

How to File a Bingo Manufacturer/Distributor Quarterly Report

Required form:

- FORMID 109 - Bingo Manufacturer/Distributor Quarterly Report

Bingo Manufacturer/Distributor Quarterly Reports 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.

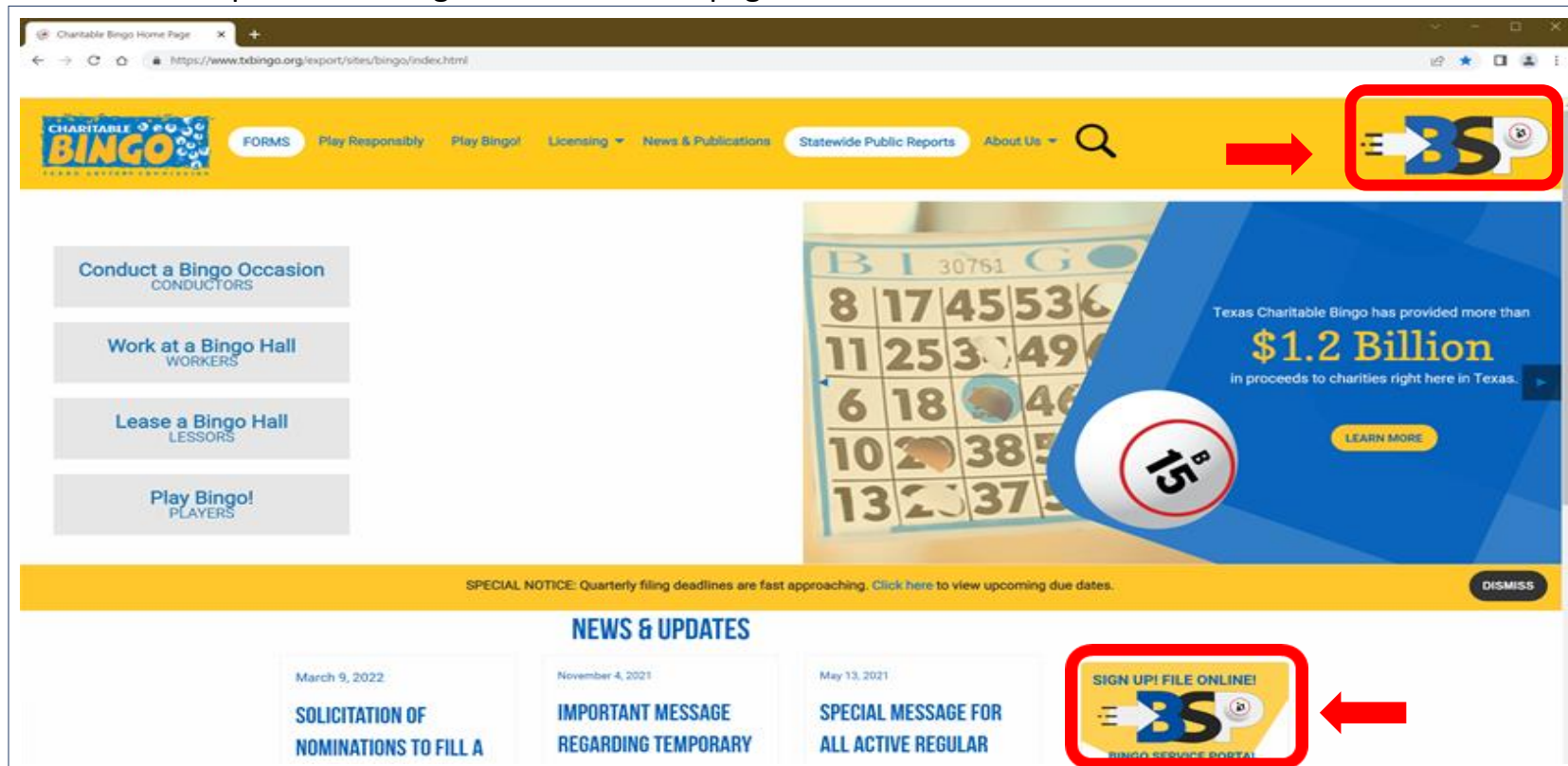
*****PLEASE NOTE: You can only file page 1 of FORMID 109 using BSP. Page 2 information must be filed via fax, email, or mail to CBOD. *****

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Step 1: Access the BSP

- Access the BSP on the Charitable Bingo homepage or www.bsc.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”).



