

## **How to File a Bingo Quarterly Report – for Conductor**

Required forms:

- FORMID 68 – Bingo Quarterly Report
- FORMID 129 – Charitable Distributions Details for Conductor and Unit Member

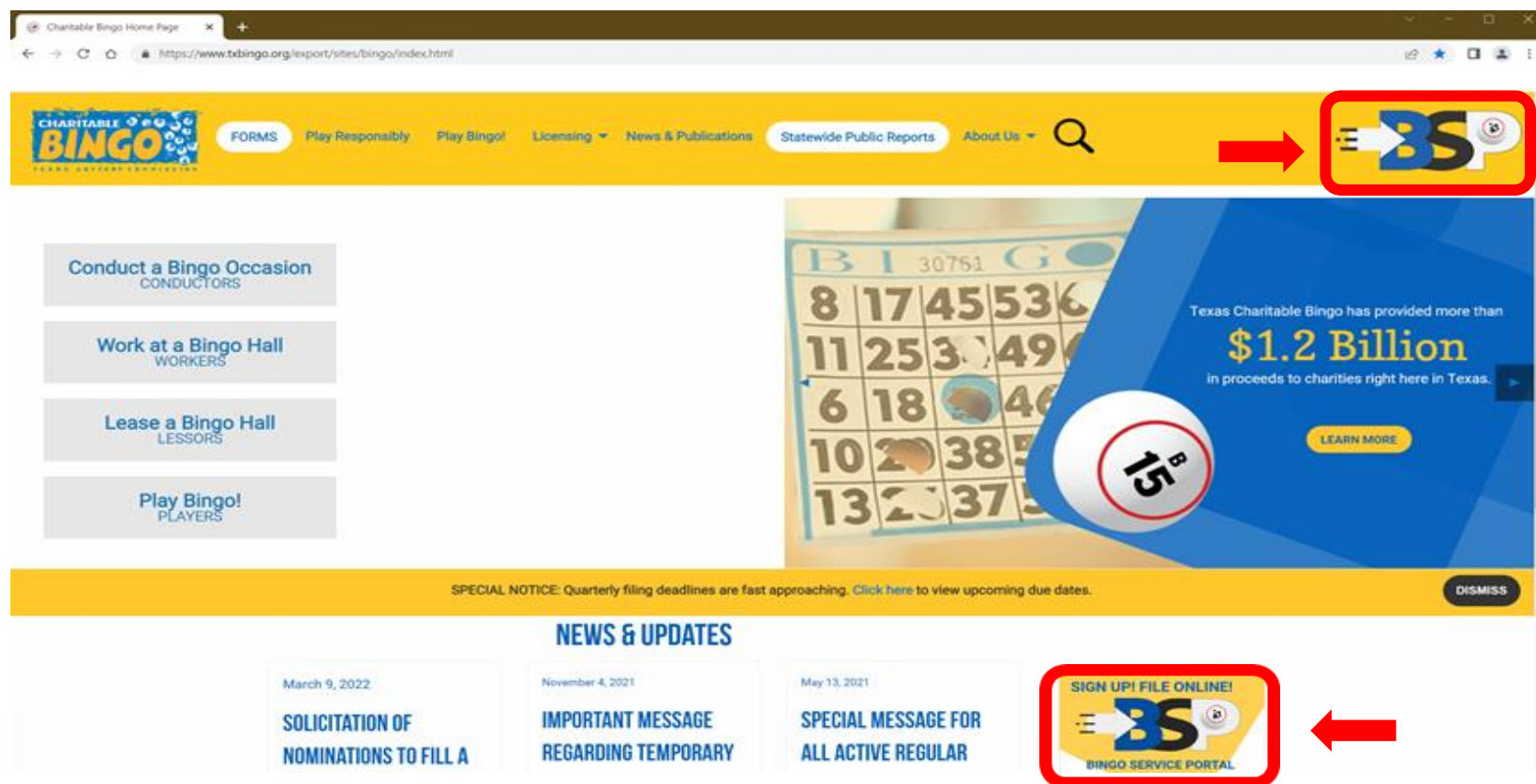
Bingo Quarterly Reports can be filed electronically on the Bingo Service Portal (BSP). Filing electronically is fast, easy, and efficient. BSP will calculate for you, resulting in fewer errors.

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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 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 login interface. At the top left is the logo for Charitable BINGO, Texas Lottery Commission. To the right of the logo is the title "Bingo Service Portal". Below the logo, there are links for "Forgot Password?", "Forgot User ID?", and "Public FAQs". To the right of these links are input fields for "User Id" and "Password", and a "Logon" button. Red arrows point from the "Forgot Password?" and "Forgot User ID?" links to the "User Id" and "Password" fields respectively. Another red arrow points from the "Public FAQs" link to the "Logon" button. Below the "Logon" button is the text "First Time User?" and a link "Create An Account". A red arrow points from the "Create An Account" link to the right. At the bottom, 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".

CHARITABLE BINGO TEXAS LOTTERY COMMISSION

Bingo Service Portal

Forgot Password? User Id

Forgot User ID? Password

Public FAQs Logon

Now you are on to the BSP homepage.

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.



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 tabs: 'User and Account Information', 'Organization Information' (which is highlighted), 'Statewide Public Reports', and 'FAQ's'. On the left side, there is a 'training' logo and a list of links: 'Charitable Bingo Training', 'Reprint Certificate of Completion', and 'FORMID 20 Original Applicatio...'. Below these links is the text 'No data to display'. The main content area has a heading 'Welcome to the Bingo Service Portal' and a subheading 'Your one stop for all your Bingo needs'. Below this is a section titled 'Important Messages' containing a message about revised forms for quarterly submissions and a link to 'Instructions for Bingo Quarterly Report FORMID 68 & 69'.

**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 68 - Bingo Quarterly Report

- Click the **Organization Information** tab.

The screenshot shows the Bingo Service Portal interface. The 'Organization Information' tab is selected and highlighted with a red arrow. The left sidebar contains a 'FILE QUARTERLY REPORTS' section with a red arrow pointing to it. The main content area displays organization details for 'Lime Green Inc'.

**Organization Information**

Organization License Type: Regular Conductor  
Taxpayer Number: 1000000001 Pin Number: 22222  
Organization Name: Lime Green Inc  
Business Phone: 5121231234 FAX  
Organization Address: 123 Main St Bldg A Suite 123  
City: Austin TX 78702 County: Travis  
Organization Website:  
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: 1000000001  
Group Exemption Flg: ☒ Group Exemption Number: 0188  
501c7: ☒ 8  
Total Officers From: To Total Directors From: To

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
	1001	Conductor	Biannual	Active/Active	N	A \$25,000 OR LESS	04/30/2024	5/24/2022	3/26/2022	638	

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

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Terms and Conditions Privacy Statement

In the menu on the left side of the screen, click on FORMID 68 Quarterly Report.

**FILE QUARTERLY REPORTS**

FORMID 68 Quarterly Report  
FORMID 129 Charitable Distrib...  
Unfiled FORMID 68 Quarterly ...

Year: 2022 Qtr: 2  
 Year: 2022 Otr: 3  
Unfiled FORMID 129 Charitabl...  
No data to display

## **Step 4: How to file FORMID 68 - Bingo Quarterly Report and submit payment on BSP**

### **Filing period:**

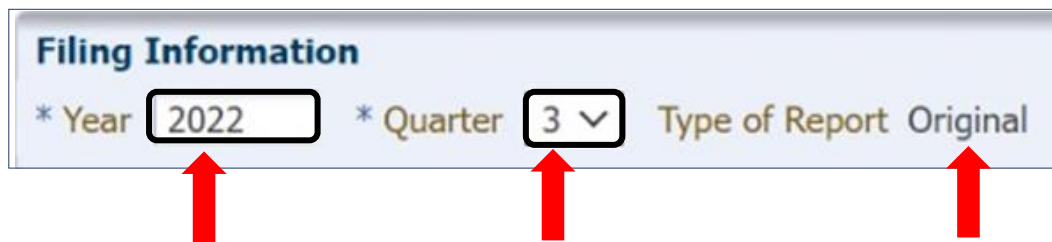
- The BSP will automatically display the year and the quarter for the *current filing period*. If you are filing for a *previous quarter*, you will have to manually enter the year and quarter.
- The type of report, original or amended, will automatically display as determined by the year and quarter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

The screenshot displays the 'Bingo Service Portal' interface. At the top, there is a header 'Bingo Service Portal'. Below it, 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 is a tabbed interface with 'Quarterly Report' and 'Charitable Distribution Details'. The 'Quarterly Report' tab is active, showing the 'Filing Information' section. In this section, the 'Year' is set to 2022 and the 'Quarter' is set to 3, both highlighted with a red box. The 'Type of Report' is set to 'Original'. Below the 'Filing Information' section is the 'Electronic Signature Required' section, which contains 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.'

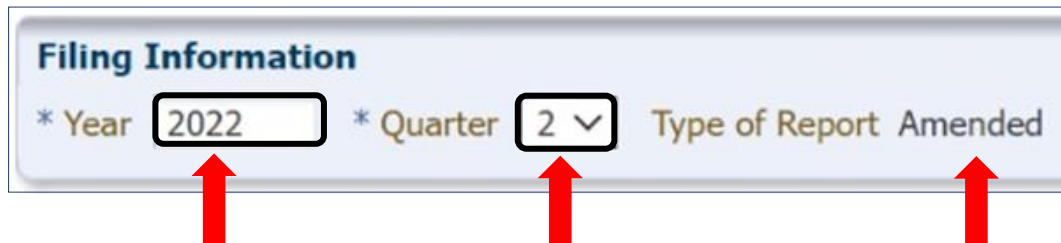


### Amending a Bingo Quarterly Report:

- PLEASE NOTE: If you wish to amend a previously submitted Bingo 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 Bingo Quarterly Report are filed using the same steps listed above.
  - To amend, verify the correct year and quarter of the filing period.



The screenshot shows a form titled "Filing Information" with three fields: "\* Year" with the value "2022", "\* Quarter" with a dropdown menu showing "3", and "Type of Report" with the value "Original". Red arrows point to each of these three fields.



