ONLINE FILING INSTRUCTIONS FOR THE NGC-36

1. Login to the online tax form filing system. The link to the online filing system is available on our website at www.gaming.nv.gov under **Tax Forms** and **Link to Online Tax Forms**.

2. Click on the link titled "Tax Form Application". This will take you to the Tax Form Application Main page.

3. Click on the link titled "Tax Forms". This will take you to the Tax Forms page. This page displays the current tax forms in process.

4. Click on the menu item titled "Create Forms" at the top of the page. This will take you to the Create Tax Forms page.

5. Select the radio button control next to the NGC-36 tax form and click the "Next" button. This will open the NGC-36 where you can add serviced location information.

6. If you have nothing to report, click the checkbox control labeled "No Activity". This will allow you to complete and submit the NGC-36 without serviced locations being added.

7. Serviced location information can be entered into the NGC-36 by utilizing one of the following methods:
    A. Use the "Add Location" feature:
        1) Enter the search criteria into the "Location Like" text field and click the "Search" button.
        2) Select the location from the list.
        3) Enter serviced location information for the selected location.
        4) Repeat for each serviced location.
    B. Use the "Upload Batch" feature.
        This process allows the user to upload serviced locations in XML format. The file to be uploaded must adhere to the NGC36.xsd schema provided by the Nevada Gaming Control Board.
        1) Please contact us if your location has the capability and support staff to assist with generating the   XML file directly, and we will provide you with the NGC36.xsd schema.
        2) If your location does not have the ability or support staff to generate the XML file, the Nevada Gaming Control Board will provide you with an Excel spreadsheet to generate the xml file for you.
            a) Download the NGC36XML.xlsx file from our website at www.gaming.nv.gov under **Tax Forms** and **NGC-36**. The Excel spreadsheet has been mapped to the fields in the NGC36.xsd schema. It is imperative that the columns defined in the spreadsheet are not modified in any way. Enter serviced location information into the fields beneath the columns defined. Do not create blank rows. Any other action may render the process useless.
            b) Enable macros for the NGC36XML.xlsx workbook.
            c) Follow the instructions provided on the worksheet titled "Instructions" in the NGC36XML.xlsx workbook.
            d) Enter serviced location information into the NGC36Sheet beneath the defined columns.
            e) Create the XML file:
                I. For Excel 2007 and newer, click the "Generate XML" button.
                    a. Note the location of the newly created XML file.
                    b. If you receive an error indicating that the data is not valid according to its schema, click the "Details" button to view and correct the error.

II. For older versions of Excel, click "File" from the menu and select the "Save As" option.
    a. Select the location where you would like to save the file.
    b. Enter the name of the file, without spaces or special characters.
    c. Select "XML Data" as the type of file to save.
    d. When prompted about the loss of worksheet features, click "Continue"
    e. Note the location of the newly created XML file.
    f. If you receive an error indicating that the data is not valid according to its schema, click the "Details" button to view and correct the error.

C. Click the "Batch Upload" link to upload your newly created XML file.
    1) Click the "Browse" button to locate and select the XML file.
    2) Click the "Upload" button to transfer the XML file to the server.
        a) The data will be validated at the time of the upload. If an error should occur, you will be prompted to correct the error and re-create the XML file.

8. Once serviced location information has been added, click the "Save and Print" button to save the NGC-36 and produce a draft copy of the tax form. The draft copy of the tax form will be rendered in Adobe PDF format. You must have Adobe Reader installed to view the report. If you do not have Adobe Reader installed, it is available for free download. Visit Adobe's website for more information.

9. Click the "Finished" button to complete the NGC-36 tax form.

10. To submit your NGC-36 tax form, click the "Submit Forms" menu item at the top of the "Tax Forms" page. This will navigate you to the "Tax Form Submit" page where you can select one or multiple tax forms for batch submission to the Nevada Gaming Control Board.