Bingo Service Portal

[Forgot Password?](#)
[Forgot User ID?](#)
[Public FAQs](#)

User Id

Password

Logon

First Time User?
[Create An Account](#)

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- Now you are on to the BSP Homepage.

Step 3: Locating FORMID109 - Bingo Manufacturer/ Distributor Quarterly Report:

- Click the **Organization Information** tab.

The screenshot shows a web application interface with three tabs at the top: 'User and Account Information', 'Organization Information' (selected), and 'Statewide Public Reports'. The main content area is divided into two sections. On the left, under 'Manufacturer Applications', it says 'No data to display'. Below that, under 'Temporary-on-Demand', it also says 'No data to display'. Further down, under 'FILE QUARTERLY REPORTS', there are three items: 'FORMID 109 Manufacturer/Dis...', 'Unfiled FORMID 109 Manufact...', and 'No Saved Reports'. On the right, under 'Organization Information', there are several fields: 'Organization License Type' (Manufacturer), 'Taxpayer Number', 'Organization Name', 'Business Phone', 'Organization Address', 'City', 'Organization Website', 'Contact Name', 'Phone Number', and 'Contact E-mail Address'.

In the menu on the left side of the screen, click on FORMID 109 Manufacturer/Distributor Quarterly Report.

This is a close-up of the left sidebar menu. It shows the same three sections: 'Manufacturer Applications' (No data to display), 'Temporary-on-Demand' (No data to display), and 'FILE QUARTERLY REPORTS'. Under 'FILE QUARTERLY REPORTS', there are three items: 'FORMID 109 Manufacturer/Dis...', 'Unfiled FORMID 109 Manufact...', and 'No Saved Reports'. A red arrow points to the first item, 'FORMID 109 Manufacturer/Dis...'.

Step 4: How to file FORMID 109 - Bingo Manufacturer/Distributor 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.

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](#) [Cancel](#)

Taxpayer Information

Taxpayer Number	Organization Name		
Mailing Address			
City	State TX	Zip	
Contact Name	Contact Phone	Contact Fax	

Distributors Quarterly Report Entry

* Filing Year: 2022 * Filing Qtr: 2 ▼

Total Sales of Instant Bingo Tickets	
Total Sales of Cards, Sheets & Pads	
Total Sales of Bingo Equipment	
Total Amount of Sales	0
Total Lease of Bingo Equipment	
Total Sales and Leases	0.00

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

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Amending a Bingo Manufacturer/Distributor Quarterly Report:

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

Distributors Quarterly Report Entry:

- Complete all required fields.


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](#) [Cancel](#)

Taxpayer Information

Taxpayer Number Organization Name
Mailing Address
City State TX Zip
Contact Name Contact Phone Contact Fax

Distributors Quarterly Report Entry 

* Filing Year * Filing Qtr

Total Sales of Instant Bingo Tickets
Total Sales of Cards, Sheets & Pads
Total Sales of Bingo Equipment
Total Amount of Sales 0
Total Lease of Bingo Equipment
Total Sales and Leases 0.00

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

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How to Save Bingo manufacturer/Distributor Quarterly Report information:

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

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](#) [Cancel](#)

Taxpayer Information

Taxpayer Number		Organization Name	
Mailing Address			
City	State TX	Zip	
Contact Name	Contact Phone	Contact Fax	

Distributors Quarterly Report Entry

* Filing Year * Filing Qtr

Total Sales of Instant Bingo Tickets	<input type="text"/>
Total Sales of Cards, Sheets & Pads	<input type="text"/>
Total Sales of Bingo Equipment	<input type="text"/>
Total Amount of Sales	0
Total Lease of Bingo Equipment	<input type="text"/>
Total Sales and Leases	0.00

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

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- PLEASE NOTE: **Save Report** does not automatically submit (aka file) the Manufacturer/Distributor's Quarterly Report to the Charitable Bingo Operations Division (the Division). Instructions about how to submit (aka file) your Bingo Manufacturer/Distributor 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.

