

Guidelines for Small Games of Chance Annual Club Licensee Reporting

To file your annual club licensee reports with the Department of Revenue, visit the [Small Games of Chance Reporting System](#) and also find additional information on Small Games of Chance by visiting the department's website at revenue.pa.gov/SGOC.

When using the Small Games of Chance Electronic Reporting System, the first step is to create a Username and Password.

- Select "Register" at the top of the screen.
- Fields marked with an asterisk (*) are required.
- Once all fields are completed, select the "Register" button at the bottom of the screen to complete the registration.

NOTE: If you already have an existing Keystone Login Username and Password created for the Commonwealth, you do not need to reregister. However, you can create a separate Keystone Login specifically for this application. Each new login you create needs a separate email address.

After you've created your Username and Password, log in and select "Enter Report" from the left menu.

You will be required to provide the following unique key identifiers:

- **FEIN/SSN** - select the type in the dropdown box.
- **Games of Chance License Number** - provided by county treasurer for the year for which you are filing.
 - Because 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 to continue to access a saved-in-progress report, regardless of whether the county issues a new license number during the year.
- **LID Number** - Liquor License Identification Number provided by PLCB.
- **Reporting Year** - Choose the reporting year for which you are filing from the drop-down box. This determines the period in which you are filing.
- **County and Municipality/Township** - of entity.

NOTE: These unique identifiers must be entered the same way each time you log into the reporting system to access your saved-in-progress report.

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

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

Section 1: W-2G Reporting – The following W-2G requirements are 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

After entering itemized games of chance, clubs are required to 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% public interest proceeds and 40% club licensee proceeds.

Section 3: Distribution of Proceeds for Public Interest Purposes and Club Expenses

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

- **Date Distributed:** Enter the date the proceeds were distributed for public interest purpose or used for club expenses.
- **Name of Recipient or Itemized Operating Expense:** Enter the name or itemized expense to which the proceeds were paid.
- **Amount:** Enter the amount of proceeds distributed to the recipient or operating expense
- **Total:** The total amount of proceeds used for public interest purposes or operating expenses.

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(s).

Section 5: Expenditures of Amount Set-Aside for Public Interest Purchase or Project– In this section, clubs will report expenditures of proceeds that had been set aside for public interest purchases or projects. The following information is required:

- Date of expenditure.
- Description of the purchase or project(s).
- Amount expended.

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

The Department of Revenue advises clubs to review their reports thoroughly before submitting to the department. Once submitted, reports can be amended at any time by entering the required unique identifiers mentioned above and retrieving your submitted report.

For further information on small games of chance annual club licensee reporting, visit the department's website at revenue.pa.gov/SGOC or email the department at RA-SGOC@pa.gov.