

## How to File a Bingo Lessor's Quarterly Report

Required forms:

- FORMID 70 – Bingo Lessor's Quarterly Report
- FORMID 100 – Rent Receipts Detail

Bingo Lessor's 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.

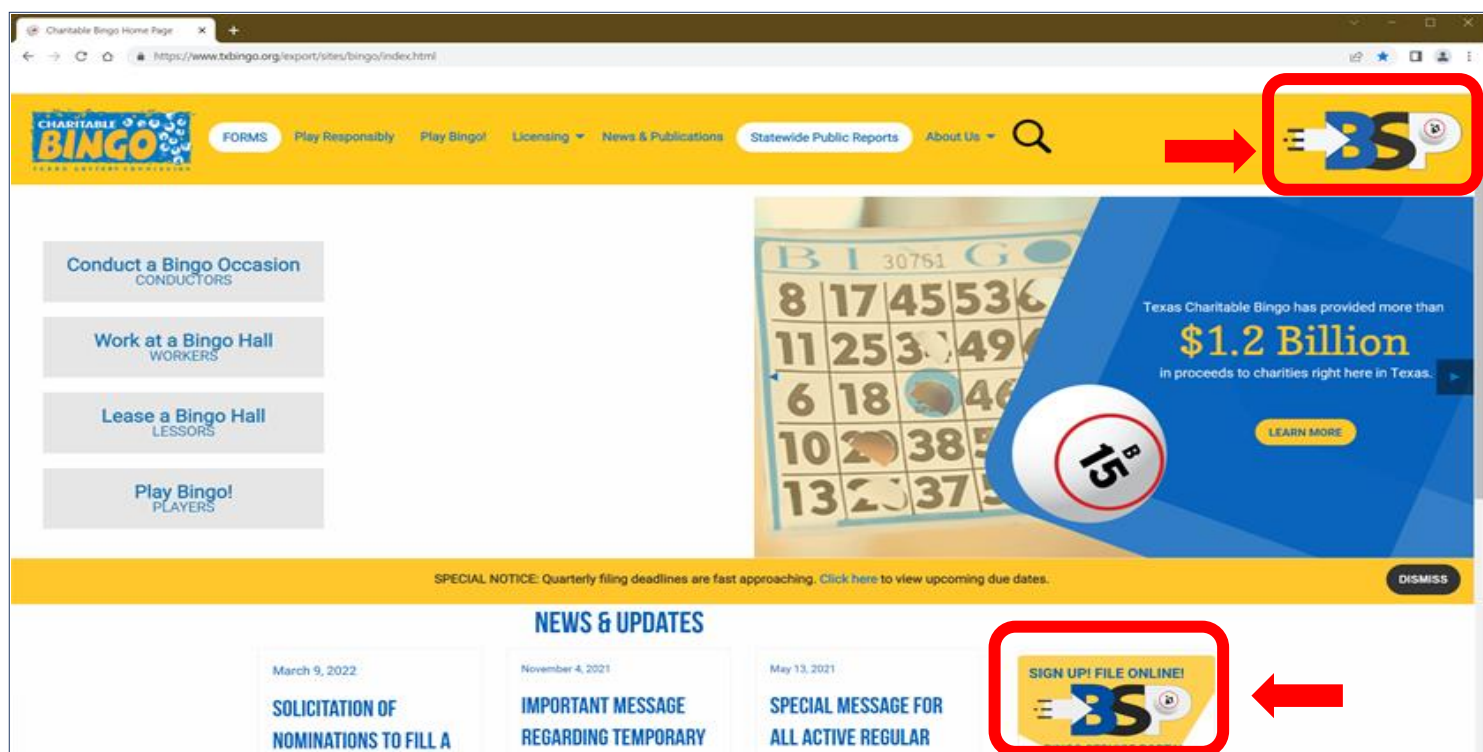
***\*\*PLEASE NOTE: If you hold a Lessor/Conductor license, you cannot file electronically on the BSP. Also, please file FORMID 68 and FORMID 100 if you hold a Lessor/Conductor license\*\****

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## 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 don't 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 already have a BSP account, please use “Create An Account”).



The screenshot shows the Bingo Service Portal login interface. On the left, there is a sidebar with links: "Forgot Password?", "Forgot User ID?", and "Public FAQs". The main area contains the "Bingo Service Portal" header, a "User Id" input field, a "Password" input field, and a "Logon" button. Below the login fields, there is a section for "First Time User?" with a "Create An Account" link. 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: three arrows point from the sidebar links to the "User Id" and "Password" fields, and one arrow points from the "Create An Account" link.

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 the BSP Homepage.

The screenshot shows the Bingo Service Portal homepage. At the top left is the 'CHARITABLE BINGO' logo with 'TEXAS LOTTERY COMMISSION' below it. To the right is the title 'Bingo Service Portal'. Further right is a welcome message 'Welcome Sara Doe' and links for 'Home' and 'Logout'. Below these are four navigation tabs: 'User and Account Information', 'Organization Information' (which is highlighted), 'Statewide Public Reports', and 'FAQ's'. On the left side, there is a 'training' banner with the text 'Charitable Bingo Training', 'Reprint Certificate of Completion', 'FORMID 20 Original Applicatio...', and 'No data to display'. The main content area has a heading 'Welcome to the Bingo Service Portal' and the subtitle 'Your one stop for all your Bingo needs'. Below this is a section titled 'Important Messages' containing the text '\*\*\* Important Messages \*\*\*', a paragraph about using revised forms for quarterly submissions, and a link to 'Instructions for Bingo Quarterly Report FORMID 68 & 69' with the URL [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 70 – Bingo Lessor's 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 REPORTS' section in the left sidebar. The main content area displays organization details for 'Lime Green Inc'.

**Organization Information**

Organization License Type: Lessor  
Taxpayer Number: 10000000001 Pin Number: 0  
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: Ownership Type: Texas Corporation Federal Employer ID: 100000001 Texas Vendor ID: 1000000001  
Group Exemption Flg: Group Exemption Number: 501c?  
Total Officers From: To Total Directors From: To

**License** Applications Being Entered and Under Review Individuals Account Balances Quarterly Reports Filings Lessor Rent Receipts

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	Lessor	Annual	Active/Active	Y	A \$12,000 Or Less	09/30/2022	10/5/2020	8/25/2021	74	

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 70 Bingo Lessor's Quarterly Report.