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](#) [Cancel](#)

Taxpayer Information

Taxpayer Number: _____ Organization Name: _____
Mailing Address: _____
City: _____ State TX: _____ Zip: _____
Contact Name: _____ Contact Phone: _____ Contact Fax: _____

Distributors Quarterly Report Entry

* Filing Year: 2022 * Filing Qtr: 2

Total Sales of Instant Bingo Tickets: _____
Total Sales of Cards, Sheets & Pads: _____
Total Sales of Bingo Equipment: _____
Total Amount of Sales: 0
Total Lease of Bingo Equipment: _____
Total Sales and Leases: 0.00

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 _____

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How to SUBMIT (aka file) the completed Bingo Manufacturer/Distributor Quarterly Report:

- When you have completed entry of all information into the Distributors Quarterly Report Entry, 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.
- Clicking the **Save and Continue** button opens the Submit Report screen.
- Click **Submit Report** to submit the Bingo Manufacturer/Distributor Quarterly Report to the Charitable Bingo Operations Division. Please see image in the next page.

Bingo Service Portal

Taxpayer Information

Taxpayer Number	Organization Name
Mailing Address	
City	State TX Zip
Contact Name	Contact Phone Contact Fax

Quarterly Report

Filing Year 2022 Filing Qtr 2

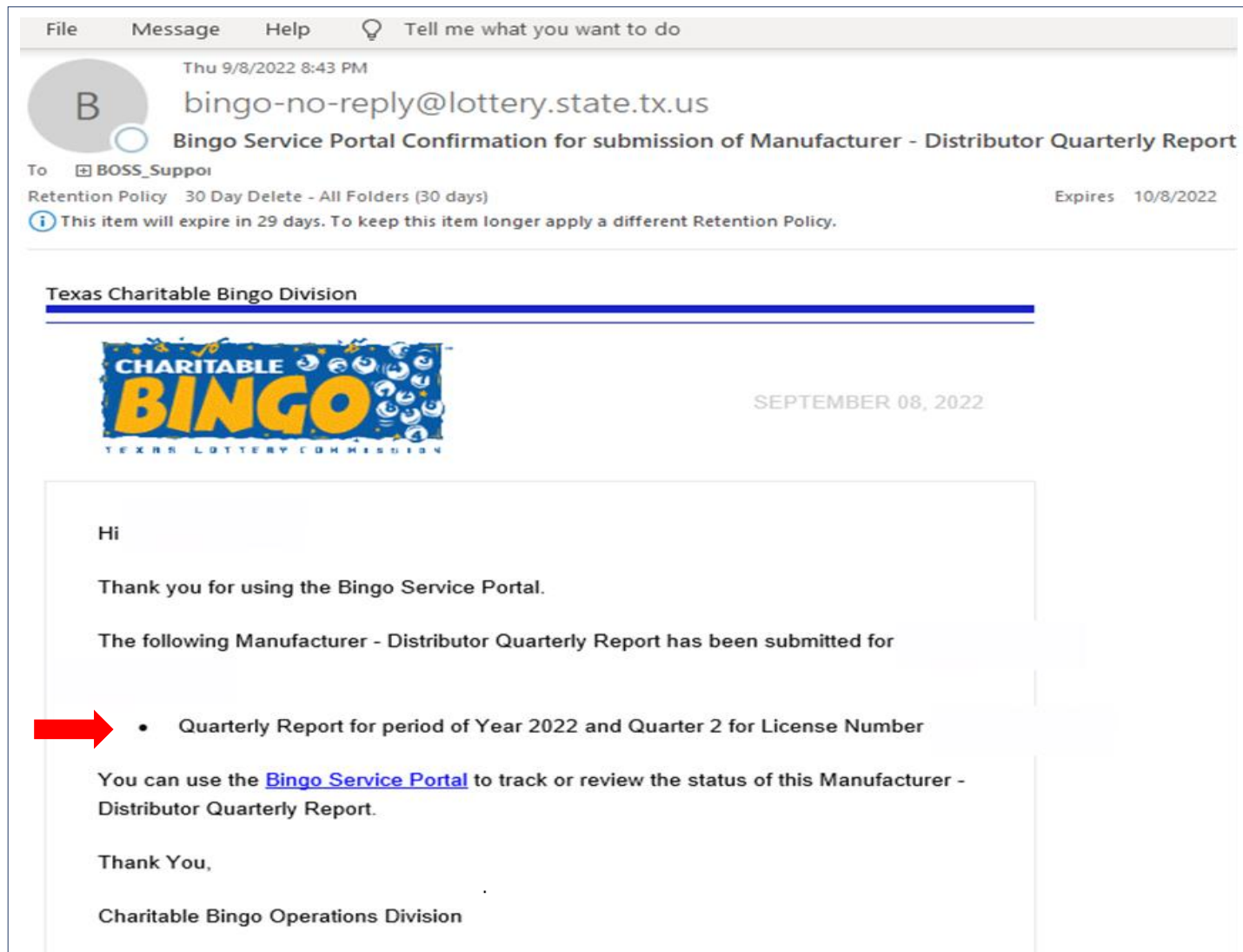
There is no fee due for this report are you sure you would like to submit this information.