The screenshot shows a form titled "Filing Information" with three fields: "\* Year" with the value "2022", "\* Quarter" with a dropdown menu showing "2", and "Type of Report" with the value "Amended". Red arrows point to each of these three fields.



## Quarterly Report:

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

Quarterly Report				
<b>Bingo Occasions/Attendance</b>				
*1. Total Number of occasions this quarter				10
*2. Total number of persons attending this quarter				500
<b>BINGO GAMING ACTIVITY (whole dollars)</b>				
	Gross Receipts		Prizes Awarded	Net Receipts
3. Regular bingo - paper/hard cards	10000	Over \$50	1000	
4. Regular bingo - electronic cards	10000	\$50 or Less	1000	
5. Total Regular bingo cards (3 + 4)	20,000	-	2,000	18,000
6. Pull-tab bingo - Event	10000	-	1000	9,000
7. Pull-tab bingo - Instant	10000	-	1000	9,000
8. <b>Total Bingo Activity (5 + 6 + 7 )</b>	40,000	-	4,000	36,000
8a1. Total Regular and Pull-Tab <b>CASH</b> prizes of \$5.00 and under		-	0	
8a2. Total Regular and Pull-Tab <b>NON-CASH</b> prizes		-	0	
8b. Prizes awarded subject to prize fee (8 - 8a1 - 8a2)		-	4,000	
* All prizes (cash and non-cash)				
<b>RENT INCOME (payments received from other organizations, if applicable (whole dollars))</b>				
9. Total lump sum rent income				
10. Property taxes, utility expenses and insurance premiums received from organizations				
<b>OTHER INCOME (whole dollars)</b>				
11a. Bingo interest earned				0
11b. Unclaimed customer account funds				0
11c. Equipment and supplies sales amount				0
11. Total other income (11a + 11b + 11c)				0
12. <b>Total Income Activity (8 + 9 + 10 + 11)</b>				36,000
<b>RENT PAYMENTS TO COMMERCIAL LESSOR (whole dollars)</b>				
13. Lump sum rent payments to lessor				6000
14. Property taxes, utility expenses and insurances premiums paid to commercial lessor				500
15. <b>Total Rent Payments (Items 13 + 14)</b>				6,500

**EXPENSES (whole dollars)****Cost of Goods Purchases (Items 16 & 17)**

16. Regular Bingo	1000	+ Electronic	100	1,100
17. Pull-tab bingo	1000	+ Instant	100	1,100
18. Purchase, lease or repairs of bingo equipment				1000
19. Rental tax, local, state, federal taxes				1000
20. Advertising and promotions				1000
21. Premises expenses (mortgage, insurance, repairs, utilities, janitorial)				1000
22. Professional services (accounting, legal, security)				1000
23. Employee expenses (payroll and payroll taxes)				1000
24. <b>Do Not Use</b>				
25. Other expenses				100
26. Total expenses (16 - 25)				8,300
27. <b>Total Expenses Payments (15 + 26)</b>				14,800

**PRIZE FEES**

28a. Prize fees paid to State				
28b. Prize fees paid to County				
28c. Prize fees paid to Municipality				
28d. Prize fees collected				
28. Prize fees paid minus prize fees collected (28a + 28b + 28c - 28d)				0
29. <b>Net Proceeds - This Quarter (12 - 27 - 28)</b>				21,200

**DISTRIBUTIONS (whole dollars)**

30a. Charitable distributions		
30b. Unclaimed customer account funds (line 11b)		0
30c. Charitable distributions - retained prize fees		
30. <b>Total Distributions for this Quarter (Add 30a + 30b + 30c)</b>		0

**OTHER TRANSACTIONS (whole dollars)**

	Received	Reimbursed	
31. Transfer of funds (non bingo)		-	0
32. Unit member contributions (bingo funds)		-	0
33. Previous quarter bingo funds balance (from Item 42 of previous report)			
34. <b>Total other transactions (Total of Items 31 - 33)</b>			0

**BINGO FUND BALANCE (whole dollars)**

35. <b>Bingo Funds at End of Quarter - Per Book Balance (29 - 30 + 34) Must match line 42</b>	21,200
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**RECONCILIATION OF BINGO FUNDS TO FUNDS IN BANK (dollars and cents)****(Dollars and Cents)**

36. End of quarter bingo checking account balance	
37. Deposits in transit at end of quarter	
38. Outstanding checks at end of quarter	
39. Reconciled end of quarter bingo checking account balance (36 + 37 - 38)	0.00
40. Reconciled end of quarter bingo savings account <b>if applicable</b>	
41. Reconciled end of quarter petty cash on hand (if from bingo net proceeds)	
42. <b>Bingo funds at End of Quarter - Per Bank Balance (39 + 40 + 41) Must match line 35</b>	0.00

**Note: Line 42 rounded to whole dollars should equal Line 35**

## 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, 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**

[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.

	Percentage of prize fee	Prize Fee	Rental Tax
1a. Prizes awarded subject to prize fee (from Item 8b, prizes awarded column)			
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. Total Amount due to State (3b + 4a + 5a)			

**Calculation of Balance Due for Report**

Total Prize Fees, Penalty and Interest Due to State For this Report (6a)  
Prize Fees Already Paid for This Quarterly Report -----

**Prize Fee Balance Due to State for Report**


**Total Balance Due**

[Print Report](#)

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## How to Print Bingo Quarterly Report:

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

 <b>Charitable Bingo Operations Division</b>		<b>CONDUCTOR</b>	
<b>Bingo Quarterly Report</b>		FORMID 68	
<b>FORM SUBMISSION</b> You may file this form and pay the amount due on the Bingo Service Portal (BSP) <a href="https://bsc.txbingo.org">https://bsc.txbingo.org</a> - This report is to be used by Units and Conductors, including Conductors that also hold a Commercial Lessor License. - A cash basis accounting method must be used to prepare this report. - You must file a report even if no games were conducted. Failure to timely file this report may result in an administrative penalty of up to \$300. - Make your payment for the amount in Item 6a payable to: <b>STATE COMPTROLLER</b> . Do not staple your check to this report for paper submissions. 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, 1801 N. Congress Ave., Austin, TX 78701 Fax: 1-512-344-5142 Email: <a href="mailto:bingo.services@lottery.state.tx.us">bingo.services@lottery.state.tx.us</a> Website: <a href="http://txbingo.org">txbingo.org</a> <b>Do not send prize fees due to a County or Municipality to the TLC. Payments that are incorrect (i.e. overpayments) will be returned.</b>			
License	Taxpayer Number	Filing Period	Quarter
		2022	3
Organization/Unit Name & Mailing Address Any Bingo Org. 1212 Anyroad Drive Some City, TX 78111		Return Type: Amended <b>THIS REPORT HAS NOT BEEN SUBMITTED</b>	
<b>BINGO OCCASIONS / ATTENDANCE</b>			
1. Total Number of occasions this quarter		1. <input type="text" value="10"/>	
2. Total number of persons attending this quarter		2. <input type="text" value="500"/>	
<b>BINGO GAMING ACTIVITY (whole dollars)</b>			
		<b>Gross Receipts</b>	<b>Prizes Awarded</b>
3. Regular bingo - paper/hard cards	3. <input type="text" value="10,000"/>	Over \$50*	<input type="text" value="1,000"/>
4. Regular bingo - electronic cards	4. <input type="text" value="10,000"/>	\$50 or less*	<input type="text" value="1,000"/>
5. Total Regular bingo cards (3 + 4)	<input type="text" value="20,000"/>		<input type="text" value="2,000"/>
6. Pull-tab bingo - Event	<input type="text" value="10,000"/>		<input type="text" value="1,000"/>
7. Pull-tab bingo - Instant	<input type="text" value="10,000"/>		<input type="text" value="1,000"/>
8. Total Bingo Activity (5 + 6 + 7)	<input type="text" value="40,000"/>		<input type="text" value="4,000"/>
8a1. Total Regular and Pull-Tab <b>CASH</b> prizes of \$5.00 and under			<input type="text" value="0"/>
8a2. Total Regular and Pull-Tab <b>NON-CASH</b> prizes			<input type="text" value="0"/>
8b. Prizes awarded subject to prize fee (8 - 8a1 - 8a2)			<input type="text" value="4,000"/>
*All prizes (cash and non-cash)			
<b>RENT INCOME (payments received from other organizations, if applicable (whole dollars))</b>			
9. Total lump sum rent income		<input type="text" value="0"/>	
10. Property taxes, utility expenses and insurance premiums received from organizations		<input type="text" value="0"/>	
<b>OTHER INCOME (whole dollars)</b>			
11a. Bingo interest earned		11a. <input type="text" value="0"/>	
11b. Unclaimed customer account funds		11b. <input type="text" value="0"/>	
11c. Equipment and supplies sales amount		11c. <input type="text" value="0"/>	
11. Total other income (11a + 11b + 11c)		11. <input type="text" value="0"/>	
12. Total Income Activity (8 + 9 + 10 + 11)		12. <input type="text" value="36,000"/>	
Report Continues on Next Page with Item 13			
<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 subject to prize fee (from Item 8b, prizes awarded column)		1a. <input type="text" value="4,000"/>	
2a. Prize fee rate (5%)		2a. <input type="text" value="0.05"/>	
3a. Total Prize fees due (multiply Line 1a by Line 2a)		3a. <input type="text" value="200.00"/>	
		<b>Percentage of prize fee</b>	
3b. Prize fee due to State		<input type="text" value="100%"/>	3b. <input type="text" value="200.00"/>
3c. Prize fee due to County			3c. <input type="text" value="0"/>
3d. Prize fee due to Municipality			3d. <input type="text" value="0"/>
3e. Prize fee to be retained for charitable distribution			3e. <input type="text" value="0"/>
4a. Late filing penalty for State Prize Fee		4a. <input type="text" value="0.00"/>	
5a. Late filing interest for State Prize Fee		5a. <input type="text" value="0"/>	
6a. Total Amount due to State (3b + 4a + 5a)		6a. <input type="text" value="200.00"/>	

**RENT PAYMENTS TO COMMERCIAL LESSOR** (whole dollars)

13. Lump sum rent payments to lessor	13	6,000
14. Property taxes, utility expenses and insurances premiums paid to commercial lessor	14	500
15. <b>Total Rent Payments (Items 13 + 14)</b>	15	6,500

