



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

FORMID 131

Filing Instructions – 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. Remit only the State portion of the prize fees due (Line 3b). 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 indicate 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 AND FORMID 156 Prize Fee Summary for Multiple Playing Locations 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 including the actual cost or retail value of purchased or donated 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 8b1 – Enter the total amount paid out in bingo CASH prizes valued at \$0.01 to \$5.00.
Item 8b2 – Enter the total NON-CASH bingo prizes.
Item 8c – Enter the total amount of Line 8a minus Line 8b1 minus 8b2.
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: Use dollars and cents in this section)

Note: The Following instructions are for organizations playing at a single location. Dollars and cents are entered for Items 3a through 6a. Do not round.

- Item 1a – Enter the total prizes awarded subject to prize fees (Line 8c).
Item 2a – Prize fee rate 5%.
Item 3a – Calculate the "Prize Fee" by multiplying Item 1a by .05 and enter the result.
Item 3b – Prize fee due to state Item 3a multiplied by the state percentage of prize fee and enter the result.
Item 3c – Prize fee due to county (if applicable) Item 3a multiplied by the county percentage of prize fee and enter the result.

Do not send this fee amount to Texas Lottery Commission.
The "Percentage of Prize Fee" will be either 50% or 100%, if playing at one location.

- Item 3d** – Prize fee due to municipality (if applicable) Item 3a multiplied by the municipality percentage of prize fee and enter the result. **Do not send this fee amount to Texas Lottery Commission.**
- Item 3e** – Prize fee due to be retained for charitable distribution (if applicable) Item 3a multiplied by the retained for charitable distribution percentage of prize fee and enter the result.
- Item 4a** – Enter any applicable late filing penalty. The penalty is 5% of Item 3b 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 800-246-4677 for the current interest rate.
- Item 6a** – Enter total of state prize fees and any late filing penalty or interest due on prize fees (Lines 3b+ 4a +5a). This is the total amount due to the state. A check in this amount, made payable to the State Comptroller, should be submitted with this report.

* If an organization played occasions in multiple municipalities and/or counties, leave "Percentage of Prize Fee" and Items 3b, 3c, 3d, and 3e blank. Complete and submit Prize Fee Summary for Multiple Playing Locations FORMID 156.

FOR ASSISTANCE in completing this form, please call 800-BINGO-77 (800-246-4677) and follow prompts or visit our website at txbingo.org.

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