

GUIDANCE TO ASSIST CLUB LICENSEES IN COMPLETING SMALL GAMES OF CHANCE ANNUAL REPORTS

To access the Small Games of Chance Club Licensee Annual Reporting System, visit www.revenue.state.pa.us/SGOC and select the link to the reporting system.

Upgrades were recently made to the annual reporting system to make filing easier and more secure. A secure e-signature login has been added to the system, and the electronic reporting platform also now offers a save-in-progress feature that allows clubs to enter, access and add to a saved report until it is ready for submission. The save-in-progress feature will also allow clubs to get a head start on future reporting requirements by entering report information as a reporting year progresses.

Determining if a Previously Initiated Report is Available for Review and Further Completion

Due to technical issues, the department's Small Games of Chance Club Licensee Annual Reporting System was suspended earlier this year, and the reporting deadline was extended to July 1. Many club licensees had submitted annual reports for 2014 or were in the process of submitting annual reports. Some of the reports were lost due to the technical difficulties. However, the department was able to recover many completed and partially completed reports. Club licensees must check to confirm whether or not their reports were recovered and that the information is accurate. A club licensee whose report was not recovered or only partially recovered will have to complete or resubmit the 2014 report using the procedure below.

To find a previously initiated report, select "Search Report" from the menu on the left-hand side of the screen, once inside the reporting application. Use any of the "Search By" criteria, along with the Report Year, to search for an existing report. Select the report number to view, and if the information is accurate and complete, your report was successfully submitted. If you need to add information to the report, follow the procedure herein for Creating and Accessing a Report.

Note: When using Games of Chance License Number as your search criteria, you must know the license number that was used to first submit the report.

Unfortunately, in cases where clubs from different counties were issued the same identification numbers, some reports were overwritten in the previous annual reporting system and are no longer available. If a club cannot find its previously initiated report in the Small Games of Chance Club Licensee Annual Reporting System using the search function, the club will need to begin its annual report again.

The department apologizes for any inconvenience caused by the previous reporting platform and thanks clubs in advance for their cooperation in completing annual reports.

Creating an e-Signature Account

The first step in filing is to create an e-signature account by establishing a user ID and password. Simply select “Register” near the bottom of the reporting system login page.

NOTE: If you have an existing e-signature account established with the department, you may use it to log into the system; it is not necessary to create a new account.

You must review and agree to the terms of use by selecting “I Agree” to the e-signature agreement.

Last, you must create a user ID and password following the guidelines provided on the screen.

Creating and Accessing a Report

After you’ve created your e-signature account, log in to the annual reporting system and select “Enter Report” from the menu on the left-hand side of the screen. You will be required to provide the following unique key identifiers:

- FEIN or SSN, selecting the type of number in the dropdown box (data is masked on publicly accessible reports)
- Games of Chance License Number. *This is the number provided by a county treasurer upon issuance of a games of chance license, and in many cases the games of chance license number changes from one licensing period to the next. Since the annual report is based on a calendar year, a club must use the games of chance license number it has at the beginning of a calendar year (on Jan. 1) throughout the reporting year in order to continue to access a saved-in-progress report, regardless whether the county issues a new license number during the year.*
- Liquor License ID (LID) Number provided by Pennsylvania Liquor Control Board
- Reporting year
- County where the club is located
- Municipality where the club is located

NOTE: Please maintain a record of information entered for the unique identifiers above, as they must be entered the exact same way each time the reporting system and a saved-in-progress report is accessed. If you are unable to retrieve your saved-in-progress report, call the department for assistance.

Next, you will be required to enter the following information:

- Name of organization
- Games of Chance License Expiration Date
- Address
- Contact person for the organization, including an email address and phone number
- Name of individual filing the report, title and phone number

Completing a Report

Section 1, W-2G Reporting

The following W-2G information is needed:

- Total number of W-2G forms issued
- Total gross winnings for all games of chance reported on W-2G forms

Section 2, Annual Reporting Totals of Games and Proceeds

In this section you will enter games of chance completed during each operating week. The required fields are as follows:

- Week begin date
- Week end date
- Type of game
- Gross Revenue
- Total Expenses
- Total Prizes
- Proceeds

Clubs must report whether total proceeds were \$40,000 or less for the prior calendar year. This determines if a \$20,000 deduction is applied to the total amount of proceeds from the reporting period before the system calculates the breakdown of 60 percent public interest proceeds and 40 percent club licensee proceeds.

Section 3, Distribution of Proceeds for Public Interest Purposes

In this section, clubs will report distribution of proceeds for public interest, and the following information is required:

- Date distributed
- Name of recipient
- Amount of proceeds

Section 4, Club Licensee Proceeds Expense Report

Section 4 is where clubs report the amount of proceeds used for club expenses or set aside for a public interest purchase or projects. The following information is required:

- Total amount of proceeds used for expenses
- Total amount of proceeds set aside for purchase or project

Section 5, Expenditures of Amount Set-Aside for Public Interest Purchase or Projects

In this section, clubs will report expenditures of proceeds that were set aside for public interest purchases or projects. The following information is required:

- Date of expenditure
- Description of the purchase or project
- Amount expended

NOTE: If clubs have no expenditures to report, they may advance to the end of the report.

Submitting and Amending Reports

The department encourages clubs to review reports thoroughly before submitting, to ensure accuracy. Once submitted, reports can be amended at any time by entering the unique identifiers detailed on Page 1 of this guidance and retrieving the submitted report.

Searching Reports

The Small Games of Chance Club Licensee Annual Reporting System features a “Search Report” function where submitted reports can be viewed. Click “Search Report” from the menu on the left-hand side of the screen. Saved-In-Progress reports are not accessible using this function.

You may search reports using the following criteria:

- Report Year (this field is required for all searches)
- FEIN/SSN
- LID Number
- SGOCLicense Number
- Report Number
- Organization Name
- County
- Municipality/Township

Further Information and Assistance

For further information on small games of chance annual club licensee reporting, visit the department’s website at www.revenue.pa.gov/SGOC or call 717-787-8275.