**EXPENSES** (whole dollars)

## Cost of Goods Purchased (Items 16 &amp; 17)

16. Regular Bingo	1,000	+ Electronic	100	16	1,100
17. Pull-tab bingo	1,000	+ Instant	100	17	1,100
18. Purchase, lease or repairs of bingo equipment				18	1,000
19. Rental tax, local, state, federal taxes				19	1,000
20. Advertising and promotions				20	1,000
21. Premises expenses (mortgage, insurance, repairs, utilities, janitorial)				21	1,000
22. Professional services (accounting, legal, security)				22	1,000
23. Employee expenses (payroll and payroll taxes)				23	1,000
24. <b>Do Not Use</b>				24	
25. Other expenses				25	100
26. Total expenses (16 - 25)				26	8,300
27. <b>Total Expenses Payments (15 + 26)</b>				27	14,800

**PRIZE FEES**

28a. Prize fees paid to State	28a	
28b. Prize fees paid to County	28b	
28c. Prize fees paid to Municipality	28c	
28d. Prize fees collected	28d	
28. Prize fees paid minus prize fees collected (28a + 28b + 28c - 28d)	28	0
29. <b>Net Proceeds - This Quarter (12 - 27 - 28)</b>	29	21,200

**DISTRIBUTIONS** (whole dollars)

30a. Charitable distributions	30a	
30b. Unclaimed customer account funds (line 11b)	30b	0
30c. Charitable distributions - retained prize fees	30c	
30. <b>Total Distributions for this Quarter (Add 30a + 30b + 30c)</b>	30	0

**OTHER TRANSACTIONS** (whole dollars)

31. Transfer of funds (non bingo)		-		31.	0
32. Unit member contributions (bingo funds)		-		32.	0
33. Previous quarter bingo funds balance (from Item 42 of previous report)				33.	
34. Total other transactions (Total of Items 31 - 33)				34.	

**BINGO FUND BALANCE** (whole dollars)

35. <b>Bingo Funds at End of Quarter - Per Book Balance (29 - 30 + 34) Must match line 42</b>	35	21,200
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**RECONCILIATION OF BINGO FUNDS TO FUNDS IN BANK** (dollars and cents)

36. End of quarter bingo checking account balance	36	
37. Deposits in transit at end of quarter	37	
38. Outstanding checks at end of quarter	38	
39. Reconciled end of quarter bingo checking account balance (36 + 37 - 38)	39	0.00
40. Reconciled end of quarter bingo savings account <b>if applicable</b>	40	
41. Reconciled end of quarter petty cash on hand (if from bingo net proceeds)	41	
42. <b>Bingo funds at End of Quarter - Per Bank Balance (39 + 40 + 41) Must match line 35</b>	42	0.00

I declare that the information in this document and accompanying supplements are true and correct to the best of my knowledge and belief.

Sign >  
here >

Signature

Phone No.

Print Name

Date 09/27/2022

## How to save Bingo Quarterly Report information:

- When you have finished entering all required Bingo Quarterly Report information or if you want to stop entering and complete the Bingo 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. **Save your Bingo Quarterly Report information often!**

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, a navigation bar contains four buttons: 'Return To Organization Detail', 'Save Report' (highlighted with a red box), 'Save and Continue', and 'Cancel'. The main content area is divided into several sections. The 'Taxpayer Information' section includes fields for Taxpayer Number (10000000001), Organization Name (Lime Green), Mailing Address (123 Main St Bldg A Suite 123), City (Austin), State (TX), Zip (78702), Contact Name (Sara Doe), and fields for Phone and Contact Fax. Below this is the 'Quarterly Report' section, which has two tabs: 'Quarterly Report' and 'Charitable Distribution Details'. The 'Quarterly Report' tab is active, showing 'Filing Information' with fields for Year (2022), Quarter (3), and Type of Report (Original). Below this is the 'Electronic Signature Required' section with a checkbox labeled 'I declare that the information in this document and accompanying supplements are true and correct to the best of my knowledge and belief.' The bottom section is titled 'Quarterly Report' and 'Bingo Occasions/Attendance', containing two numbered fields: '\*1. Total Number of occasions this quarter' and '\*2. Total number of persons attending this quarter'.

- PLEASE NOTE: **Save Report** does not automatically submit your Bingo 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 Bingo 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, there is a navigation bar with links: 'Return To Organization Detail', 'Save Report', and 'Cancel'. Below this, 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.' The main content area is divided into sections. The 'Taxpayer Information' section shows details for 'Lime Green Inc', including Taxpayer Number, Mailing Address, City, State, Zip, and Contact Information. Below this, the 'Quarterly Report' section is active, showing 'Filing Information' with 'Year' set to 2022, 'Quarter' set to 3, and 'Type of Report' set to Original. The 'Electronic Signature Required' section is highlighted with a red box, containing 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.'



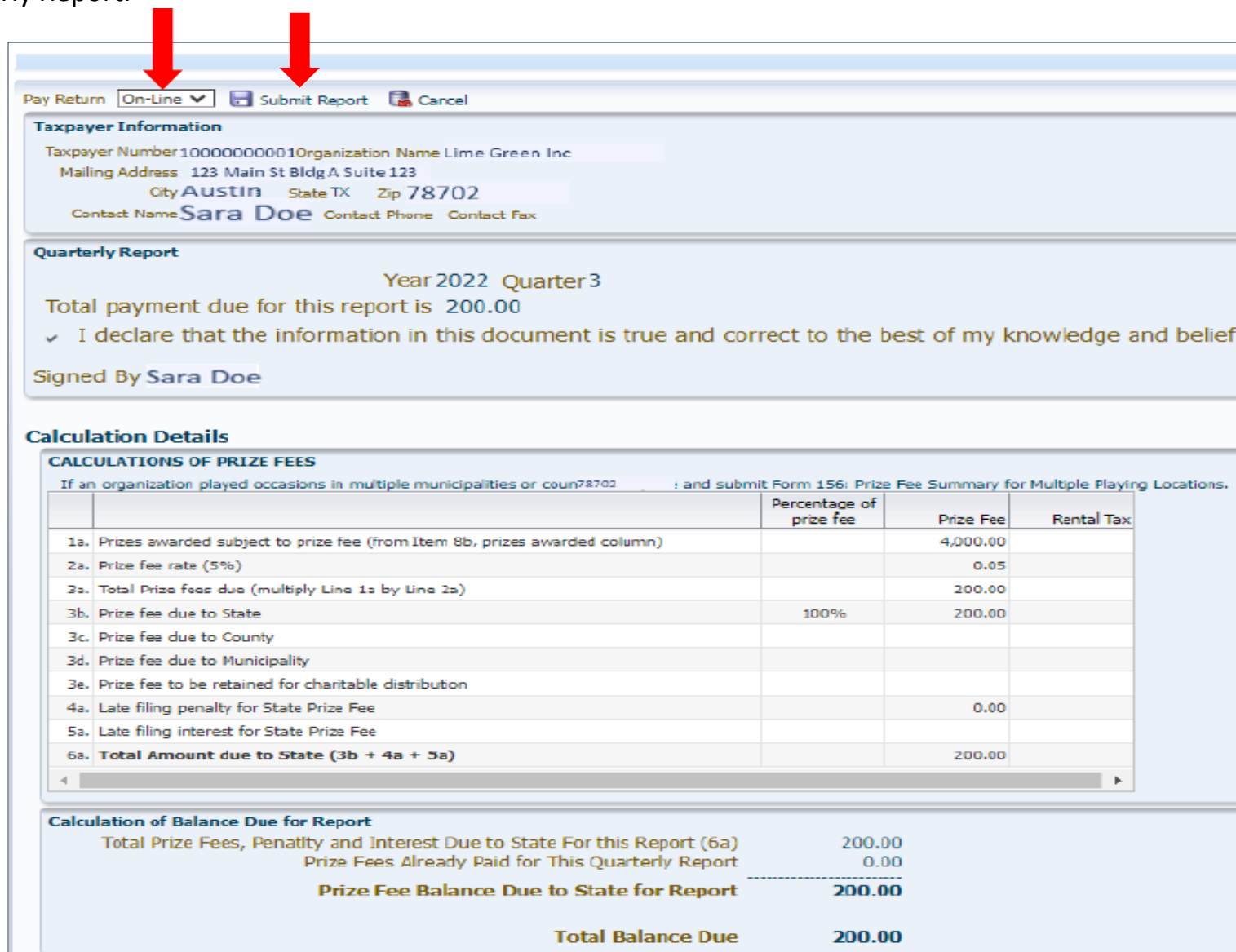
## How to submit (aka file) the completed Bingo Quarterly Report:

- When you have completed entry of all information into the Quarterly Report, and confirmed it is correct, 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.

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 four buttons: 'Return To Organization Detail', 'Save Report', 'Save and Continue' (which is highlighted with a red rectangular box), and 'Cancel'. The main content area is divided into sections. The 'Taxpayer Information' section includes fields for 'Taxpayer Number' (10000000001), 'Organization Name' (Lime Green), 'Mailing Address' (123 Main St Bldg A Suite 123), 'City' (Austin), 'State' (TX), 'Zip' (78702), 'Contact Name' (Sara Doe), 'Phone', and 'Contact Fax'. Below this is the 'Quarterly Report' section, which has two tabs: 'Quarterly Report' and 'Charitable Distribution Details'. Under the 'Quarterly Report' tab, there is a 'Filing Information' section with fields for '\* Year' (2022), '\* Quarter' (3), and 'Type of Report' (Original). Below that is an 'Electronic Signature Required' section with a checked 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.' At the bottom, there is a 'Bingo Occasions/Attendance' section with two input fields: '\*1. Total Number of occasions this quarter' and '\*2. Total number of persons attending this quarter'.

- Clicking the **Save and Continue** button opens the **Submit Report** screen. See image below.
- Click **Submit Report** to submit the Bingo 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 (aka file) your Bingo Quarterly Report.



Pay Return **On-Line** 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

**Quarterly Report**

Year 2022 Quarter 3  
Total payment due for this report is 200.00  
✓ 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**

If an organization played occasions in multiple municipalities or coun78702 : and submit Form 156: Prize Fee Summary for Multiple Playing Locations.