**FILE QUARTERLY REPORTS**

- FORMID 70 Lessor Quarterly R...
- FORMID 100 Rent Receipts Detail
- Unfiled FORMID 70 Lessor Qua...
- Year: 2022 Qtr: 3
- Year: 2022 Qtr: 3
- Year: 2022 Qtr: 3
- Unfiled FORMID 100 Rent Rec...
- Year: 2022 Qtr: 3
- Year: 2022 Qtr: 3

## Step 4: How to file FORMID 70 - Bingo Lessor's 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, it says "Bingo Service Portal" and "Welcome Sara Doe" with "Home" and "Logout" links. 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 are links for "Return To Organization Detail", "Save Report", and "Cancel".

The "Taxpayer Information" section shows: Taxpayer Number 100000000001, 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.

The "Filing Period" section is highlighted with a red box. It shows "License Num 10000", "\* Year" set to "2022", "\* Quarter" set to "2" (with a dropdown arrow), and "Type of Report" set to "Original".

The "Electronic Signature Required" section has a checkbox for "I declare that the information in this document is true and correct to the best of my knowledge and belief". Below it is a "Signed By" field.

The "Quarterly Report" section contains three rows for data entry: "1a. Total Lump sum rent income (Whole Dollars)", "2a. Property Taxes, Utility Expenses and Insurance Premiums Collected from Organizations (Whole Dollars Only)", and "3a. Property Taxes, Utility Expenses and Insurance Premiums Paid by Lessor (Whole Dollars Only)". Each row has input fields. A "Print Return" button is at the bottom left of this section.

At the very bottom, a note says: "NOTE: Make sure you have added this site to allow popups for your browser" with links to "Terms and Conditions" and "Privacy Statement".



## Amending a Bingo Lessor's Quarterly Report:

- PLEASE NOTE: If you wish to amend a previously submitted Bingo Lessor's 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 Lessor's 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 image displays two screenshots of the Bingo Lessor's Quarterly Report filing interface, illustrating the process of amending a report. Both screenshots show the 'Filing Period' section with the following fields: License Num 45401, \* Year, \* Quarter, and Type of Report.

**Top Screenshot (Original Report):**

- Year: 2022
- Quarter: 3
- Type of Report: Original

**Bottom Screenshot (Amended Report):**

- Year: 2022
- Quarter: 2
- Type of Report: Amended

Red arrows indicate the changes made to the Year, Quarter, and Type of Report fields.



## Quarterly Report:

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

Bingo Service Portal

Welcome Sara Doe

Home Logout

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 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 Contact Fax

Filing Period

License Num 100001 \* 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

Quarterly Report

1a. Total Lump sum rent income (Whole Dollars)

2a. Property Taxes, Utility Expenses and Insurance Premiums Collected from Organizations (Whole Dollars Only)

3a. Property Taxes, Utility Expenses and Insurance Premiums Paid by Lessor (Whole Dollars Only)


Print Return

NOTE: Make sure you have added this site to allow popups for your browser

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## How to print Bingo Lessor's Quarterly Report:

- When you click the **Print Return** button, a printable version of the Bingo Lessor's Quarterly Report will appear in print preview.

 <b>Charitable Bingo Operations Division</b> <b>Bingo Lessor's Quarterly Report</b>		<b>FORMID 70</b>	
<b>THIS REPORT HAS NOT BEEN SUBMITTED</b>		<b>Return Type: Original</b>	
<b>YOU MUST FILE REPORT EVEN IF NO TAX IS DUE. FAILURE TO TIMELY FILE THIS REPORT MAY RESULT IN AN ADMINISTRATIVE PENALTY UP TO \$300</b>			
Lessor License Number <b>100001</b>	Lessor Name <b>Lime Green Inc</b>	Lessor Taxpayer Number <b>10000000001</b>	Quarter <b>20222</b>
Location Name and Address <b>123 Main St Bldg A Suite 123, Austin, TX 78702</b>		Unit Name (If Applicable)	
<b>WHO MUST SUBMIT THIS FORM:</b> Every lessor licensed to lease bingo premises in Texas must file a Bingo Lessor's Quarterly Report. <b>This form may be filed online through the Bingo Service Portal: <a href="http://bsc.txbingo.org">http://bsc.txbingo.org</a></b>			
<b>GENERAL INFORMATION:</b> <ul style="list-style-type: none"><li>• Use black or blue ink only.</li><li>• Use whole dollars only.</li><li>• <b>Reports must be filed for every quarter even if no rental income was received. Failure to timely report may result in an administrative penalty up to \$300.</b></li><li>• Reports must be filed on or before the twenty-fifth day of the month following each calendar quarter.</li><li>• If filing a "zero report" enter "zeros" in all applicable fields.</li><li>• Use the cash accounting method to complete this report.</li><li>• A separate form must be submitted for each location held by the lessor.</li><li>• The total amount of rent received from payees during the period (e) below should match the amount reported on Line 1a.</li></ul>			
<b>Submit completed form to:</b> USPS Delivery: Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630 Courier Delivery: Texas Lottery Commission, Charitable Bingo Operations Division, 611 E. 6th Street, Austin, TX 78701-3715 Fax: 1-512-344-5142 Email: <a href="mailto:bingo.services@lottery.state.tx.us">bingo.services@lottery.state.tx.us</a> Phone: 1-800-246-4677			
<b>RENT SUMMARY</b>			
1a. Total Lump sum rent income (Whole Dollars)		500	
2a. Property Taxes, Utility Expenses and Insurance Premiums Collected from Organizations (Whole Dollars Only)		500	
3a. Property Taxes, Utility Expenses and Insurance Premiums Paid by Lessor (Whole Dollars Only)		500	
<b>RENT RECEIPT DETAIL</b> Payee is conductor or conductor/lessor, not unit. List licensed authorized organizations only.			
Lessor Receipts not filed for this quarter			
I declare that the information in this document is true and correct to the best of my knowledge and belief.			
Sign > here >			
Signature _____		Print Name _____	
Phone No. _____		Date _____	

## How to save Bingo Lessor's Quarterly Report information:

- When you have finished entering all required Bingo Lessor's Quarterly Report information or if you want to stop entering and complete the Bingo Lessor's Quarterly Report later, you must click **Save Report**. If you do not "Save Report", you may lose any unsaved data should BSP time out after 10 minutes of inactivity. **Save your quarterly report information often!**

**Bingo Service Portal**

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

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 100000000001 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 Contact Fax

**Filing Period**

License Num 100001 \* 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**

1a. Total Lump sum rent income (Whole Dollars)	
2a. Property Taxes, Utility Expenses and Insurance Premiums Collected from Organizations (Whole Dollars Only)	
3a. Property Taxes, Utility Expenses and Insurance Premiums Paid by Lessor (Whole Dollars Only)	

[Print Return](#)

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

Welcome Sara Doe
Home Logout

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 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 Contact Fax

**Filing Period**

License Num 100001 \* 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

**Quarterly Report**

1a. Total Lump sum rent income (Whole Dollars)	
2a. Property Taxes, Utility Expenses and Insurance Premiums Collected from Organizations (Whole Dollars Only)	
3a. Property Taxes, Utility Expenses and Insurance Premiums Paid by Lessor (Whole Dollars Only)	

Print Return

NOTE: Make sure you have added this site to allow popups for your browser

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## How to submit (aka file) the completed Bingo Lessor's 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. 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 Lessor's Quarterly Report to the Division.

