



## Instructions for Quarterly Report e-Filing

# Bingo-Raffle

Log in to your account

Master ID \*

Password \*

[Forgot password?](#)

[Terms and Conditions](#)

To begin, you will need to log in using your Master ID and password.

**Summary**

Summary  
History  
**Quarterly reports**  
Games managers  
Fines  
Change password  
Log out

### Organization

Name	[REDACTED]	Type	Fraternal
Master ID	[REDACTED]	Incorporated or founded	02/29/1976
FEIN	[REDACTED]	Registration year	2014
Phone	3032870945	Email	[REDACTED]
Street	[REDACTED]		
Mailing	n/a		

### License

License # [REDACTED] 08/ [REDACTED] Start: 05/15/2011

### Actions

[History](#)  
[Games managers](#)  
**[Quarterly reports](#)**  
[Fines](#)

Terms and Conditions

After logging in, you will be taken to your Summary Page. To begin filing your Quarterly Reports, click the “Quarterly Reports” link either at the bottom of your summary, or from the left-hand navigation menu.

Summary  
History  
Quarterly reports  
Games managers  
Fines  
Change password  
Log out

## Quarterly Reports

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

Reports must be filed in order. [I have questions](#)

[History of all filings](#)

Report	Status	Filed on	Gross receipts		
			Bingo	Raffle	Pull Tab
2014Q4					
2014Q3					
2014Q2	<a href="#">available</a>				

[Back](#)

Click the "available" link to begin filing a new report

Terms and Conditions

On the Quarterly Report screen, you will see a list of the reports you have already filed and/or reports that are available to file, along with the Status, date the report was filed, and Gross Receipts information.

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

### Type of Games

Mark all that apply.

Removing a game will reset the entire form.

- Bingo
- Pull tabs
- Raffles
- No activity

Check each box to indicate the game types

Next

Cancel

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On this page, you will select all game types for which you are reporting activity this quarter.

"No Activity" means you didn't have any income or host any games for this quarter. If you choose "No Activity," you will not need to include proceeds or occasions information (see following pages).

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]  
Games this quarter   Bingo   [change](#)

[Questions?](#)

Bank info   Occasions   Income   Payouts   Expenses   Totals   Attachments   Sign

### Segregated bank account information

You must have at least one account on record. You can have up to three- one checking, one savings, and one progressive account.

To update an existing account, click on the bank name.

[Add account](#)

<input type="checkbox"/>	Bank	Type	Account #	Beginning balance	Ending balance	# of checks written
--------------------------	------	------	-----------	-------------------	----------------	---------------------

No records found.

The "Save" button saves all info you have entered. The "Save & Exit" button will save your info and exit the application. The "Cancel" button removes all info you have entered and exits the application.

[Terms and Conditions](#)

The first time you file your report online, you will need to add your bank account information.

## Quarterly Report

### Add bank account

#### Not visible to the public

This account is\*

- Checking
- Savings
- Progressive

You can enter information for up to three separate bank accounts, one of each type.

Bank name\*

Account number\*

Bank address 1\*

Address 2

City\*

State\*

ZIP code\*

Province

Country

Beginning balance\*

\$

Ending balance\*

\$

#### Is visible to the public

Total number of checks written for this quarter

Check range #  to #

Number of non-check withdrawals  
(EFT, credit card, etc.)

Save

Cancel

On the “Add bank account” screen, enter the necessary information for your bank account.

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]  
Games this quarter    Bingo    [change](#)

[Questions?](#)

[Bank info](#)   [Occasions](#)   [Income](#)   [Payouts](#)   [Expenses](#)   [Totals](#)   [Attachments](#)   [Sign](#)

### Segregated bank account information

You must have at least one account on record. You can have up to three- one checking, one savings, and one progressive account.

To update an existing account, click on the bank name.