	Percentage of prize fee	Prize Fee	Rental Tax
1a. Prizes awarded subject to prize fee (from Item 8b, prizes awarded column)		4,000.00	
2a. Prize fee rate (5%)		0.05	
3a. Total Prize fees due (multiply Line 1a by Line 2a)		200.00	
3b. Prize fee due to State	100%	200.00	
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)		200.00	

**Calculation of Balance Due for Report**

Total Prize Fees, Penalty and Interest Due to State For this Report (6a)	200.00
Prize Fees Already Paid for This Quarterly Report	0.00
<b>Prize Fee Balance Due to State for Report</b>	<b>200.00</b>
<b>Total Balance Due</b>	<b>200.00</b>

## 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	\$958.25
<b>Texas.gov Price</b>	<b>\$958.25</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 \*

Sally

Last Name \*

Doe

Address \*

123 Wonderland Blvd

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

\$4,311.96

Texas.gov Price

\$4,311.96

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

Payment Type ✓

Electronic Check

Customer Information ✓

Address

Sally Doe  
123 Wonderland Blvd  
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 \*

Wonderland Non-Profit ✓

Routing Number \*

111904503 ✓

DALLAS CAPITAL BANK, N.A.

Account Number \*

61790000123456 ✓

Re-enter Account Number. \*

61790000123456

☒ Checking ☐ Savings

Pay

002345678

00234567856

Routing Number

Account Number

Complete all required fields [ \* ]

Next >

Cancel

Transaction Summary

Conductor Quarterly Report	\$4,311.96
Texas.gov Price <span>✓</span>	\$4,311.96

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: Sally Doe, 123 Wonderland Blvd, 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: Wonderland Non-Profit

**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	\$4,311.96
<b>Texas.gov Price</b>	<b>\$4,311.96</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.



- After entering the checkmarks, click **Submit Payment**.

Bingo Service Portal

1 Payment Type
2 Customer Info
3 Payment
4 Submit Payment

### Payment

Payment Type ✓  
**Electronic Check**

Customer Information ✓  

Address  
Sally Doe  
123 Wonderland Blvd  
Austin, TX 78702

Phone Number  
512-344-5117

Country  
United States

Email Address  
alice.banks@lottery.state.tx.us

Edit

Payment Information ✓  

Electronic Check  
\*\*\*\*3456

Name on Account  
Wonderland Non-Profit

Terms and Conditions
Open a new window to print

this authorization, I may contact Texas Lottery Commission at 512.344.5000.  
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.

✓ I'm not a robot

Cancel

Submit Payment

### Transaction Summary

Conductor Quarterly Report	\$4,311.98
<b>Texas.gov Price</b>	<b>\$4,311.96</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.

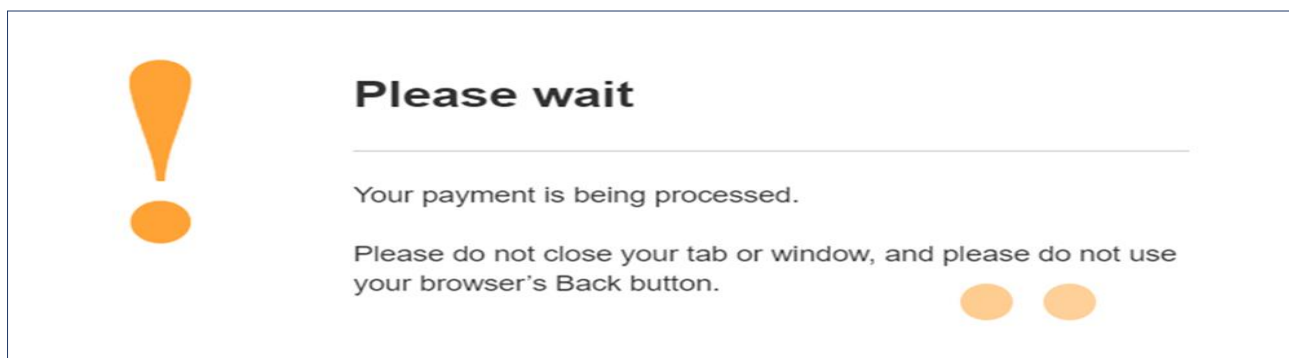
How to file a Bingo Quarterly Report

If you have questions on How to file a Bingo Quarterly Report, please contact the Education Section at 512-344-5299.

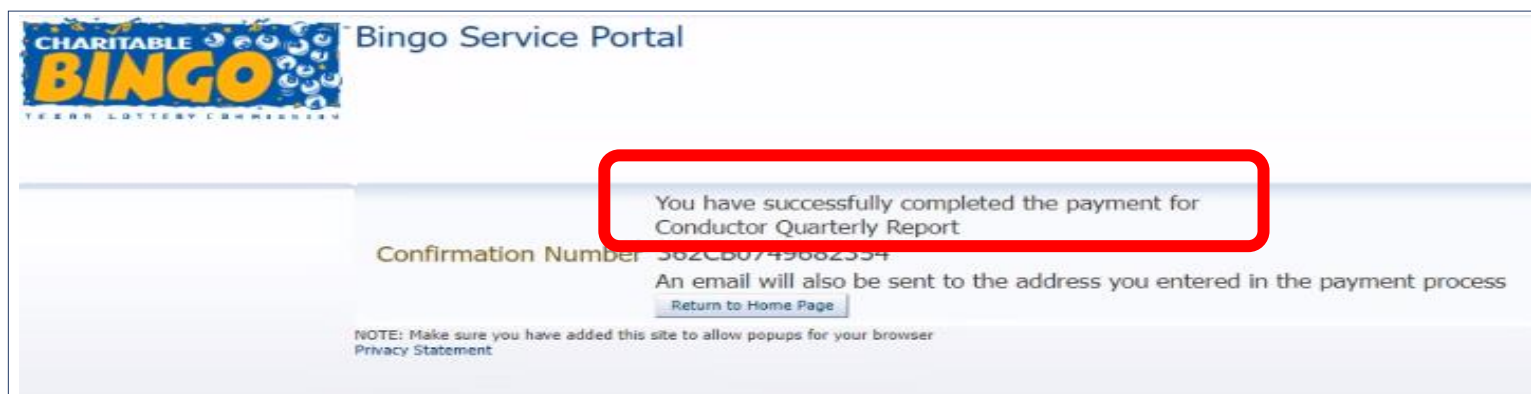
Page 23 of 48

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

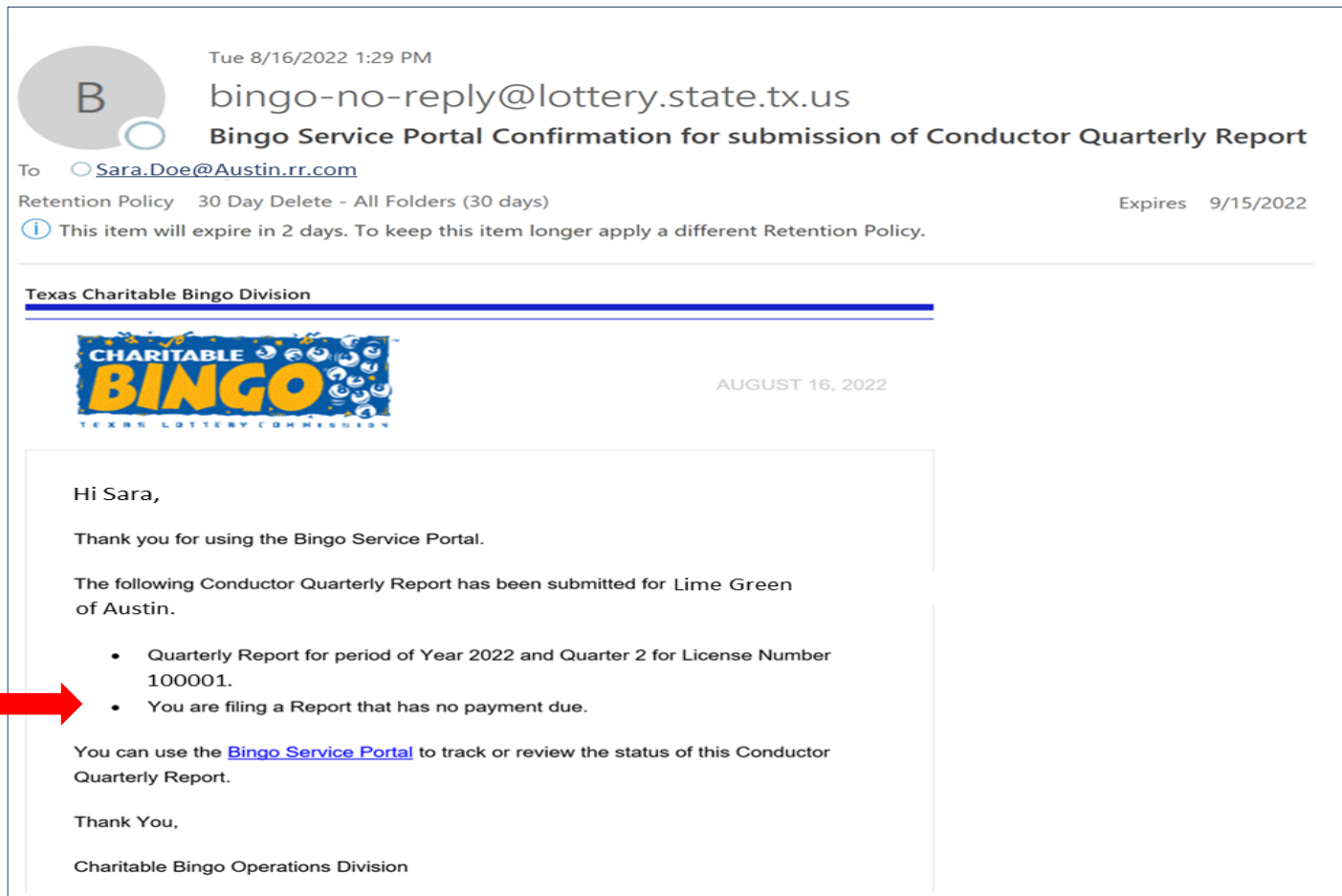
If the “**Please wait**” message is displayed, **DO NOT close your tab or window or use your browser’s Back button!**



**Payment successfully completed screen for FORMID 68 - Bingo 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 Bingo 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)

Expires 9/14/2022

 This item is expired.