**Bingo Service Portal**

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

**Submit Report** [Cancel](#)

**Taxpayer Information**

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 Contact Fax

**Quarterly Report**

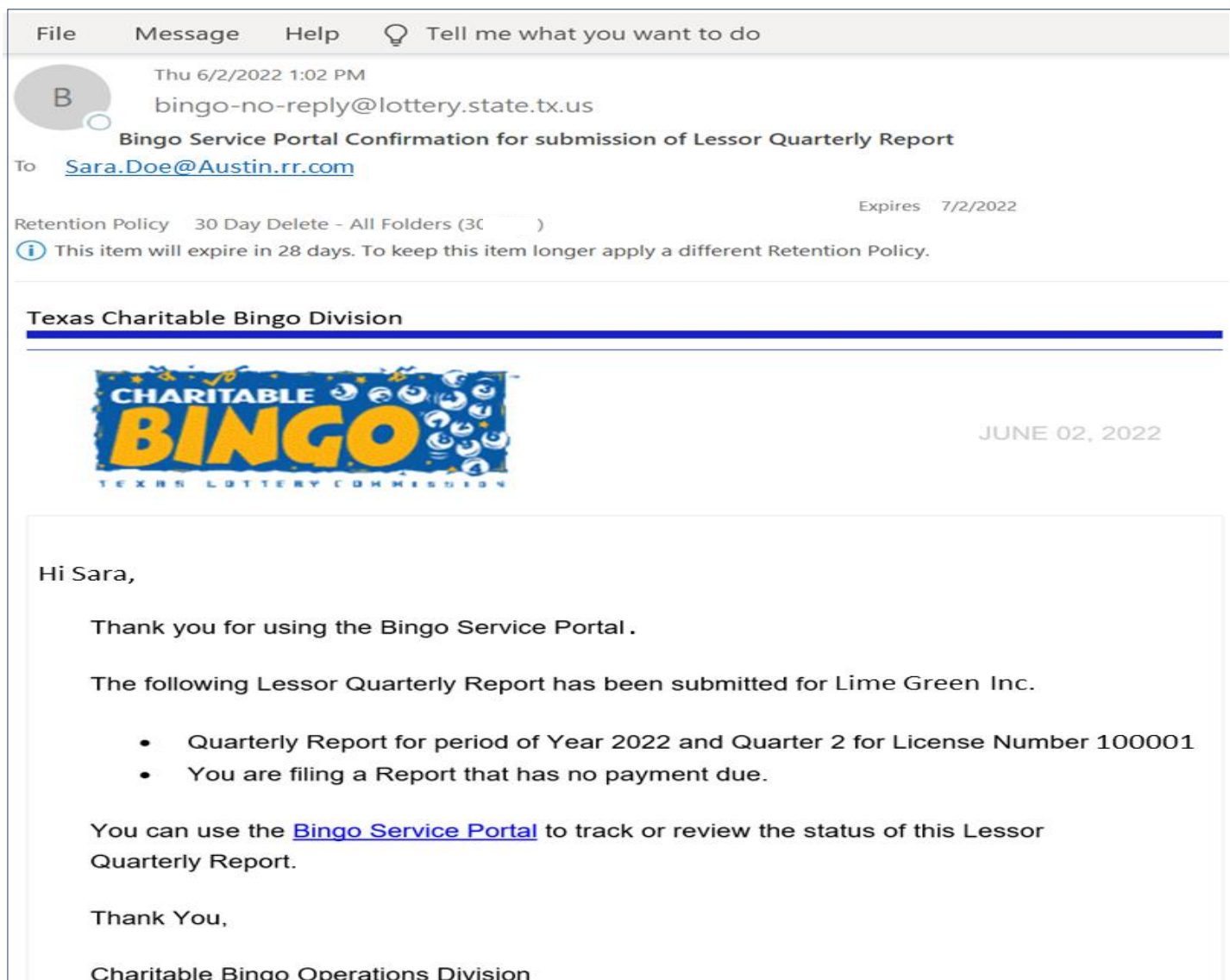
License Num 100001  
Year 2022 Quarter 2

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 Sara Doe

NOTE: Make sure you have added this site to allow popups for your browser  
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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: How to verify that the Bingo Lessor's Quarterly Report has been successfully submitted (aka filed)

- To verify that the Bingo Lessor's Quarterly Report has been submitted to the Division, click on the **Organization Information** tab.

**CHARITABLE BINGO** Texas Lottery Commission

Bingo Service Portal

Welcome Home Logout  
Sara Doe

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

**Lessor Applications**  
No data to display

**Temporary-on-Demand**  
No data to display

**FILE QUARTERLY REPORTS**  
FORMID 70 Lessor Quarterly R...  
FORMID 100 Rent Receipts Detail  
Unfiled FORMID 70 Lessor Qua...  
Year: 2020 Qtr: 1  
Unfiled FORMID 100 Rent Rec...  
Year: 2021 Qtr: 4

**Organization Information**  
Organization License Type: Lessor

Taxpayer Number: 10000000001 Pin Number: 0  
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: Ownership Type: Texas Corporation Federal Employer ID: 100000001 Texas Vendor ID: 100000000  
Group Exemption Flg: Group Exemption Number: 501c? :  
Total Officers From: 1 To: 1 Total Directors From: 1 To: 1

**Organizations**

Renewal Due in Days	Taxpayer Num	Organization Name
1000000000	1000000000	Organization 1
1000000000	1000000000	Organization 2
1000000000	1000000000	Organization 3
1000000000	1000000000	Organization 4
1000000000	1000000000	Organization 5
1000000000	1000000000	Organization 6
1000000000	1000000000	Organization 7
1000000000	1000000000	Organization 8
1000000000	1000000000	Organization 9
1000000000	1000000000	Organization 10

**License** Applications Being Entered and Under Review Individuals Account Balances Quarterly Reports Filings Lessor Rent Receipts

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	Lessor	Annual	Active/Active	N	3 More Than \$90,0...	01/31/2023	3/11/2022	12/20/2021	175	

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 Reports 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 all Quarterly Reports that were Submitted more than 24-hours ago.

