



Charitable Bingo Operations Division
Instructions – Bingo Occasion Report
Non-Regular Temporary Bingo Occasions FORMID 131

Filing Instructions FORMID 131 - USE BLACK OR BLUE INK

This form must be completed for all occasions licensed in the quarter. NOTE: If more than one occasion was licensed in a quarter, then those occasions should be totaled and only one occasion report filed for the quarter.

This Bingo Occasion Report and prize fee payment due must be filed with the Commission and postmarked on or before the report due date. Reports filed past the report due date may be subject to an administrative penalty and your organization may be denied future temporary bingo occasions. NOTE: If the bingo occasion(s) was not held, this report must be filed with zeros and a note that the occasion(s) was not held.

If your organization requested at one time, multiple temporary bingo licenses for the year, and received multiple licenses, your organization is required to file FORMID 131 for every quarter in which the temporary occasion(s) were held.

Quarterly Filing Periods and Due Dates

Table with 3 columns: Quarter, Bingo Occasions Held Through, Report Due Date. Rows include First Quarter, Second Quarter, Third Quarter, and Fourth Quarter.

Instructions for completing ITEMS 1 – 13 (Note: Use Whole Dollars ONLY from Lines 3 to 13)

- Item 1 – Enter the total number of licensed bingo occasions held this quarter.
Item 2 – Enter the total number of persons attending bingo games.
Item 3 – Enter the total receipts from bingo paper, hard cards, UPS pads, and entrance fees.
Item 4 – Enter the total receipts from instant (pull-tab) bingo sales. This includes event tickets.
Item 5 – Enter the total gross receipts (Sum of Lines 3 and 4).
Item 6 – Enter the total amount paid out in regular cash prizes, the actual cost of merchandise prizes purchased by the organization, and the actual cost or retail value of donated prizes.
Item 7 – Enter the total amount paid out in instant bingo (pull-tab) prizes.
Item 8 – Enter the total amount paid out in bingo prizes (Sum of Lines 6 and 7).
Item 8a – Enter the total amount from Line 8.
Item 8b – Enter the total amount paid out in bingo prizes valued at \$0.01 to \$5.
Item 8c – Enter the total amount of Line 8a minus Line 8b.
Item 9 – Enter the total amount paid out for bingo supplies.
Item 10 – DO NOT USE.
Item 11 – Enter the total amount paid out for other bingo expenses.
Item 12 – Enter the total amount for bingo expenses (Sum of Lines 9 and 11).
Item 13 – Net Proceeds and Charitable Distributions (Line 5 minus Line 8 minus Line 12).

Instructions for completing CALCULATION OF PRIZE FEES (Note: Dollars and cents are entered in this section)

- Item 1a – Enter the total prizes awarded subject to prize fees for the quarter from Line 8c.
Item 3a – Calculate the "Prize Fee" by multiplying the total prizes awarded by .05 and enter the result.
Item 4a – Enter any applicable late filing penalty. The penalty is 5% of Item 3a if the report is filed 1 – 30 days late, an additional 5% is due if the report is more than 30 days late. Add 10% if over \$100.
Item 5a – Enter any applicable late filing interest. Beginning 60 days after the due date, interest will accrue on the unpaid balance on prize fee dues until the balance is paid. Because the interest rate is variable, please contact the Accounting Department at 1-800-246-4677 for the current interest rate.
Item 6a – Enter the total of prize fees, late filing penalty, and late filing interest. This is the total amount due. A check in this amount, made payable to the State Comptroller, should be submitted with this report.

The quarterly report must be signed by the officer, director or bookkeeper of your organization.



Charitable Bingo Operations Division
Bingo Occasion Report
Non-Regular Temporary Bingo Occasions

CONDUCTOR

FORMID 131

a. Taxpayer Number	b. License Number	c. Filing Period	d. Quarter
e. Organization Name & Mailing Address			f. Due Date
1. Number of occasions this quarter		1.	
2. Number of persons attending games		2.	
			Use Whole Numbers Only
3. Regular card sales (hard cards, paper, UPS pads, and entrance fees)		3.	.00
4. Instant bingo (pull-tab) card sales		4.	.00
5. TOTAL GROSS RECEIPTS (Lines 3 + 4)		5.	.00
6. Regular bingo cash prizes including purchased or donated merchandise prizes		6.	.00
7. Instant bingo (pull-tab) prizes		7.	.00
8. TOTAL BINGO PRIZES (Lines 6 + 7)		8.	.00
8a. Total bingo prizes (Line 8)		8a.	.00
8b. Total bingo prizes valued at \$0.01 to \$5.		8b.	.00
8c. Prizes awarded subject to prize fee. (Lines 8a - 8b)		8c.	.00
9. Cost of Goods (bingo supplies)		9.	.00
10. DO NOT USE		10.	
11. Other Bingo Expenses		11.	.00
12. TOTAL OF EXPENSES (Lines 9 + 11)		12.	.00
13. NET PROCEEDS AND CHARITABLE DISTRIBUTIONS (Line 5 - Line 8 - Line 12)		13.	.00
CALCULATION OF PRIZE FEES			Prize Fees
1a. Prizes awarded (Line 8c)		1a.	\$.00
2a. Prize fee rate (5%)		2a.	\$ x 0.05
3a. Prize fees due (Line 1a multiplied by Line 2a) (Enter dollars & cents, 3a thru 6a)		3a.	\$.
4a. Late filing penalty on prize fees (See Instructions)		4a.	\$.
5a. Late filing interest on prize fees (See Instructions)		5a.	\$.
6a. TOTAL PRIZE FEES, PENALTY AND INTEREST DUE (Lines 3a + 4a + 5a)		6a.	\$.
Make the amount in item 6a payable to: STATE COMPTROLLER			

Mail to: Charitable Bingo Operations Division
Texas Lottery Commission
P.O. Box 16630
Austin, Texas 78761-6630

Courier: 611 E. 6th St., Austin, Texas 78701

Email to: bingo.services@lottery.state.tx.us

FAX to: 1-512-344-5142

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

sign here ►

Signature of Officer, Director or Bookkeeper

Print Name

Phone No.

Date