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 of 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 Payment Receipt Confirmation email to the BSP user's email address. This email is in addition to the email confirmation of a successfully submitted Bingo Quarterly Report mentioned above.

- If you do not receive the Payment Receipt Confirmation 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 [Sara.Doe@Austin.rr.com](mailto:Sara.Doe@Austin.rr.com)

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

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

**CHARITABLE BINGO** Texas Lottery Commission

Bingo Service Portal

Welcome Sara Doe

Home Logout

Organization Information

Organization License Type: Regular Conductor

Taxpayer Number: 10000000001 Pin Number: 1234

Organization Name: Lime Green Inc

Business Phone: 5121231234 FAX

Organization Address: 123 Main St Bldg A Suite 123

City: Austin TX 78702 County: Travis

Organization Website

Contact Name: Sara Doe Contact Phone Number Contact E-mail Address: Sara.Doe@Austin.rr.com

Non-profit Organization Type: Fraternal Ownership Type: Federal Employer ID: 1000000001 Texas Vendor ID: 10000000001

Group Exemption Flg: 301(7) Group Exemption Number

Total Officers From: To Total Directors From: To

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

**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
20223	08/04/2022	1001	Original	958.25	958.25 Sara Doe	Pending Payment

**Quarterly Reports Filings**

Filing Period	License Num	Type of Return	Received Date	Prize Fee Due	Prize Fee Paid	Total Prize Fee Due	Rent Income	Rental Tax Amt	Total Due For Report	Total Paid
20221	1001	Amended	4/20/2022	270.00	270.00	270.00	0.00	0.00	270.00	270.00
20221	1001	Original	4/20/2022	270.00	270.00	270.00	0.00	0.00	270.00	270.00
20214	1001	Amended	1/21/2022	247.50	247.50	247.50	0.00	0.00	247.50	247.50
20214	1001	Amended	1/20/2022	247.50	247.50	247.50	0.00	0.00	247.50	247.50
20214	1001	Amended	1/20/2022	247.50	247.50	247.50	0.00	0.00	247.50	247.50
20214	1001	Original	1/20/2022	247.50	247.50	247.50	0.00	0.00	247.50	247.50
20213	1001	Original	10/23/2021	157.50	157.50	157.50	0.00	0.00	157.50	157.50
20212	1001	Original	7/21/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20211	1001	Original	4/21/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Last 12 Quarterly Reports**



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

License

Applications Being Entered and Under Review


Temporary Licenses Information

Individuals

Account Balances

Quarterly Reports Filings

Quarterly Reports Being Processed

<div></div> Filing Period	Date Submitted	License Num	Type of Report	Fee Due For Report	Amount due for this Report	Signed By	Payment Status
20223	08/04/2022	1001	Original	958.25	958.25	Sara Doe	Pending Payment

Quarterly Reports Filings

<div></div> Filing Period	License Num	Type of Return	Received Date	Prize Fee Due	Prize Fee Paid	Total Prize Fee Due	Rent Income	Rental Tax Amt	Total Due For Report	Total Paid
20221	1001	Amended	4/20/2022	270.00	270.00	270.00		0.00	270.00	270.00
20221	1001	Original	4/20/2022	270.00	270.00	270.00		0.00	270.00	270.00
20214	1001	Amended	1/21/2022	247.50	247.50	247.50		0.00	247.50	247.50

Last 12 Quarte

1,050

900

750

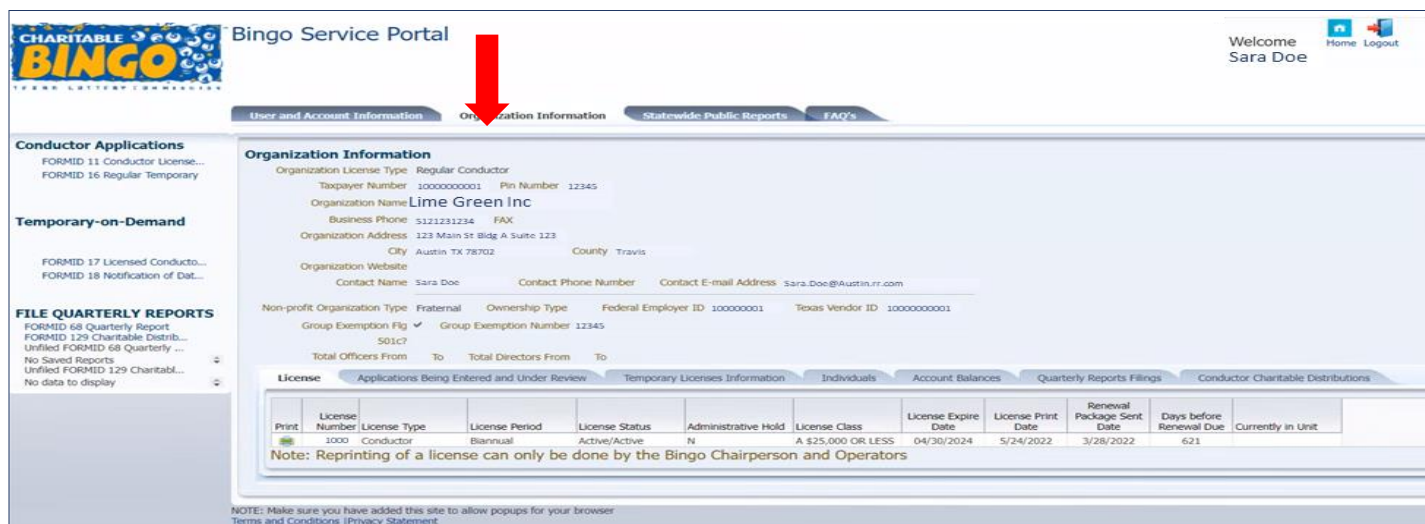
600

450

- PLEASE NOTE: If your Bingo Quarterly Report is NOT displayed in the **Quarterly Report Filings** tab, your Bingo Quarterly Report has not been submitted!
- If you do not see the desired Bingo 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: Locating FORMID 129 - Charitable Distributions Details for Conductor and Unit Member

- Click the **Organization Information** tab.



The screenshot shows the Bingo Service Portal interface. The 'Organization Information' tab is selected, indicated by a red arrow. The left sidebar contains links for 'Conductor Applications', 'Temporary-on-Demand', and 'FILE QUARTERLY REPORTS'. The main content area displays organization details for 'Lime Green Inc'.

**Organization Information**

Organization License Type: Regular Conductor  
Taxpayer Number: 1000000001 Pin Number: 12345  
Organization Name: Lime Green Inc  
Business Phone: 5121231234 FAX:  
Organization Address: 123 Main St Bldg A Suite 123  
City: Austin TX 78702 County: Travis  
Organization Website:  
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: 1000000001  
Group Exemption Flg: ☒ Group Exemption Number: 12345  
501c?

Total Officers From: To Total Directors From: To

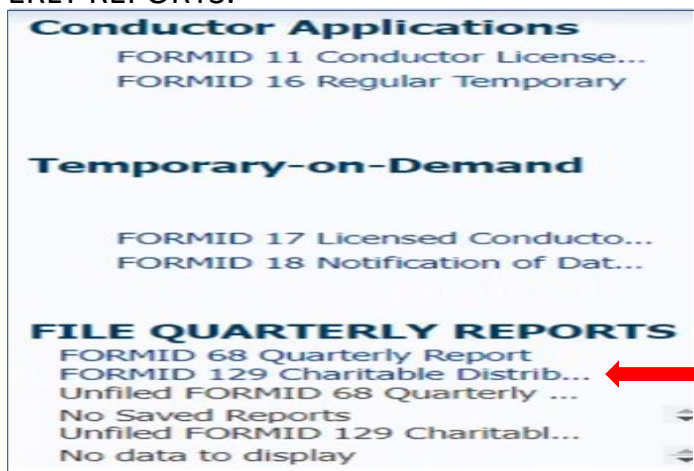
**License** Applications Being Entered and Under Review Temporary Licenses Information Individuals Account Balances Quarterly Reports Filings Conductor Charitable Distributions

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
1000	Conductor	Biannual	Active/Active	N	A \$25,000 OR LESS	04/30/2024	5/24/2022	3/28/2022	621		

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 129 Charitable Distributions, under FILE QUARTERLY REPORTS.



The close-up shows the 'FILE QUARTERLY REPORTS' section of the left sidebar. A red arrow points to the link 'FORMID 129 Charitable Distributions'.

**Conductor Applications**  
FORMID 11 Conductor License...  
FORMID 16 Regular Temporary

**Temporary-on-Demand**  
FORMID 17 Licensed Conducto...  
FORMID 18 Notification of Dat...

**FILE QUARTERLY REPORTS**  
FORMID 68 Quarterly Report  
FORMID 129 Charitable Distrib...  
Unfiled FORMID 68 Quarterly ...  
No Saved Reports  
Unfiled FORMID 129 Charitabl...  
No data to display

## Step 7: How to file FORMID 129 - Charitable Distributions Details for Conductor and Unit Member

All Conductors must complete and submit FORMID 129 - Charitable Distributions Details for Conductor and Unit Member with each quarterly report.

- Information must be entered into the following fields: Date; Distribution Recipient; Check Number; and Classifications of Charitable Distributions.
- After entering all charitable distributions made during the quarter, click the Calculate Totals for Distributions button to populate the classifications totals line at the bottom of the page.
- If more lines are needed to record charitable distributions activities, click the Add More Distribution Rows button.
- PLEASE NOTE: Conductors that have no charitable distributions to make are *still* required to submit FORMID 129.

[illegible]

### Filing Period:

- The BSP will automatically display the year and the quarter for the *current year and quarter*. If you are filing for a *previous quarter*, you will have to manually enter the year and quarter.