**CHARITABLE BINGO** Texas Lottery Commission

Bingo Service Portal

Welcome Sara Doe

Home Logout

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

**Lessor Applications**  
No data to display

**Temporary-on-Demand**  
No data to display

**FILE QUARTERLY REPORTS**  
FORMID 70 Lessor Quarterly R...  
FORMID 100 Rent Receipts Detail  
Unfiled FORMID 70 Lessor Qua...  
Year: 2020 Otr: 1  
Unfiled FORMID 100 Rent Rec...  
Year: 2021 Otr: 4

**Organization Information**  
Organization License Type: Lessor

Taxpayer Number: 10000000001 Pin Number: 0  
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: Ownership Type: Texas Corporation Federal Employer ID: 100000001 Texas V... ID: 10000000001  
Group Exemption Flg: Group Exemption Number: 501c3  
Total Officers From: 1 To: 1 Total Directors From: 1 To: 1

License Applications Being Entered and Under Review Individuals Account Balances **Quarterly Reports Filings** Lessor Rent Receipts

**Quarterly Reports Being Processed**

Filing Period	Date Submitted	License Num	Total Due Signed By
20222	07/21/2022	1000001	Sara Doe

**Quarterly Reports Filings**

Filing Period	License Num	Type Of Report	Rental Tax Due	Rental Tax Paid	To
20221	1000001	Original	0.00		
20214	1000001	Original	0.00		
20213	1000001	Original	0.00		
20212	1000001	Original	0.00		
20211	1000001	Original	0.00		
20204	1000001	Original	0.00		
20203	1000001	Original	0.00		
20202	1000001	Original	0.00		
20201	1000001	Original	0.00		
20194	1000001	Original	0.00		
20193	1000001	Original	0.00		



**Last 12 Quarterly Reports**

Rental Tax Due



To print a copy of the submitted Bingo Lessor's Quarterly Report, click the printer icon.

License
Applications Being Entered and Under Review
Individuals
Account Balances
**Quarterly Reports Filings**

### Quarterly Reports Being Processed

	Filing Period	Date Submitted	License Num	Total Due	Signed By
	20222	06/03/2022	100001		Doe, Sara
	20221	06/03/2022	100001		Doe, Sara

### Quarterly Reports Filings

	Filing Period	License Num	Type Of Report	Rental Tax Due	Rental Tax Paid	To
	20221	100001	Original	0.00		
	20214	100001	Original	0.00		

Last  
1.  
0.  
0.  
0.

- PLEASE NOTE: If your Bingo Lessor's Quarterly Report is NOT displayed in the **Quarterly Report Filings** tab, your Bingo Lessor's Quarterly Report has not been submitted!
- If you do not see the desired Bingo Lessor's Quarterly report, please see the "How to retrieve a Saved Report that has not yet been submitted" instructions located under Miscellaneous Items at the end of this document.

## Step 6: How to file FORMID 100 - Lessor Rent Receipts Detail

- All Lessors must complete and submit FORMID 100 - Lessor Rent Receipts Detail with each quarterly report.
- In BSP FORMID 100 can be found within the **Organization Information** tab.
- If the BSP user holds an active position with multiple bingo licensees, the *organizations table* will display in the **organizations Information** tab.
  - In the *Organizations table*, click the desired licensed lessor's name and then click FORMID 100.
- If the BSP user holds an active position with a single bingo licensee, click FORMID 100.

The screenshot displays the Bingo Service Portal interface. At the top, the 'CHARITABLE BINGO' logo is on the left, and 'Welcome Sara Doe' with 'Home' and 'Logout' links is on the right. A navigation bar includes 'User and Account Information', 'Organization Information' (highlighted with a red arrow), 'Unit Information', 'Statewide Public Reports', and 'FAQ's'. The main content area is titled 'Organization Information' and shows details for 'Lime Green Inc.' with fields for Taxpayer Number, Organization Name, Business Phone, FAX, Organization Address, City, County, Organization Website, Contact Name, Contact Phone Number, and Contact E-mail Address. Below this, there are fields for Non-profit Organization Type, Ownership Type, Federal Employer ID, Texas Vendor ID, Group Exemption Flg, Group Exemption Number, and 501c? status. A 'License' section at the bottom shows a table with columns: 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, and Currently in Unit. A red arrow points to the 'FORMID 100 Rent Receipts Detail' link in the left sidebar. Another red arrow points to the 'Organizations' table, which lists 10 organizations with columns for Renewal Due in Days, Taxpayer Num, and Organization Name. A red arrow also points to the 'FORMID 100 Rent Receipts Detail' link in the left sidebar.

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	Lessor	Annual	Active/Active	N	J More Than \$90.0...	01/31/2023	3/11/2022	12/20/2021	175	Currently in Unit

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

- Clicking FORMID 100 opens the data entry screen for the Number of Occasions Paid, and the Rent Received from Payee During Reporting Period.
- Enter the rent receipts in the following columns for each of the authorized organization payees:
  - The Number of Occasions Paid column and
  - The Rent Received from Payee During Reporting Period column.

- PLEASE NOTE: You must manually confirm the total amount of rent received from payees during the filing period recorded on FORMID 100 matches the amount reported on the Bingo Lessor's Quarterly Report Lump SUM Rental Income; line 1a.
- To print the rent receipts report, click **Print Rent Receipts**. A print preview screen will pop up that can either be printed or saved in .pdf format for your records.

The screenshot shows the Bingo Service Portal interface. At the top left is the 'CHARITABLE BINGO' logo. The title 'Bingo Service Portal' is at the top center. On the top right, it says 'Welcome Sara Doe' with 'Home' and 'Logout' links. 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 this note are four buttons: 'Return To Organization Details', 'Save Report', 'Save and Check For Errors', and 'Save and Submit Report'. The 'Save Report' button is highlighted with a red box. Below the buttons is the 'Taxpayer Information' section, which includes fields for Taxpayer Number, Organization Name, Mailing Address, City, State, Zip, Contact Name, Contact Phone, and Contact Fax. Below this is a section for 'Year' (2022) and 'Quarter' (2). The main part of the form is a table with columns: 'License Number', 'Payee Name', 'Number Of Occasions Paid', and 'Rent Received From Payee During Reporting Period'. The table has 7 rows of data, each with a license number (10001 to 10007) and a payee name (Organization 1 to Organization 7). The 'Number Of Occasions Paid' and 'Rent Received' columns are empty. At the bottom of the table, there is a 'Print Rent Receipts' button, which is also highlighted with a red box. Below the table, there is a note: 'NOTE: Make sure you have added this site to allow popups for your browser' and links for 'Terms and Conditions' and 'Privacy Statement'.

