

**Nevada Gaming Control Board  
Regulation 6.080(6), Regulation 6.090(9) and Regulation 6.090(15)  
Report Submission Instructions**

**Regulation 6.080(6) – Financial Statements**

Each nonrestricted licensee subject to the requirements of Regulation 6.080(6) is to submit to the Board two copies of its audited or reviewed financial statements not later than 120 days after the last day of the licensee's business year. Although there are some exceptions to this or the filing period, the instructions set forth below are to address the submission of the two copies that are required to be submitted to the Board.

**Regulation 6.090(9) – CPA Agreed-Upon Procedures Report**

Regulation 6.090(9) requires that each Group I licensee submit to the Board two copies of the CPA agreed-upon procedures report not later than 150 days after the last day of the licensee's business year.

**Regulation 6.090(15) – Internal Audit Report**

Regulation 6.090(15) requires that each Group I licensee submit to the Board two copies of the internal audit report. The internal audit report for the first-half of the licensee's business year is to be submitted within 120 days after the end of the first six months of the licensee's business year. The internal audit report for the second-half of the licensee's business year is to be submitted to the Board within 150 days after the end of the licensee's business year. The internal audit report is to be submitted separately from the CPA agreed-upon procedures report.

**Report Submission Instructions**

Two copies of the aforementioned reports are to be submitted to the Board. For the reports submitted, **one copy of the report is to be submitted in hard copy** and **one copy of the report is to be submitted electronically.**

**Hard Copy**

The hard copy of the report for **each** licensee (even for consolidated reports) is to be delivered to the following locations:

**Reports to the Audit Division:**

Northern Nevada Licensees:  
State Gaming Control Board  
Audit Division  
9790 Gateway Drive, Suite 100  
Reno, Nevada 89521

Southern Nevada Licensees:  
State Gaming Control Board  
Audit Division  
555 East Washington Avenue, Suite 2600  
Las Vegas, Nevada 89101

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**Reports to the Tax & License Division:**

Northern Nevada Licensees:  
State Gaming Control Board  
Tax and License Division  
1919 College Parkway  
Carson City, Nevada 89706

Southern Nevada Licensees:  
State Gaming Control Board  
Tax and License Division  
555 East Washington Avenue, Suite 2300  
Las Vegas, Nevada 89101

**Electronic Copy**

The second copy of the report is to be submitted electronically. The electronic report copy is to be submitted in **PDF format** and is to be accompanied by a **completed "Submission Summary Form"**.

The "Submission Summary Form" is the cover page used to identify the licensee(s) submitting the report(s), the type of report(s), and the period covered by the report. For licensees submitting a combined or consolidated report, the form is to indicate the name of each licensee included in the report. The "Submission Summary Form" is to be signed by the person representing that the electronic copy is a complete and exact duplicate of the hard copy original that is submitted to the Board. The "Submission Summary Form" is available on the Board's website.

The "Submission Summary Form" is to include all applicable information for the electronic reports being submitted to the Board. **The submission of an electronic report will not be considered to be received by the Board until such time as the "Submission Summary Form" has been properly completed and sent with the report.**

The electronic report copy and the "Submission Summary Form" are to be submitted by e-mail at:

**Reports to the Audit Division:**

Licensees – Southern Nevada: [SComprpts@gcb.nv.gov](mailto:SComprpts@gcb.nv.gov)  
Licensees – Northern Nevada: [NComprpts@gcb.nv.gov](mailto:NComprpts@gcb.nv.gov)

**Reports to the Tax & License Division:**

Licensees – Southern/Northern Nevada: [TLCompliance@gcb.nv.gov](mailto:TLCompliance@gcb.nv.gov)

Include in the "subject line" of the e-mail the licensee's trade name (or corporate name in the case of consolidated financial statements).

Only one electronic submission is required for consolidated reports.

The Audit Division will e-mail an acknowledgement of receiving submitted documents, and the Audit Division's e-mail is to be maintained for a record that the submission was received by the Board.

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**Amended Reports**

Occasionally, licensees will submit amended reports described in Regulation 6.080(6), Regulation 6.090(9) or Regulation 6.090(15). The amended reports are to be submitted in the same manner as the initial submission, of a hard copy and an electronic copy, with a "Submission Summary Form" accompanying the electronic copy. The "Submission Summary Form" does provide an area to make any comments necessary regarding the amendments or any other pertinent information.

**Contacts**

If you have any questions and file your reports with the Audit Division in southern Nevada, please contact Audit Manager Linda Tobin at (702) 486-2060 or by e-mail at [LVRisk@gcb.nv.gov](mailto:LVRisk@gcb.nv.gov). If you file your reports with the Audit Division in northern Nevada, please contact Regulatory Risk Coordinator Adrian Argyris at (775) 823-7201 or by e-mail at [RNRisk@gcb.nv.gov](mailto:RNRisk@gcb.nv.gov).

If you have questions and file your reports with the Tax & License Division (southern or northern Nevada), please call (775) 684-7770 or send an e-mail to [TLCCompliance@gcb.nv.gov](mailto:TLCCompliance@gcb.nv.gov).