### Amending FORMID 129 - Charitable Distributions Details for Conductor and Unit Member:

- How to file an amendment:
  - The amendment and the original FORMID 129 are filed using the same steps listed above.
  - To amend, verify the correct year and quarter of the filing period.

The screenshot shows the top section of the FORMID 129 filing interface. At the top, there are two dropdown menus: '\* Year' set to '2022' and '\* Quarter' set to '2'. A red arrow points to the Quarter dropdown. Below these are two buttons: 'Calculate Totals for Distributions' (with a pencil icon) and 'Add More Distribution Detail Rows' (with a plus icon). Below the buttons is a table with three columns: '\* Date', '\* Distribution Recipient', and '\* Check Number'. The first row shows '09/30/2022' in the Date column, '0' in the Distribution Recipient column, and '0' in the Check Number column. The second row shows the date format 'mm/dd/yyyy' in the Date column, and empty fields in the other two columns. There are small calendar icons next to the date fields.

* Date	* Distribution Recipient	* Check Number
09/30/2022	0	0
mm/dd/yyyy		

To print the completed Charitable Distributions Details for Conductor and Unit Members form, click the **Print Charitable Distributions Report** button.










## How to save your Charitable Distributions Details for Conductor and Unit Member information:

### Save Report:

- When you have finished entering all required Charitable Distributions Details for Conductor and Unit Member information, or if you want to stop entering and complete FORMID 129 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.
- PLEASE NOTE: Saving your report does not automatically submit the Charitable Distributions Details for Conductor and Unit Member to the Division. **Save your charitable distribution information often!**



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**  Check For Errors  Completed Submit  Cancel

**Taxpayer Information**

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

\* Year 2022 \* Quarter 2 ▼

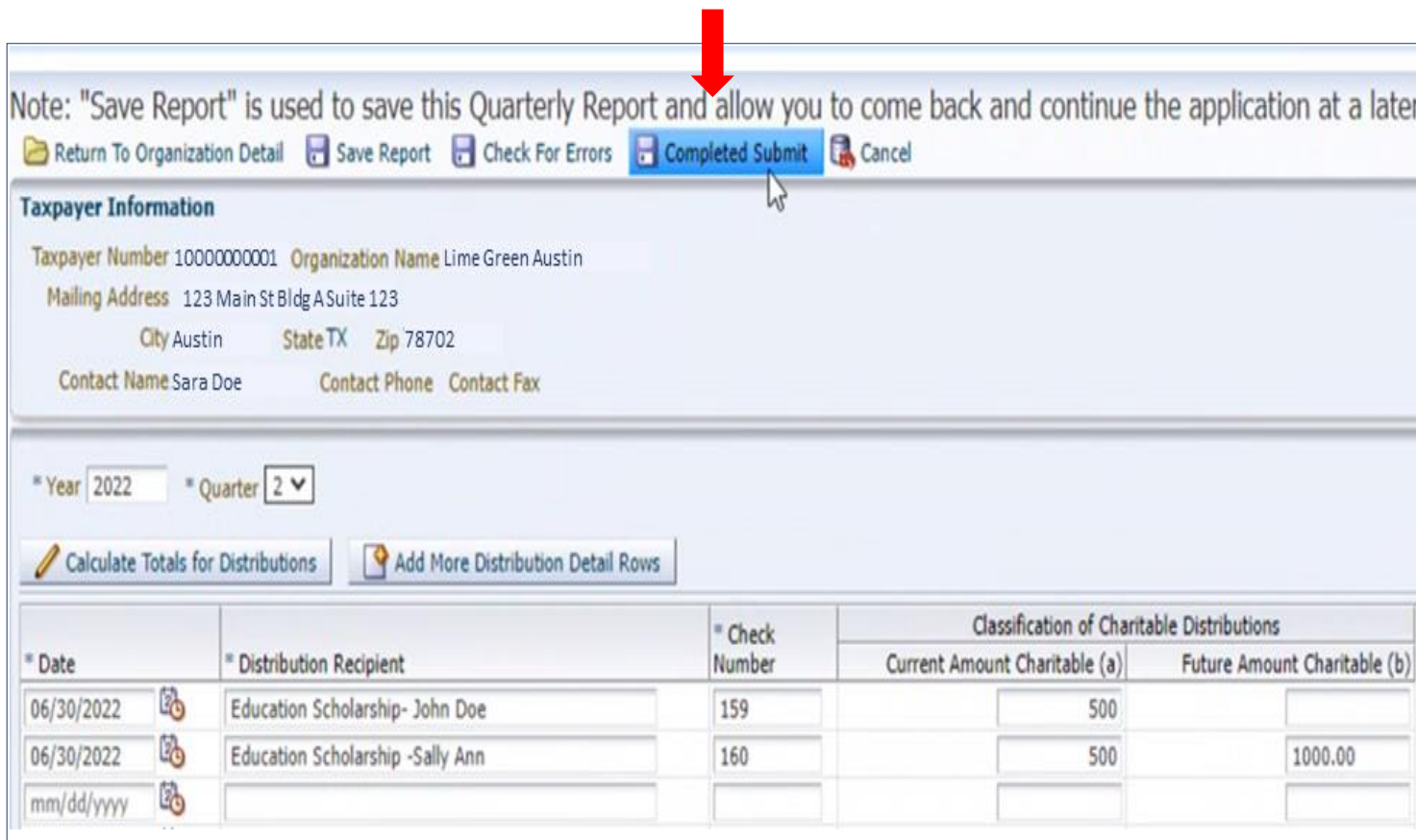
 Calculate Totals for Distributions  Add More Distribution Detail Rows

* Date	* Distribution Recipient	* Check Number	Classification of Charitable Distributions			
			Current Amount Charitable (a)		Future Amount Charitable (b)	
mm/dd/yyyy 						
mm/dd/yyyy 						



## How to SUBMIT (aka file) the Charitable Distributions Details for Conductor and Unit Member:

- When you have completed entry of all information into the Charitable Distributions Details for Conductor and Unit Members form, and it is confirmed correct, you are ready to submit it to the Division. Click the **Completed Submit** command at the top of the BSP screen.



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

[Return To Organization Detail](#) [Save Report](#) [Check For Errors](#) [Completed Submit](#) [Cancel](#)

**Taxpayer Information**

Taxpayer Number 10000000001 Organization Name Lime Green Austin

Mailing Address 123 Main St Bldg A Suite 123

City Austin State TX Zip 78702

Contact Name Sara Doe Contact Phone Contact Fax

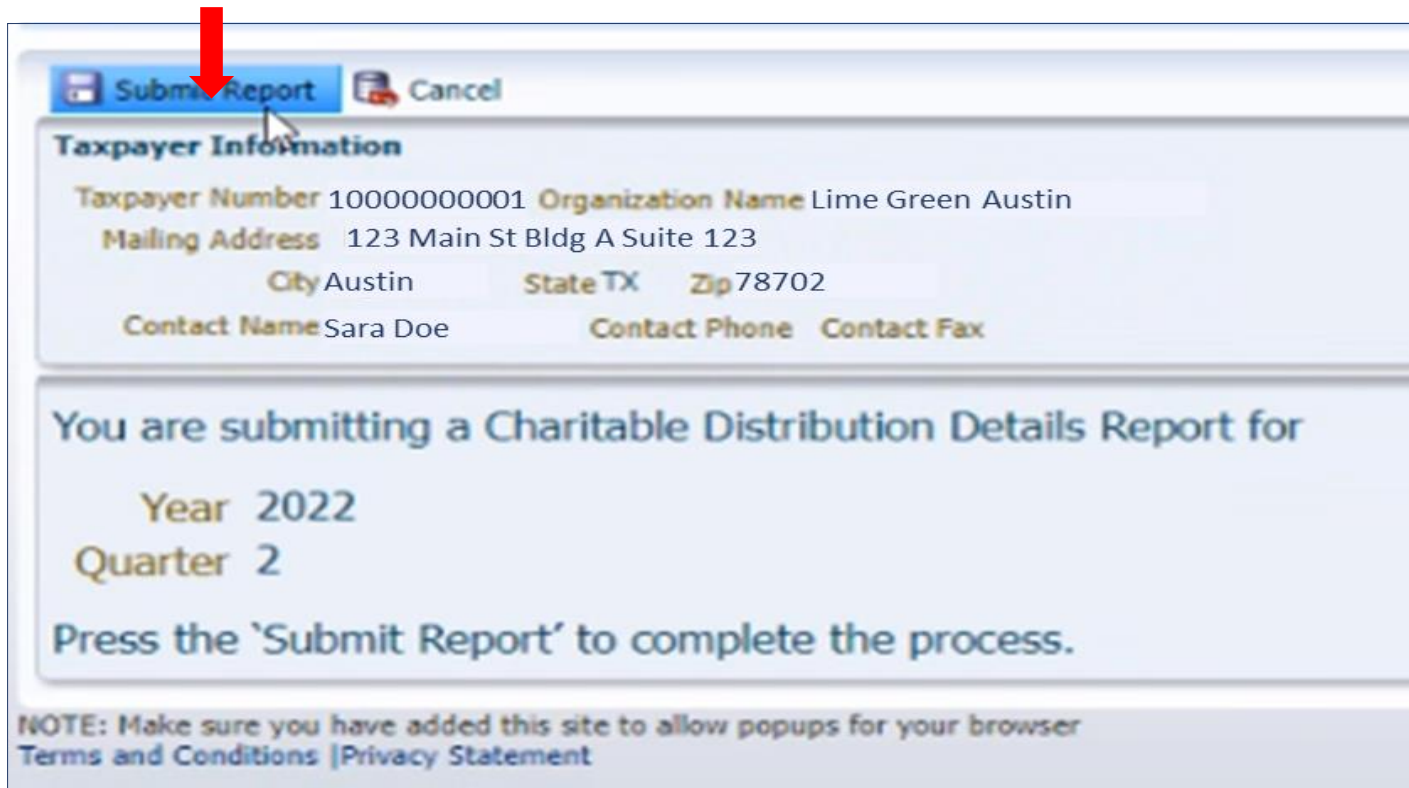
\* Year 2022 \* Quarter 2 ▼

[Calculate Totals for Distributions](#) [Add More Distribution Detail Rows](#)

* Date	* Distribution Recipient	* Check Number	Classification of Charitable Distributions	
			Current Amount Charitable (a)	Future Amount Charitable (b)
06/30/2022	Education Scholarship- John Doe	159	500	
06/30/2022	Education Scholarship -Sally Ann	160	500	1000.00
mm/dd/yyyy				



- Clicking the **Completed Submit** command, opens the **Submit Report** screen.
- Click **Submit Report** to Submit the Charitable Distribution Details Report to the Division.