- To save the rent receipts, click **Save Report** or **Save and Check for Errors**.
- PLEASE NOTE: BSP only error checks for completeness of the form. It does **NOT** check user input for accuracy!

- To submit the rent receipts, click **Save and Submit Report**.



- Clicking the **Save and Submit** command, opens the submit report screen for the Lessor Rent Receipts Detailed Report FORMID 100.
- To complete the submission process, click **Submit Report**.

**CHARITABLE BINGO** YEARS LOTTERY COMMISSION

Bingo Service Portal

**Submit Report** Cancel

**Taxpayer Information**

Taxpayer Number 100000000001 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 Contact Fax

You are submitting a Lessor Rent Receipts Details Report for

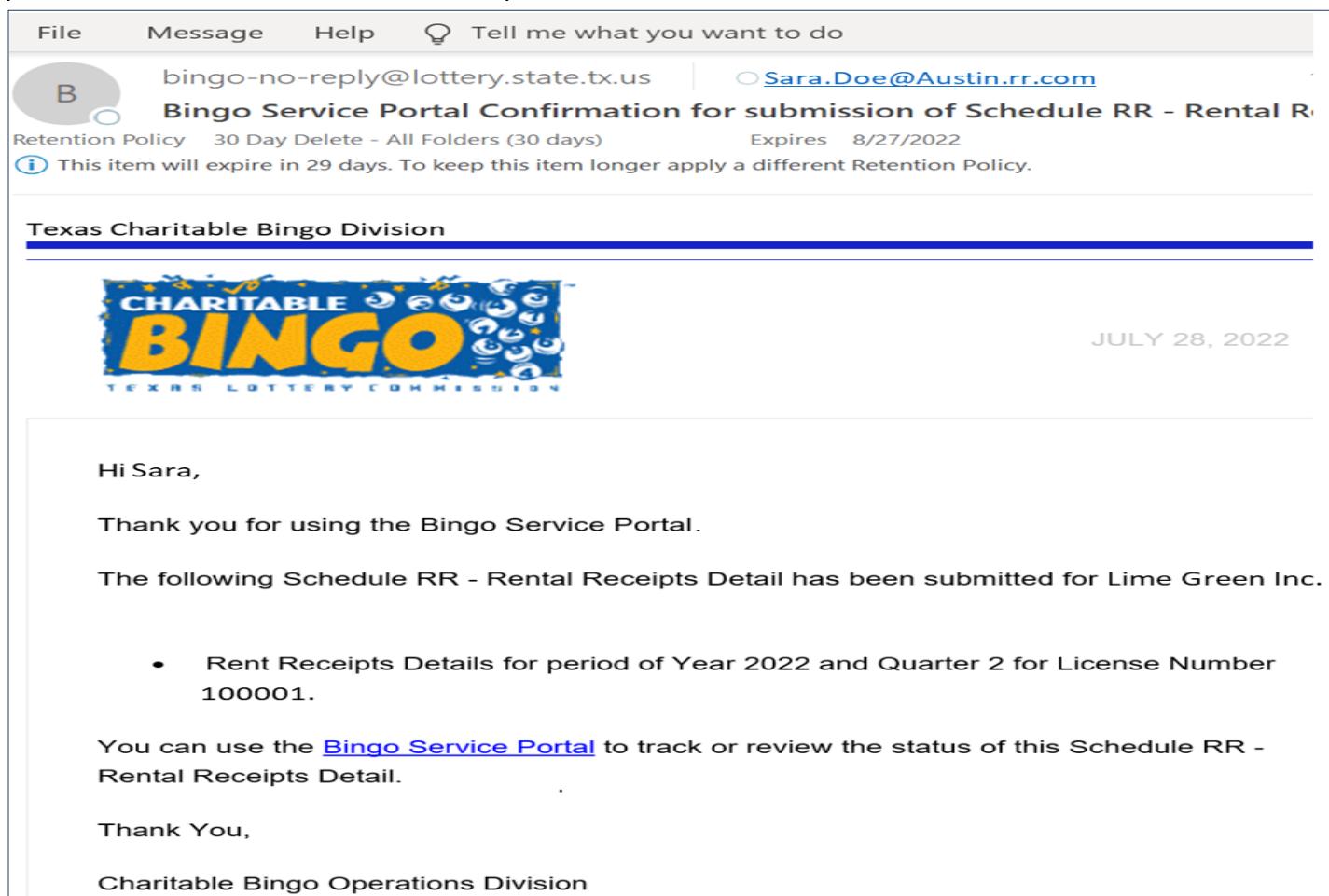
Year 2019  
Quarter 3

Press the 'Submit Report' to complete the process.

NOTE: Make sure you have added this site to allow popups for your browser.  
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- PLEASE NOTE: If you accidentally click the **Cancel** command, you can find the canceled FORMID 100 in the **Organization Information** tab.
- When you click **Submit Report**, the BSP will automatically send a confirmation email to the BSP user to keep for your records. If you do not receive the confirmation email, check your junk or spam folders.

Rental Receipts Detail Email Confirmation example:





## How to view and print a submitted FORMID 100 Lessor Rent Receipts:

- The Lessor Rent Receipts can be found within the **Organization Information** tab.
- To view the lessor rent receipts, click the **Lessor Rent Receipts** tab.