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

Signed By

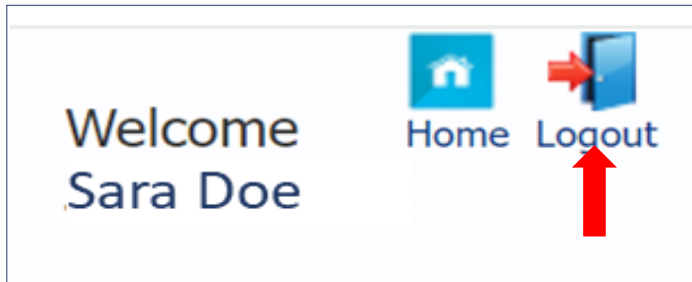
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When you click **Submit Report**, BSP will automatically send a confirmation email to the BSP user. Keep the confirmation email for your records.



Step 5: 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 yet been submitted:

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




The screenshot shows a software interface with two main tabs: "User and Account Information" and "Organization Information". The "Organization Information" tab is active, showing fields for Organization License Type, Taxpayer Number, Pin Number (0), Organization Name, Business Phone, FAX, and Organization Address. On the left, there are three menu items: "Distributor Applications" (No data to display), "Temporary-on-Demand" (No data to display), and "FILE QUARTERLY REPORTS". A red arrow points to the "FILE QUARTERLY REPORTS" menu item. Below this menu item, two report entries are listed: "FORMID 109 Manufacturer/Dis..." and "Unfiled FORMID 109 Manufact...".



This is a close-up of the "FILE QUARTERLY REPORTS" menu. It shows the two report entries: "FORMID 109 Manufacturer/Dis..." and "Unfiled FORMID 109 Manufact...". Below these entries is a button with a calendar icon and the text "Year: 2022 Qtr: 2". Two red arrows point to the report entries, and another red arrow points to the "Year: 2022 Qtr: 2" button.

How to delete a saved but not submitted quarterly report:

1. Before deleting a report, verify that the submitted (aka filed) quarterly report for the current or amended quarter. appears in the **Quarterly Report Filings** tab.