The screenshot shows a web interface for submitting a report. At the top, there is a blue button labeled "Submit Report" with a document icon, and a "Cancel" button with a trash icon. A red arrow points to the "Submit Report" button. Below the buttons is a section titled "Taxpayer Information" containing the following fields: "Taxpayer Number" (10000000001), "Organization Name" (Lime Green Austin), "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 is a section with the text "You are submitting a Charitable Distribution Details Report for Year 2022 Quarter 2. Press the 'Submit Report' to complete the process." At the bottom, there is a "NOTE: Make sure you have added this site to allow popups for your browser" and links for "Terms and Conditions" and "Privacy Statement".

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

## Charitable Distributions Details for Conductor and Unit Member email confirmation example:

**From:** [bingo-no-reply@lottery.state.tx.us](mailto:bingo-no-reply@lottery.state.tx.us) <[bingo-no-reply@lottery.state.tx.us](mailto:bingo-no-reply@lottery.state.tx.us)>  
**Sent:** Tuesday, September 13, 2022 1:43 PM  
**To:** [Sara Doe <Sara.Doe@Austin.rr.com>](mailto:Sara.Doe@Austin.rr.com)  
**Subject:** Bingo Service Portal Confirmation for submission of Charitable Distributions Details for Conductor and Unit Member

Texas Charitable Bingo Division

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SEPTEMBER 13, 2022

Hi Sara,

Thank you for using the Bingo Service Portal.

The following Charitable Distributions Details for Conductor and Unit Member has been submitted for Lime Green Inc.

- Charitable Distribution Details for period of Year 2022 and Quarter 2 for License Number 100001.

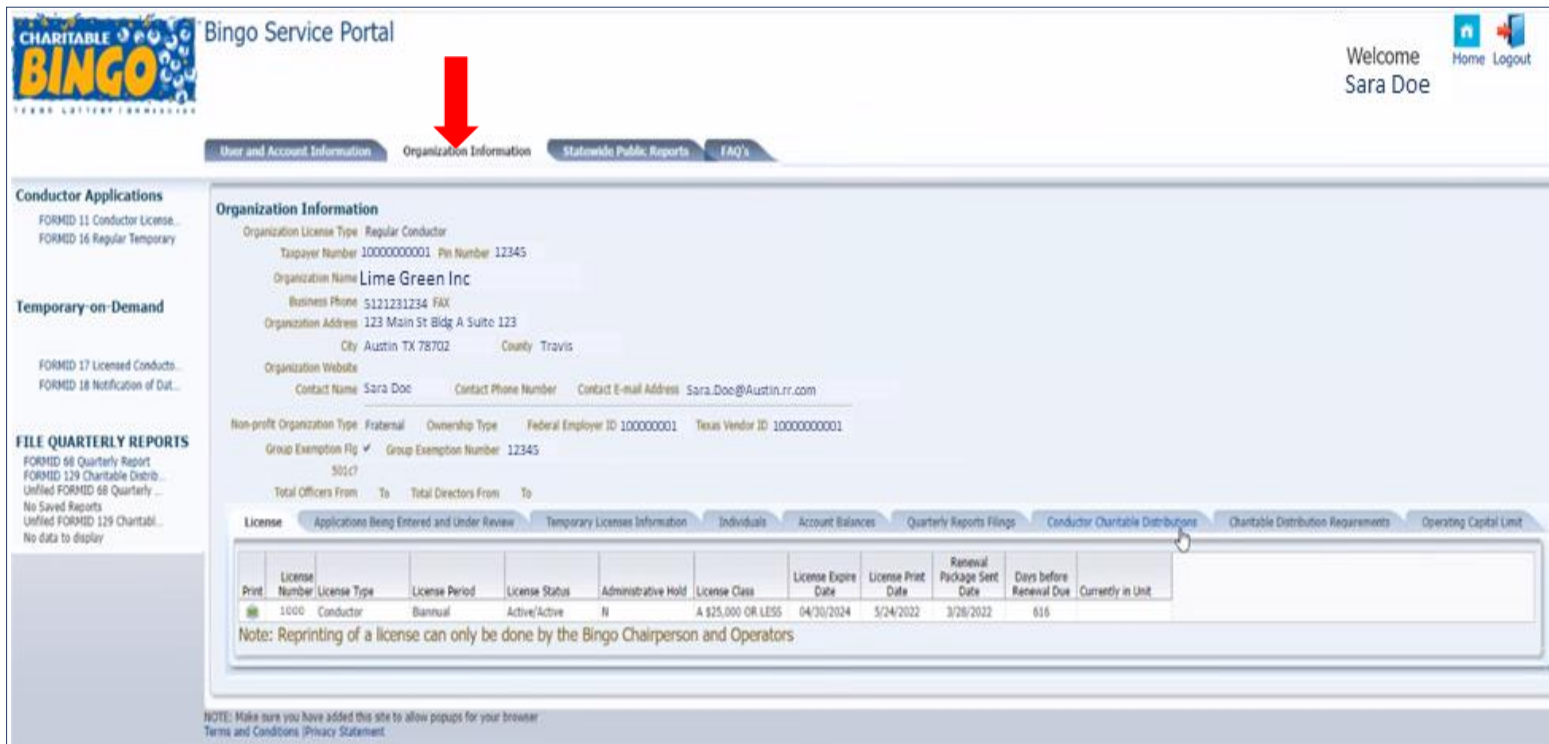
You can use the [Bingo Service Portal](#) to track or review the status of this Charitable Distributions Details for Conductor and Unit Member.

Thank You,

Charitable Bingo Operations Division

## How to verify that the Charitable Distributions Details for Conductor and Unit Member has been successfully submitted (aka filed):

- To verify that the Bingo Charitable Distribution Details for Conductor and Unit Member has been submitted to the Division, click on the **Organization Information** tab.



The screenshot displays the Bingo Service Portal interface. The top navigation bar includes tabs for 'User and Account Information', 'Organization Information' (highlighted with a red arrow), 'Statewide Public Reports', and 'FAQ's'. The 'Organization Information' section shows details for 'Lime Green Inc', including its license type, taxpayer number, business phone, address, and contact information. Below this, there are sections for 'Non-profit Organization Type', 'Group Exemption', and 'Total Officers/Directors'. The bottom section features a table with columns for 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 note at the bottom states: 'Note: Reprinting of a license can only be done by the Bingo Chairperson and Operators'.

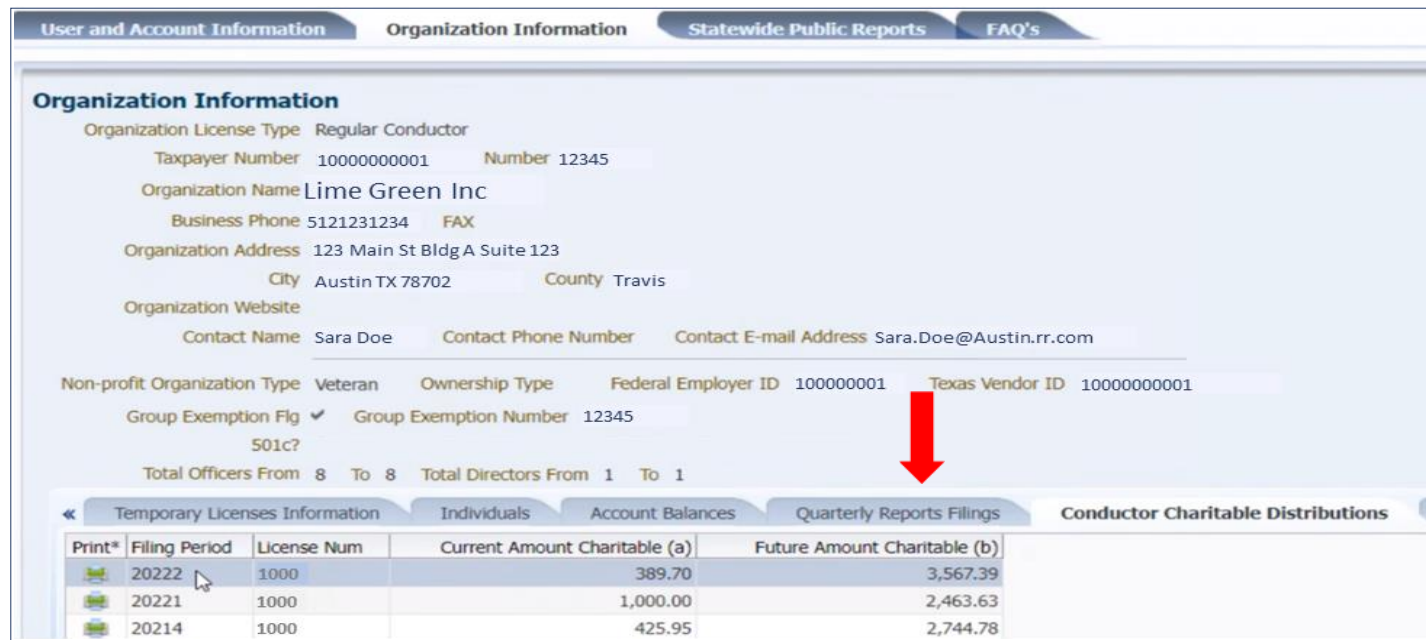
Print	License Number	License Type	License Period	License Status	Administrative Hold	License Class	License Expire Date	License Print Date	Renewal Package Sent Date	Days before Renewal Due	Currently in Unit
	1000	Conductor	Biannual	Active/Active	N	A \$25,000 OR LESS	04/30/2024	5/24/2022	3/28/2022	616	

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

- Click the **Conductor Charitable Distributions** tab.
  - The filing period, license number, current amount charitable and future amount charitable distribution amounts will be displayed.