The screenshot displays the Bingo Service Portal interface. At the top, the 'CHARITABLE BINGO' logo is on the left, and the 'Bingo Service Portal' title is in the center. On the right, a user is logged in as 'Sara Doe' with 'Welcome' and 'Logout' links. Below the header, a navigation bar contains tabs: 'User and Account Information', 'Organization Information' (highlighted with a red arrow), 'Unit Information', 'Statewide Public Reports', and 'FAQ's'. The main content area is divided into three sections. The left sidebar contains 'Lessor Applications' (No data to display), 'Temporary-on-Demand' (No data to display), and 'FILE QUARTERLY REPORTS' (FORMID 70 Lessor Quarterly R..., FORMID 100 Rent Receipts Detail, Unfiled FORMID 70 Lessor Qua..., Year: 2019 Qtr: 3, Unfiled FORMID 100 Rent Rec..., No data to display). The central 'Organization Information' section shows details for 'Lime Green Inc', including Taxpayer Number, Pin Number, Organization Name, Business Phone, FAX, Organization Address, City, State, County, Organization Website, Contact Name, Contact Phone Number, Contact E-mail Address, Non-profit Organization Type, Ownership Type, Federal Employer ID, Texas Vendor ID, Group Exemption Flg, Group Exemption Number, 501c?, Total Officers, and Total Directors. The right sidebar shows a list of 'Organizations' with columns for 'Renewal Due in Days', 'Taxpayer Num', and 'Organization Name'. A red arrow points to the 'Lessor Rent Receipts' sub-tab at the bottom of the main content area. Below this sub-tab is a table with columns: 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, and Currently in Unit. The table contains one row of data for License Number 100001, License Type Lessor, License Period Annual, License Status Active/Active, Administrative Hold N, License Class More Than \$90,0..., License Expire Date 01/31/2023, License Print Date 3/11/2022, Renewal Package Sent Date 12/20/2021, Days before Renewal Due 190, and Currently in Unit Northeast Bingo U... A note at the bottom states: 'Note: Reprinting of a license can only be done by the Bingo Chairperson and Operators'.

**Organization Information**

Organization License Type: Lessor

Taxpayer Number: 100000000001 Pin Number: 0

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: Ownership Type: Texas Corporation Federal Employer ID: 1000000001 Texas Vendor ID: 1000000001

Group Exemption Flg: Group Exemption Number: 501c?:

Total Officers From: 1 To: 1 Total Directors From: 1 To: 1

**Organizations**

Renewal Due in Days	Taxpayer Num	Organization Name
100000000002	Organization 1	
100000000003	Organization 2	
100000000004	Organization 3	
100000000005	Organization 4	
100000000006	Organization 5	
100000000007	Organization 6	
100000000008	Organization 7	
100000000009	Organization 8	
100000000010	Organization 9	
100000000011	Organization 10	

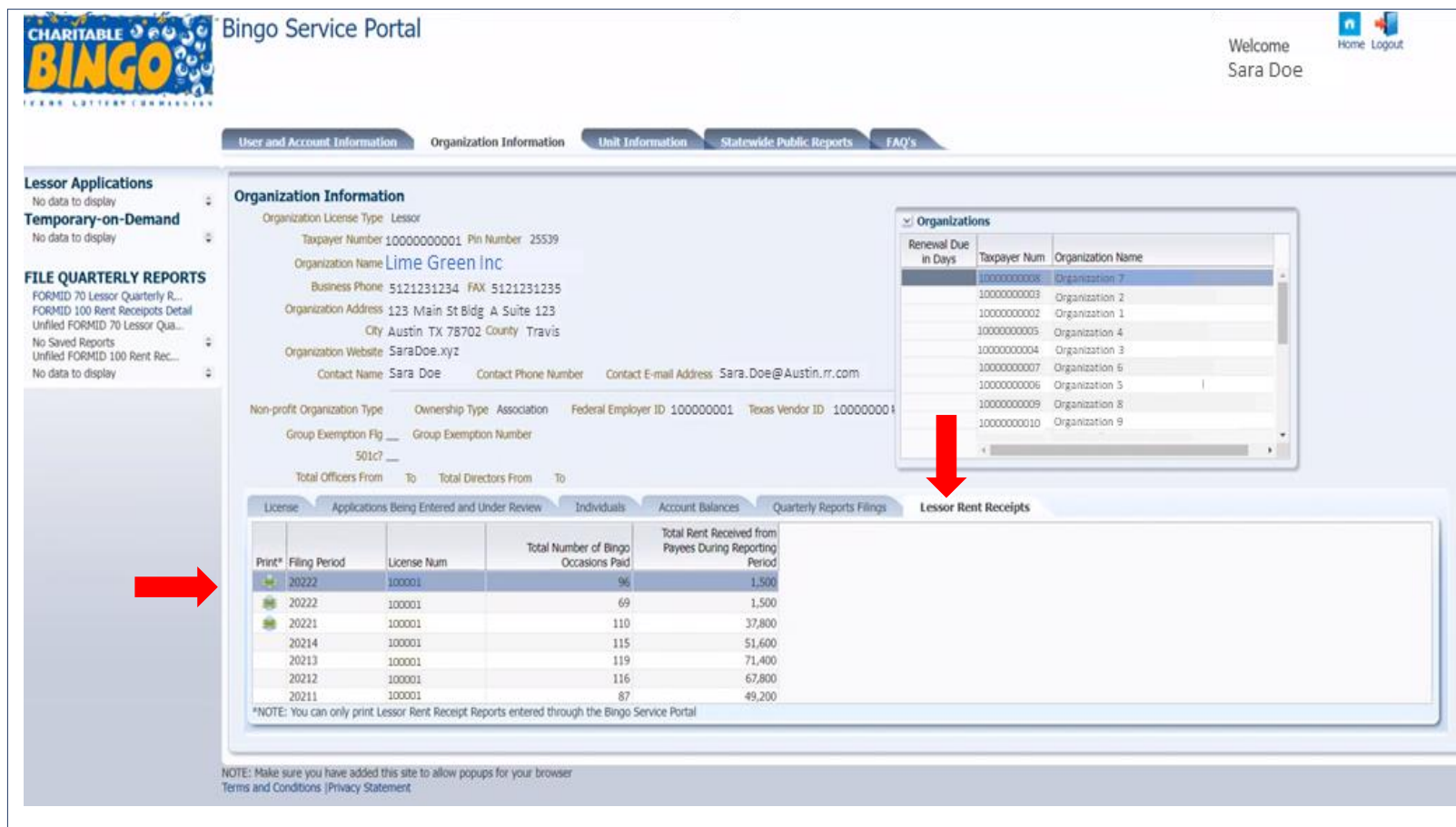
**License** Applications Being Entered and Under Review Individuals Account Balances Quarterly Reports Filings **Lessor Rent Receipts**

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	Lessor	Annual	Active/Active	N	More Than \$90,0...	01/31/2023	3/11/2022	12/20/2021	190	Northeast Bingo U...

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



- The **Lessor Rent Receipts** tab displays all the rent receipts that have been submitted through BSP.
- To print a copy of a submitted lessor rent receipt form, click the printer icon.