<input type="checkbox"/>	Bank	Type	Account #	Beginning balance	Ending balance	# of checks written
<input type="checkbox"/>	<a href="#">The Best Bank</a>	Checking	-2345	\$100,000.00	\$100.00	1
<input type="checkbox"/>	<a href="#">The Better Bank</a>	Savings	1234	\$500,000.00	\$5.00	
<input type="checkbox"/>	<a href="#">The Good Bank</a>	Progressive	123	\$1,000.00	\$1.00	

If you need to edit any of your account information, simply click on the name of the bank account.

Once you have added your bank account(s), you will choose the applicable bank account(s) for the report you are filing. Alternately, you can edit or remove any bank accounts you have entered by selecting them and pressing the “Delete” button.



## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

Games this quarter    Bingo    [change](#)

If you need to change or edit the game types you have selected, click this change link.

[Questions?](#)

Bank info	Occasions	Income	Payouts	Expenses	Totals	Attachments	Sign
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### Occasions and attendance this quarter

#### Bingo

Total number of bingo occasions \*

Total number of players \*

Day(s) of the week and time(s) played \*

<Enter days and times played>

                                          

Terms and Conditions

On the “Occasions” tab, for each game type you have selected you will need to enter the number of occasions, number of players, and dates when the games were played.

If you selected “No Activity” earlier, you will not see this tab.

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]  
Games this quarter: Bingo [change](#)

[Questions?](#)

Bank info | Occasions | **Income** | Payouts | Expenses | Totals | Attachments | Sign

### Receipts and income

Enter gross receipts - whole dollars only. If the amount is zero, enter 0.

**Bingo**

Regular bingo \* \$

Progressive bingo \* \$

**Totals**  
Will be automatically calculated when you Save.

Total proceeds	\$0.00
Total administrative fee due	\$0.00

[How are fees calculated?](#)

Your "Total Proceeds" will be automatically calculated as they are entered. Additionally, any required fees will also be calculated and display here.

Payment will be collected online when you submit this report.

Save | Save & exit | Cancel

Terms and Conditions

On the "Income" tab, you will need to enter the gross receipts for each game type you have selected.

If you selected "No Activity" earlier, you will not see this tab.

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]  
Games this quarter: Bingo [change](#) [Questions?](#)

[Bank info](#) [Occasions](#) [Income](#) [Payouts](#) [Expenses](#) [Totals](#) [Attachments](#) [Sign](#)

### Payout distributions

Enter whole dollars only. If the amount is zero, enter 0.

**Bingo**

Regular Bingo: cash payouts \* \$

Regular Bingo: merchandise payouts \* \$

Progressive Bingo payouts at bingo occasions \* \$

**Totals**  
Will be automatically calculated when you Save.

**Total payouts \$0.00** → Your "Total Payouts" will be automatically calculated as they are entered.

[Save](#) [Save & exit](#) [Cancel](#)

Terms and Conditions

Similar to the "Income" tab, you will need to enter payout distribution information for each game type you have selected.

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]  
Games this quarter    Bingo    [change](#)

[Questions?](#)

Bank info	Occasions	Income	Payouts	Expenses	Totals	Attachments	Sign
-----------	-----------	--------	---------	----------	--------	-------------	------

### Bona fide expenses paid

Enter amounts paid in whole dollars. If the amount is zero, enter 0.

#### Bingo

Bingo occasion rent \*    \$

Bingo occasion security \*    \$

Bingo occasion bookkeeping services \*    \$

Regular bingo supplies and equipment \*    \$

Progressive bingo supplies and equipment \*    \$

Food for volunteers \*    \$

Janitorial services \*    \$

Just like the previous two tabs, you will enter your expenses for each game type on the “Expenses” tab.

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]  
Games this quarter: Bingo [change](#) [Questions?](#)

Bank info Occasions Income Payouts Expenses Totals Attachments Sign

**Totals**

Total proceeds	\$0.00
Fee	\$0.00
Payouts	\$0.00
Expenses paid	\$0.00
Expenses owed	\$0.00
<b>Net Proceeds</b>	<b>\$0.00</b>

**Comments** (not visible to the public) These comments are for your use only and will not be visible to the public.

1000 char max. If you need more room, add an attachment on the next tab.

