

## Charitable Bingo Operations Division

# Transfer of Funds to Bingo Account

**FORMID 14** 

#### WHO MUST SUBMIT THIS FORM

- A licensed authorized organization that transfers funds into the bingo bank account after the license is issued.
- A licensed authorized organization that transfers money from an account held by the organization to their bingo account.
- A licensed authorized organization that is a unit member and transferring non-bingo funds from an account held by the unit member to the unit bingo bank account.

#### **GENERAL INSTRUCTIONS**

• This form must be signed by the Bingo Chairperson.

#### **FORM SUBMISSION**

By mail: Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630

FOR ASSISTANCE in completing this form, please call 1-800-BINGO-77 (1-800-246-4677) or visit our website at txbingo.org.

### **GUIDELINES**

- This form must be submitted within 14 calendar days of the date the funds were transferred.
- Funds transferred to the bingo bank account may be used for authorized bingo expenses, but will not be used to determine if the organization's bingo operation resulted in net proceeds over its license period.
- Funds transferred to the bingo bank account or unit bingo bank account from a licensed authorized organization's general fund or other account may not be disbursed to the organization as net proceeds from the conduct of bingo.
- Records must be maintained to substantiate the transfer of funds into the bingo bank account or unit bingo bank account, as applicable, and the use of those funds for the required record retention.

#### REPORTING INSTRUCTIONS

- 1. The amount of funds transferred to your bingo bank account must be documented on Line 31 (Received) of the Bingo Quarterly Report FORMID 68 or 69 for the guarter in which the funds were transferred.
- 2. All or part of the transferred funds may be transferred out of the bingo account. The amount of transferred funds removed from your bingo account must be documented on Line 31 (Reimbursed) of the Bingo Quarterly Report FORMID 68 or 69 for the guarter in which the funds were removed.

TAXPAYER INFORMATION		
Name of Organization	Taxpayer Number License Number	
Name of Unit (If transferring money into Unit Blngo Bank Account)	Unit Number	
Contact Person (Please print)	Daytime Phone Number (Area Code and Number)	
FUNDS TRANSFER		
1. Date of Funds Transfer: Quart  MM DD YYYY  2. Amount of Funds Transferred into the Bingo Bank Account:   3. Balance of the Bingo Bank Account Prior to Funds Transfer:   4. Amount of All Prize Fees Held in the Bingo Bank Account for the Current Quarter:   \$ 1. Date of Funds Transfer: Quarter:     \$ 2.	arter Funds Transferred:	
5. Adjusted Bingo Bank Account Balance Prior to Funds Transfer (3 - 4 = 5):		
SIGNATURE		
sign		
Nere Signature of Bingo Chairperson Print Name	Date	