**CHARITABLE BINGO** 10000 LOTTERY CORPORATION

Bingo Service Portal

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

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

**Lessor Applications**  
No data to display

**Temporary-on-Demand**  
No data to display

**FILE QUARTERLY REPORTS**  
FORMID 70 Lessor Quarterly R...  
FORMID 100 Rent Receipts Detail  
Unfiled FORMID 70 Lessor Qua...  
No Saved Reports  
Unfiled FORMID 100 Rent Rec...  
No data to display

**Organization Information**

Organization License Type: Lessor  
Taxpayer Number: 10000000001 Pin Number: 25539  
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.rr.com

Non-profit Organization Type: Ownership Type: Association Federal Employer ID: 100000001 Texas Vendor ID: 100000001  
Group Exemption Flg: Group Exemption Number: 501c7: Total Officers From: To Total Directors From: To

**Organizations**

Renewal Due In Days	Taxpayer Num	Organization Name
	10000000004	Organization 7
	10000000003	Organization 2
	10000000002	Organization 1
	10000000005	Organization 4
	10000000004	Organization 3
	10000000007	Organization 6
	10000000006	Organization 5
	10000000009	Organization 8
	10000000010	Organization 9


**Lessor Rent Receipts**

Print*	Filing Period	License Num	Total Number of Bingo Occasions Paid	Total Rent Received from Payees During Reporting Period
	20222	100001	96	1,500
	20222	100001	69	1,500
	20221	100001	110	37,800
	20214	100001	115	51,600
	20213	100001	119	71,400
	20212	100001	116	67,800
	20211	100001	87	49,200

\*NOTE: You can only print Lessor Rent Receipt Reports entered through the Bingo Service Portal

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- Clicking the printer icon opens a printable .pdf receipt.



## Charitable Bingo Operations Division

### Schedule RR - Rent Receipts Details

BSP - On-Line Entry

License	100001	Taxpayer Number	10000000001	Filing Period	2022	Quarter	2
---------	--------	-----------------	-------------	---------------	------	---------	---

**Lessor Name and Mailing Address**

Lime Green Inc  
123 Main St Bldg A Suite 123  
Austin, TX 78702

**Location Name and Address**

Lime Green Inc  
123 Main St Bldg A Suite 123  
Austin, TX 78702

	(a) Payee License Number	(b) Payee Taxpayer Number	(c) Payee Name	(d) Number of Bingo Occasions Paid	(e) Rent Received from Payee During Reporting Period
1.	10003	10000000002	Organization 1	32	500
2.	10004	10000000004	Organization 3	32	500
3.	10005	10000000006	Organization 5	32	500
<b>Totals</b>				96	1500

### **Step 7: 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):

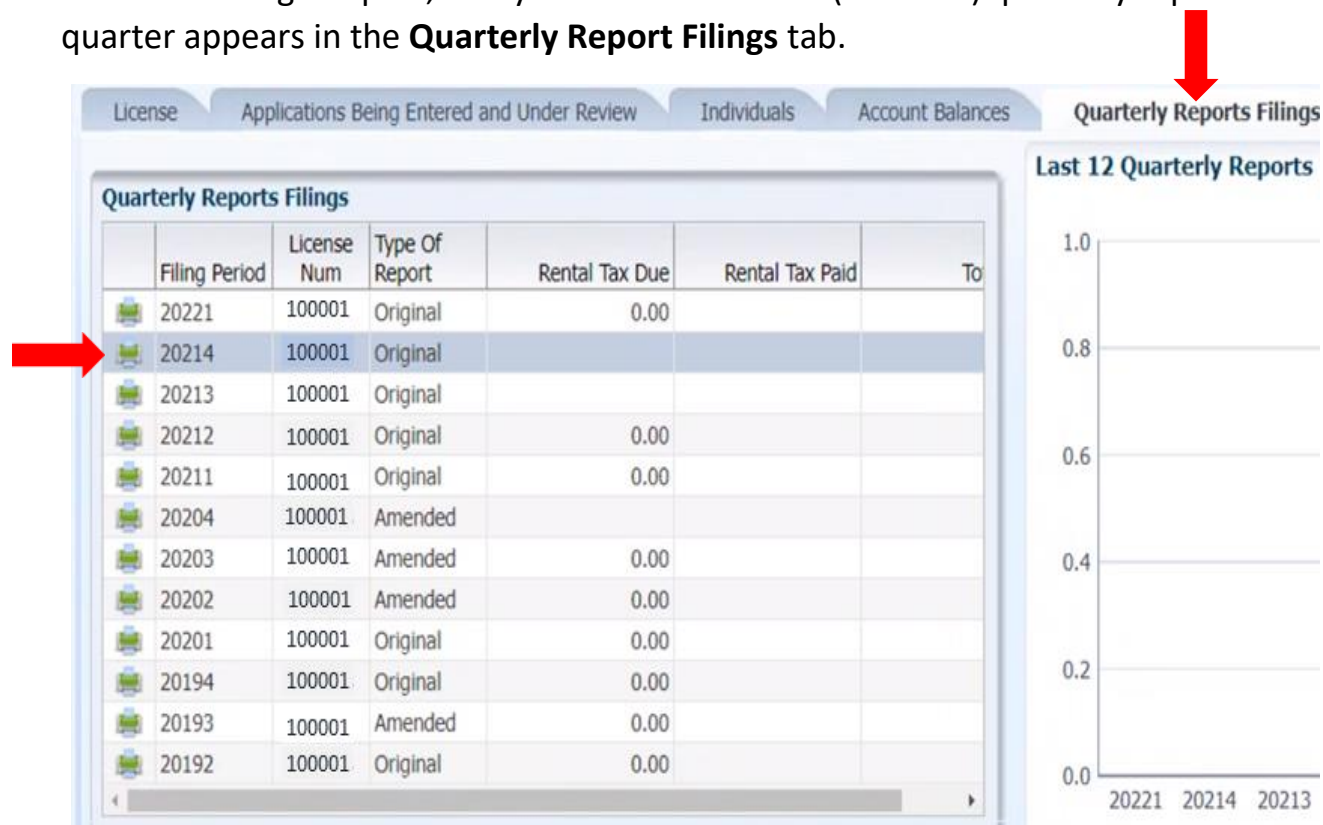
- Go to the **Organization Information** tab.
- Go to the Quarterly Reports menu and click on the desired report. Reports are in a Year: 20XX QTR: X format.

The screenshot shows a web application interface with two tabs: 'User and Account Information' and 'Organization Information'. The 'Organization Information' tab is selected. On the left side, there is a 'Quarterly Reports' section with a list of options: 'File Rent Receipts Report', 'Unfiled Quarterly Reports', and 'No Saved Reports'. A red arrow points to the 'Organization Information' tab, and another red arrow points to the 'Quarterly Reports' section.

