non-Regular Temp...

**Temporary-on-Demand**

**FILE QUARTERLY REPORTS**  
FORMID 131 Quarterly Report  
Unfiled FORMID 131 Quarterly ...  
Year: 2022 Qtr: 2

## How to delete a saved but not submitted Quarterly Report:

1. Before deleting a report, verify that the submitted quarterly report appears in the **Quarterly Reports Filings** tab.



PLEASE NOTE: If a quarterly report is not listed here, it has not been submitted (aka filed)

2. To view saved but not submitted quarterly reports, click on the **Organization Information** tab.

**CHARITABLE BINGO** Texas Lottery Commission

Bingo Service Portal

Welcome Sara Doe

Home Logout

User and Account Information **Organization Information** Statewide Public Reports FAQ's

**Conductor Applications**  
FORMID 19 Non-Regular Temp...

**Temporary-on-Demand**

**FILE QUARTERLY REPORTS**  
FORMID 131 Quarterly Report  
Unfiled FORMID 131 Quarterly ...  
Year: 2022 Qtr: 2

**Organization Information**

Organization License Type: Non-Regular Conductor  
Taxpayer Number 10000000001 Pin Number 123456  
Organization Name: Lime Green Inc  
Business Phone: 5121231234 FAX: 5121231235  
Organization Address: 123 Main St Bldg A Suite 123  
City: Austin TX 78702 County: Travis  
Organization Website: SaraDoe.xyz  
Contact Name: Sara Doe Contact Phone Number: Contact E-mail Address: Sara.Doe@Austin.tx.com

Non-profit Organization Type: Fraternal Ownership Type: Federal Employer ID: 100000001 Texas Vendor ID: 10000000001  
Group Exemption Flg: Group Exemption Number: 0  
S01c?

Total Officers From: 4 To: 4 Total Directors From: 16 To: 16

**License** Applications Being Entered and Under Review Temporary Licenses Information Individuals Account Balances Quarterly Reports Filings Conductor Charitable Distributions

License Print	License Number	License Type	License Period	License Status	Administrative Hold	License Class	License Expire Date	License Print Date	Renewal Package Sent Date	Days before Renewal Due	Currently in Unit
	456789	Non-Regular Cond...	Annual	Active/Active			12/31/2022				

Note: Reprinting of a license can only be done by the Bingo Chairperson and Operators

NOTE: Make sure you have added this site to allow popups for your browser  
Terms and Conditions Privacy Statement

3. Click the trash can icon next to the quarterly report you want to delete.
  - Click Yes to delete or Cancel to keep.



### The purpose of the Cancel button:

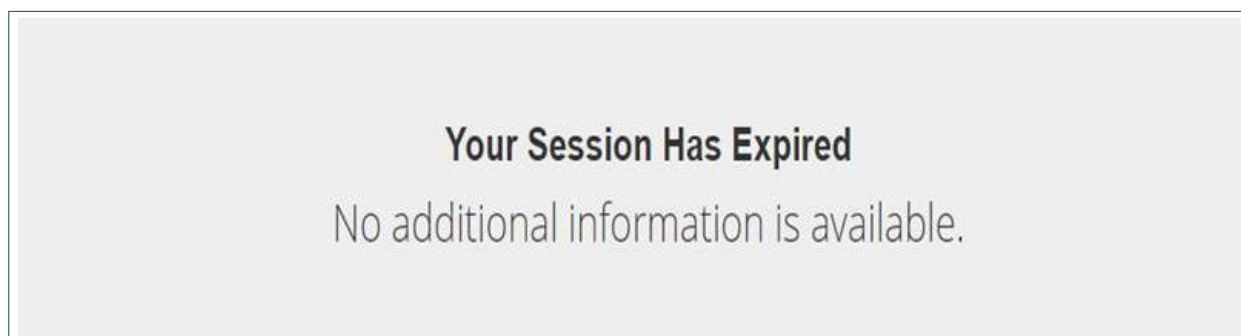
The Cancel button displayed below allows the user to exit the quarterly report screen and **does not save** the data entry.



### BSP Data Entry: Your Session Has Expired:

The screen will time-out after 10 minutes of user inactivity. All unsaved data may be lost.

The message you will see is:



To avoid losing your unsaved data before you complete and submit a quarterly report or other form, please save your data often.

**If you have any questions, comments, or suggestions  
about how to use BSP or about this user manual,  
please contact the Education Section of the  
Charitable Bingo Operations Division  
by email to [bingo.services@lottery.state.tx.us](mailto:bingo.services@lottery.state.tx.us)  
or call 512-344-5299.**