

GAMING CONTROL BOARD

BOOK WAGERING REPORT

INSTRUCTIONS

These are the general instructions for filling out the Book Wagering Report (BWR) and cover sheet as outlined in Gaming Regulations 22.061 – 22.062.

All licensed Race & Sports Book locations shall file a monthly BWR Cover Sheet indicating the patrons' names and their monthly total wagers **and payouts** for the reporting period along with a grand total of all wagers **and payouts** reported for the period by sports and **nonpari-mutuel** race. All cover letters should indicate the reporting Location Number. A continuation page is included if more than one cover sheet is needed. Loggable and reportable wagers **and payouts** include both cash and non-cash (**chip and re-bet tickets**) wagers **and payouts** within the 24 hour period from all systems (mobile, book, phone, etc.). If the location has no reportable wagers **and payouts** for the reporting period, a cover letter is still required indicating "no reportable **monthly activity**" by checking the box on the cover sheet.

All reports **should be completed electronically on the GCB forms posted on the website and printed off for submission.**

SECTION 1: The licensed Race & Sports Book LOCATION number is required on all reports. The LICENSEE NAME is the physical location of the licensed Race and Sports Book that is accepting and reporting the wagers **and payouts**. The REPORT MONTH / YEAR is the month and year for which the report is being submitted.

The AMENDED box should be checked along with the "Amd" column box for the items amended.

AMENDED BOOK WAGERING REPORTS: Amended BWR's will completely replace the original submission for the specific patron. The amended report will include both the amended and non-amended lines from the original report. All amended reports must clearly identify the changes made by placing an **"X"** in the "Amd" column on the appropriate lines of the report. An attached explanation of why the changes were made will then be attached to the report. The cover letter for the amended reports should indicate ~~only~~ the amended patrons' names and their new monthly totals.

SECTION 2: PERSON(S) ON WHOSE BEHALF TRANSACTION(S) IS CONDUCTED (PATRON): This information deals with the PATRON or ultimate owner of the betting transactions, regardless of who places the bets.

- a. LAST NAME, FIRST NAME, and Middle Initial (REQUIRED) ID: Indicate the type of identification by **placing an "X"** the appropriate response. If OTHER, specifically list the type of identification credential used.
- b. ISSUED BY: For all types of identification, enter the issuer of the credential, such as the state or country. NUMBER: Enter the identification number contained on the credential.
- c. ID VERIFICATION: Enter the method used to verify the patron's identification by **placing an "X"** the appropriate response. If OTHER, specifically list the method used to verify the ID credential.

SOCIAL SECURITY NUMBER: Enter the patron's social security number. If a patron refuses, indicate "Refused", if they do not have one, indicate "None". DATE OF BIRTH: Enter the patron's date of birth.

SECTION 3: INDIVIDUAL(S) CONDUCTING TRANSACTION(S) – IF OTHER THAN PATRON (AGENT): This information deals with individual(s) (Agent) placing wagers on behalf of another (Patron).

Note: Instructions for filling out the identification part of Section 3 are identical to Section 2

SECTION 4: WAGERS AND PAYOUTS BY DATE: If a reportable wager or payout exists for a day within the reporting month, complete this section. Complete one line for each day within the month that reportable wagers or payouts occurred.

Note: A “reportable wager or payout” means a wager/payout or series of wagers/payouts that are required to be reported pursuant to Regulation 22.061(6) and 22.062(5) and (6). A “loggable wager/payout” means a nonpari-mutuel wager/payout or series of nonpari-mutuel wagers/payouts required to be recorded in a wagering MTL (Regulation 22.062(2)).

Amd: The Amd column is to be “X” if filing an amended report to indicate which line(s) have been changed.

Test: After the numbers in a row are input into the form, the test column will indicate “TRUE” if the reported numbers fit within the guidelines of the columns. If only one wager is reported, put the amount in the largest wager column and leave the smallest wager column blank. If two or more wagers of the same amount are reported, put the same amount in both the largest and smallest wager columns. DO NOT enter zero in the smallest column as this will affect the testing formula and show an error.

DATE: Indicate the date of the reportable wager(s).

OF WAGERS: Indicate the total number of loggable wagers.

LARGEST: Indicate the amount of the largest loggable wager for the day.

SMALLEST: Indicate the amount of the smallest loggable wager for the day or “BLANK” if only one wager was completed.

TOTAL OF SPORTS WAGERS: Indicate the total amount of all reportable wagers from the sports book for the day.

TOTAL OF NONPARI-MUTUEL RACE WAGERS: Indicate the total amount of all reportable wagers from the race book for the day.

OF PAYOUTS: Indicate the total number of loggable payouts.

TOTAL OF SPORTS PAYOUTS: Indicate the total amount of all reportable payouts from the sports book for the day.

TOTAL OF NONPARI-MUTUEL RACE PAYOUTS: Indicate the total amount of all reportable payouts from the race book for the day.

MONTHLY TOTAL: The monthly totals of the appropriate wager/payout and amount columns will be included at the bottom of the form. The total sports wagers and payouts and total race wagers and payouts should match the cover letter totals for each patron.

CONTACT INFORMATION: Indicate the name, title, and phone number of the person submitting the report along with the date.