*e.g. Negative total in net proceeds due to payout in current quarter and ticket sales in previous quarter.*

Save Save & exit Cancel

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The “Totals” tab will display a summary of the calculated totals from the previous tabs (Income, fees, Payouts, and Expenses).

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]  
Games this quarter: Bingo [change](#) [Questions?](#)

[Bank info](#) [Occasions](#) [Income](#) [Payouts](#) [Expenses](#) [Totals](#) **[Attachments](#)** [Sign](#)

### Attachments

You must attach your LE-21 Schedule A - Distribution of Proceeds.

Attach any other forms that should be included with this report. Forms must be attached here if you want to include them in your online quarterly report- forms are not accepted on paper.

Combined size of all files must be 4 MB or less. 1 MB = 1024 KB. Files must be in PDF format.

[Add a file](#) Click this "Add a file" link to browse for your attachment(s).

<input type="checkbox"/>	File	Description	Size
No records found.			

[Delete](#)

[Save](#) [Save & exit](#) [Cancel](#)

Terms and Conditions

You will need to attach your LE-21 Schedule A on the "Attachments" tab.

You also have the option to attach any other forms that should be included with your report.

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

Games this quarter Bingo [change](#)

[Questions?](#)

Bank info Occasions Income Payouts Expenses Totals Attachments **Sign**

Complete this page when your report is ready to be submitted.

### Person filing

First \*   
Middle   
Last \*   
Title \*   
Email \*   
Business phone \*   
Home phone

I solemnly affirm under penalty of perjury, as defined in section 18-8-503, C.R.S. and punishable by law, that I am fully and duly authorized to file this report, that I have read the report and know its contents, and that it is true and complete.

On the “Sign” tab, you will need to enter the information for whomever completed this Report. Note: all rejects and confirmations will go to the email address entered.

You will be able to review all of the information in this Report before it is submitted (see next page).

## Review

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

### Review your report

If a PDF copy does not appear below, [open your report in a new window](#) to review it.

**LE-21 Quarterly Report**  
Colorado Secretary of State  
Bingo and Raffles Program  
1700 Broadway, Ste. 200  
Denver, CO 80202

Organization information  
Bingo/Raffle license number: [REDACTED] Year: [REDACTED] Quarter: [REDACTED]

Type of games  
 Bingo  Pull tabs  Raffles  No activity

Occasions and attendance  
Bingo  
Total number of bingo occasions: [REDACTED]  
Total number of players: [REDACTED]  
Days of the week and times played: [REDACTED]

Receipts and Income  
Bingo  
Regular bingo: \$ [REDACTED]  
Progressive bingo: \$ [REDACTED]

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Confirm and file

Back

[Terms and Conditions](#)

Before you submit your Quarterly Report, you will be able to preview all of the information you have entered to make sure it is accurate. To make any changes, click the “Back” button.

If everything is complete and accurate, click the “Confirm and file” button.



## Payment

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

### Amount

Quarterly report 2014Q4	\$100.00
<b>Total</b>	<b>\$100.00</b>

### Payment Method\*

- Credit or Debit
- Prepaid account

Back

Continue

Cancel

Terms and Conditions

If you are required to pay any fees, you will be taken to the “Payment” page after your report is submitted.

**Receipt**

**Summary**  
**History**  
**Quarterly reports**  
**Games managers**  
**Fines**  
**Change password**  
**Log out**

**Your filing was successful.**  
You will receive an email when your form has been processed.  
You can print this receipt for your records.

**Master ID** [REDACTED]  
**Name** [REDACTED]  
**License #** [REDACTED]

<b>Date</b>	03/04/2015
<b>Transaction</b>	Quarterly report 2014Q2
<b>Filing ID</b>	[REDACTED]
<b>Payment type</b>	Prepaid account
<b>Amount</b>	\$49.50

**Email my receipt**

To send an email copy of this receipt, enter an email address and click the "Send" button.

Once you have paid any applicable fees, you will see this receipt page.

For more information, contact  
the Bingo-Raffles division

303-869-4910

303-869-4871 (FAX)  
[licensing@coloradosos.gov](mailto:licensing@coloradosos.gov)