License	Applications Being Entered and Under Review	Individuals	Account Balances	Quarterly Reports Filings
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Quarterly Reports Filings					
Filing Period	License Num	Received Date	Total Lease of Bingo Equipment	Total Sales of Instant Bingo Tickets	Total Sa
20224		11/14/2022	0.00	1,276,749.00	
20223		11/15/2022	8,500.00	2,000.00	
20222		09/26/2022			
20221		11/15/2022	50,000.00	10,000.00	
20214		01/03/2022	279,084.00		
20213		10/07/2021	351,857.00	0.00	
20212		07/08/2021	241,459.00	0.00	
20211		04/12/2021	259,872.00	0.00	
20204		02/12/2021	240,297.00	0.00	
20203		10/13/2020	220,754.00	0.00	
20202		07/10/2020	73,943.00	0.00	
20201		04/06/2020	215,869.00	0.00	
20194		01/03/2020	241,532.00	0.00	

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 the **Organization Information** tab.

The screenshot displays a web application interface with a top navigation bar and a left sidebar. The top navigation bar contains four tabs: 'User and Account Information', 'Organization Information', 'Statewide Public Reports', and 'FAQ's'. A red arrow points down to the 'Organization Information' tab. The left sidebar contains three sections: 'Manufacturer Applications' (with 'No data to display'), 'Temporary-on-Demand' (with 'No data to display'), and 'FILE QUARTERLY REPORTS'. A red arrow points to the 'FILE QUARTERLY REPORTS' section, which lists 'FORMID 109 Manufacturer/Dis...', 'Unfiled FORMID 109 Manufact...', and 'No Saved Reports'. The main content area is titled 'Organization Information' and contains the following fields: 'Organization License Type' (Manufacturer), 'Taxpayer Number', 'Organization Name', 'Business Phone', 'Organization Address', 'City', 'Organization Website', and a contact section with 'Contact Name', 'Phone Number', and 'Contact E-mail Address'.

Organization Information		
Organization License Type	Manufacturer	
Taxpayer Number		
Organization Name		
Business Phone		
Organization Address		
City		
Organization Website		
Contact Name	Phone Number	Contact E-mail Address

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:

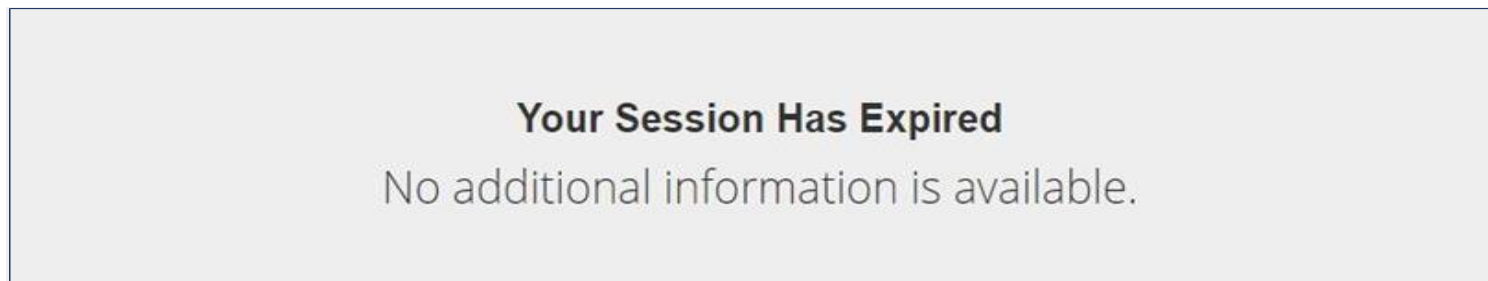
The Cancel button displayed below allows the user to exit the Quarterly Report screen and ***does not save*** the data entry.



BSP Data Entry: Your Session Has Expired

The screen will time-out after 10 minutes of inactivity. All unsaved work 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
or call 512-344-5299.**