

Instructions and Summary Form for Electronic Filers

General Instructions for submitting forms on a spreadsheet:

1. This information can be submitted on an Excel spreadsheet. This spreadsheet is available on our website at www.gaming.nv.gov or can be obtained by contacting the Tax and License Division at 775-684-7770.
2. The spreadsheet can be placed on a diskette or CD and then mailed to the Gaming Control Board , P.O. Box 8004, Carson City, NV 89702-8004.
3. If you use the spreadsheet please make sure you enter your data on the spreadsheet without changing any of the formatting, column and row sizes, cell sizes, etc., and please do not remove or change the pipes "I" between the columns. Also, when entering data in the different columns, please ensure that you enter the data on the correct row; all information should be entered on the top row with the exception of the state fees paid and the information required for each slot denomination.
4. Please use the correct GCB location number. If you are not sure of the correct number, please contact the Tax and License Division. Also, when reporting for a location, please combine all contracts of the same type of agreement (space lease or participation) at that location into one entry. For example, if you have one space rental agreement for 3 machines and another space rental agreement for 7 machines at the same location, please combine the two agreements into one entry for 10 machines at that location. However, if you have one space rental agreement and one participation agreement at the same location, you must enter them separately on the NGC-36 form.
5. Be sure to include locations that were operated during any part of the reporting period. Indicate these partial operations by entering the number of days in the "Days in operation" column. Always report the number of days operated.
6. No entry may be left blank. Enter zero to indicate, for example, that no space lease rent was paid to the location.
7. Additional column-by-column instructions are also available on our website. Please read them completely before completing the forms.
8. Please complete the control totals on the attached page, and complete and sign the declaration statement.

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Use this form to submit the NGC-36 on a spreadsheet

Period Covered:

Filing Deadline:

Account No., Name, Address, Zip Code

For Office Use Only

ESD Operator	_____
Batch Number	_____
Entry Date	_____

Please correct if in error

Type of submission (circle one): Compact Disk

Floppy Disk

In the space below, please enter the control totals as required.

Total Space Lease Payments	_____
Total \$ Win Retained by S.R.O.	_____
Total Fees Paid by S.R.O.	_____
Total Machines Operated	_____
Total Coin-in in Dollars	_____
Total Drop in Dollars	_____
Total Win in Dollars	_____

I, _____, certify and declare under the penalties of perjury that I am the _____ of the business named above; that this is a true, (Owner, Partner, President, Treasurer, Other-describe) correct and complete report to the best of my knowledge, information, and belief; and that this report is made with the knowledge and consent of all other individuals named on the gaming license. This certification applies to both the above information and the spreadsheet submitted. I understand that the Gaming Control Board will use the above control totals to verify the proper transfer of information. Once verified, the records on this spreadsheet will be incorporated into the Gaming Control Board's computerized database. The computerized database is the official record.

Dated _____ Signed _____

Person to contact regarding this report: Name: _____ Phone: _____

RETURN ORIGINAL AND MAKE A DUPLICATE FOR YOUR RECORDS