2. To print a copy of the submitted Charitable Distributions Details for Conductor and Unit Member, click the printer icon.




- PLEASE NOTE: If your Conductor Charitable Distributions Details for Conductor and Unit Member is NOT displayed in the **Conductor Charitable Distribution** tab, your Charitable Distributions for Conductor and Unit Member has not been submitted! If you cannot see your Charitable Distributions Details for Conductor and Unit Member, please see “How to retrieve a saved report that has not been submitted” instructions located under Miscellaneous Items at the end of this document.



**Organization Information**

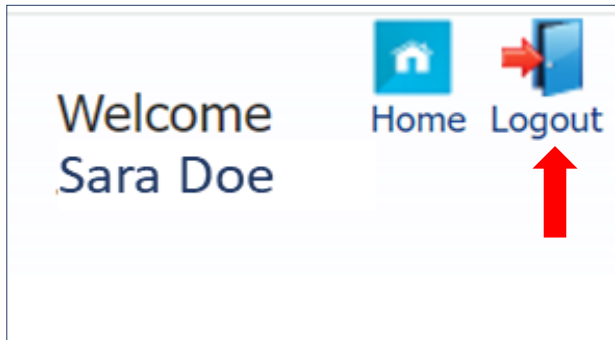
Organization License Type: Regular Conductor  
Taxpayer Number: 10000000001 Number: 12345  
Organization Name: Lime Green Inc  
Business Phone: 5121231234 FAX  
Organization Address: 123 Main St Bldg A Suite 123  
City: Austin TX 78702 County: Travis  
Organization Website  
Contact Name: Sara Doe Contact Phone Number Contact E-mail Address: Sara.Doe@Austin.rr.com  
Non-profit Organization Type: Veteran Ownership Type: Federal Employer ID: 100000001 Texas Vendor ID: 10000000001  
Group Exemption Flg: 501c? Group Exemption Number: 12345  
Total Officers From: 8 To: 8 Total Directors From: 1 To: 1

Temporary Licenses Information Individuals Account Balances Quarterly Reports Filings **Conductor Charitable Distributions**

Print*	Filing Period	License Num	Current Amount Charitable (a)	Future Amount Charitable (b)
	20222	1000	389.70	3,567.39
	20221	1000	1,000.00	2,463.63
	20214	1000	425.95	2,744.78

### **Step 8: 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.

**Organization Information**

Organization License Type: Regular Conductor

Taxpayer Number

Organization Name

Business Phone

Organization Address

City

Organization Website

Contact Name

Non-profit Organization Type

Group Exemption Flg

501c?

Total Officers From

**License**

Print	License Number	License Type	License Period	License Status
			Biannual	Active/An

Note: Reprinting of a license can only be done by the user who created the license.

**FILE QUARTERLY REPORTS**

FORMID 68 Quarterly Report

FORMID 129 Charitable Distrib...

Unfiled FORMID 68 Quarterly ...

Year: 2022 Qtr: 2

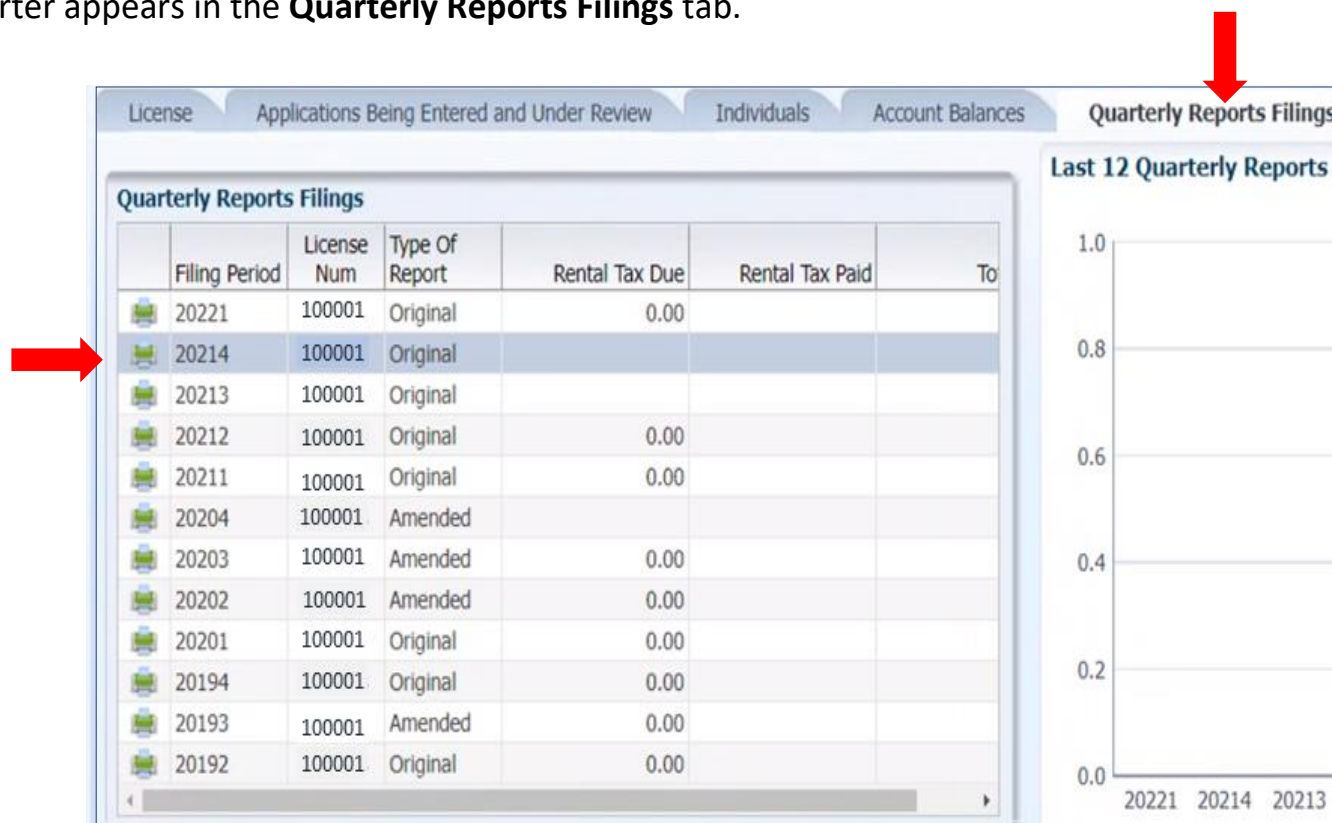
Year: 2022 Qtr: 3

Unfiled FORMID 129 Charitabl...

No data to display

## 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 Reports Filings** tab.



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



- To view saved but not submitted quarterly reports, click 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 FAQs

**Conductor Applications**  
FORMED 11 Conductor License...  
FORMED 16 Regular Temporary

**Temporary-on-Demand**  
FORMED 17 Licensed Conducto...  
FORMED 18 Notification of Dat...

**FILE QUARTERLY REPORTS**  
FORMED 68 Quarterly Report  
FORMED 129 Charitable Distrib...  
Unfiled FORMED 68 Quarterly ...  
No Saved Reports  
Unfiled FORMED 129 Charitabl...  
No data to display

**Organization Information**

Organization License Type: Regular Conductor

Taxpayer Number: 10000000001 Pin Number: 22222

Organization Name: Lime Green Inc

Business Phone: 5121231234 FAX

Organization Address: 123 Main St Bldg A Suite 123

City: Austin TX 78702 County: Travis

Organization Website

Contact Name: Sara Doe Contact Phone Number Contact E-mail Address: Sara.Doe@Austin.rr.com

Non-profit Organization Type: Fraternal Ownership Type Federal Employer ID: 100000001 Texas Vendor ID: 10000000001

Group Exemption Flg: ☒ Group Exemption Number: 0188

SOS: ☒ 8

Total Officers From To Total Directors From To

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

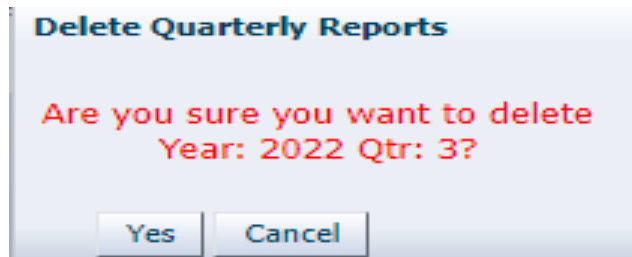
Print	License Number	License Type	License Period	License Status	Administrative Hold	License Class	License Expire Date	License Print Date	Renewal Package Sent Date	Days before Renewal Due	Currently in Unit
	1001	Conductor	Biannual	Active/Active	N	A \$25,000 OR LESS	04/30/2024	5/24/2022	3/28/2022	638	

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:

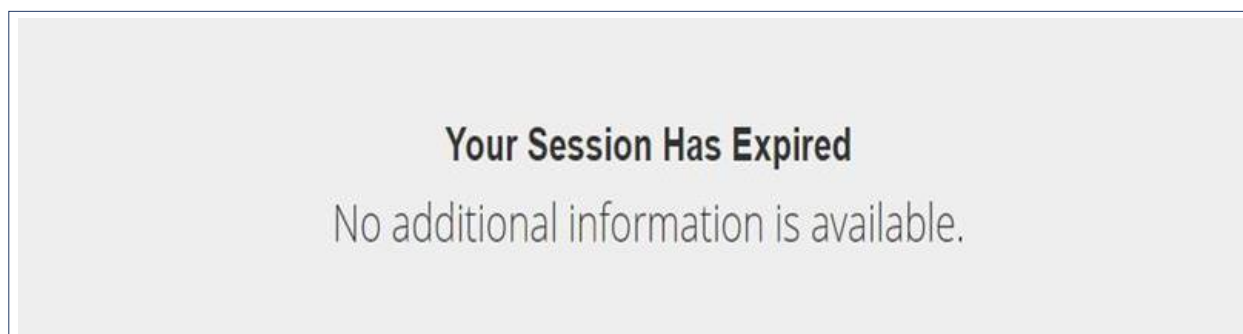
The Cancel command displayed below allows the user to exit the quarterly report screen and **does not save** the data entry.



### 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.**