The screenshot shows a 'FILE QUARTERLY REPORTS' menu. It contains the following items: 'FORMID 70 Lessor Quarterly R...', 'FORMID 100 Rent Receipts Detail', 'Unfiled FORMID 70 Lessor Qua...', 'No Saved Reports', and 'Unfiled FORMID 100 Rent Rec...'. At the bottom, there is a calendar icon and the text 'Year: 2021 Qtr: 4'. Two red arrows point to the year and quarter text.

## 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.



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 shows the Bingo Lessor's Quarterly Report interface. The top navigation bar includes tabs for "User and Account Information", "Organization Information", "Statewide Public Reports", and "FAQ's". A red arrow points to the "Organization Information" tab. The left sidebar contains sections for "Lessor Applications" (No data to display), "Temporary-on-Demand" (No data to display), and "FILE QUARTERLY REPORTS". Under "FILE QUARTERLY REPORTS", there are links for "FORMID 70 Lessor Quarterly R...", "FORMID 100 Rent Receipts Detail", and "Unfiled FORMID 70 Lessor Qua...". Below these are several "Year: 2022 Qtr: 3" links, with a red arrow pointing to the first one. The main content area displays "Organization Information" for "Lime Green Inc". It includes fields for "Organization License Type" (Lessor), "Taxpayer Number" (10000000001), "Pin Number" (0), "Organization Name" (Lime Green Inc), "Business Phone" (5121231235), "FAX", "Organization Address" (123 Main St Bldg A Suite 123), "City" (Austin TX 78702), "County" (Travis), "Organization Website", "Contact Name" (Sara Doe), "Phone Number", and "Contact E-mail Address". It also includes sections for "Non-profit Organization Type", "Ownership Type" (Other), "Federal Employer ID", "Texas Vendor ID", "Group Exemption Flg", "Group Exemption Number", "501c?", "Total Officers From", "To", "Total Directors From", and "To". At the bottom, there are tabs for "License", "Applications Being Entered and Under Review", "Individuals", "Account Balances", and "Quarterly Reports Filings". A table is visible under the "License" tab with columns: "Print", "License Number", "License Type", "License Period", "License Status", "Administrative Hold", "License Class", and "License Expire Date". The table shows a single row with a license number ending in "0000000000" and an expiration date of "05/31/2023".

**Organization Information**

Organization License Type Lessor

Taxpayer Number 10000000001 Pin Number 0

Organization Name Lime Green Inc

Business Phone 5121231235 FAX

Organization Address 123 Main St Bldg A Suite 123

City Austin TX 78702 County Travis

Organization Website

Contact Name Sara Doe Phone Number Contact E-mail Address

Non-profit Organization Type Ownership Type Other Federal Employer ID Texas Vendor ID

Group Exemption Flg Group Exemption Number

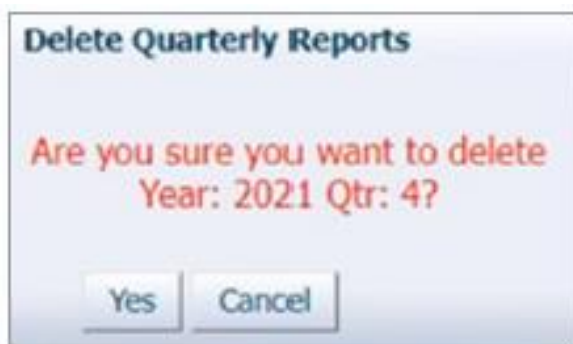
501c?

Total Officers From To Total Directors From To

**License** Applications Being Entered and Under Review Individuals Account Balances Quarterly Reports Filings

Print	License Number	License Type	License Period	License Status	Administrative Hold	License Class	License Expire Date
	0000000000						05/31/2023

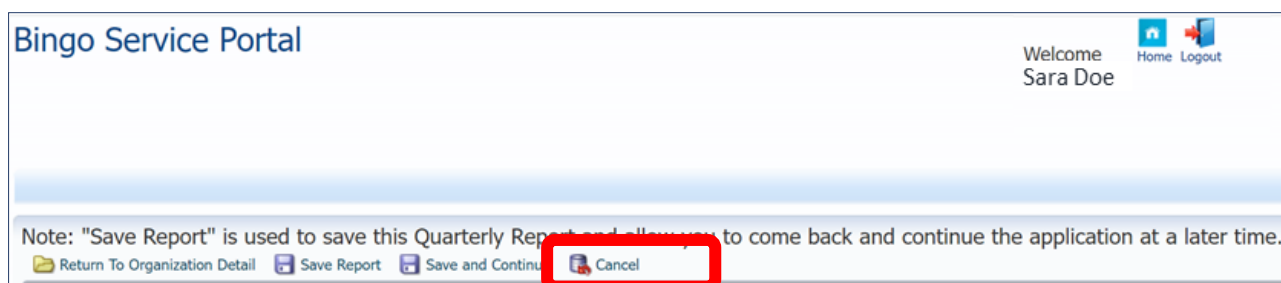
3. Click on the trash can icon next to the quarterly report you want to delete.
  - Click Yes to delete or Cancel to Keep.





### The purpose of the Cancel button:

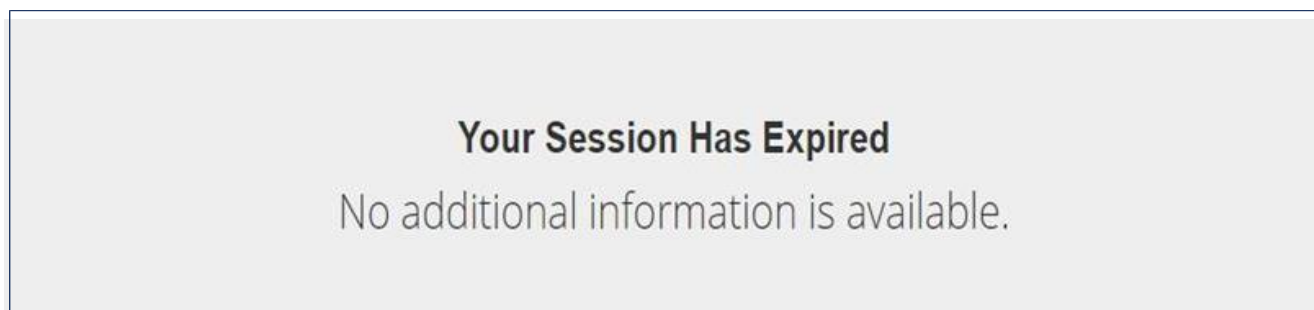
The Cancel command displayed below allows the user to exit the quarterly report screen and **does not save** the data entry.



### 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.**