

Nevada Gaming Control Board
Filing Instructions for Branch Office and Independent Agent Reports
Cage and Credit MICS #96 (V8) - Annual Report Submission Instructions

Cage & Credit MICS #96 (V8), effective January 1, 2018, requires licensees with branch offices and/or independent agents to annually submit a “Branch Office Report” and/or an “Independent Agent Report” required to be maintained pursuant to Cage and Credit MICS #94 and #95, respectively. For licensees that do not have branch offices and/or independent agents, certain guidelines must still be followed for compliance with Cage & Credit MICS #96.

Licensees with Branch Offices and/or Independent Agents:

Pursuant to Cage & Credit MICS #96, it is required that applicable licensees annually submit their “Branch Office Report” and their “Independent Agent Report” to the Las Vegas Audit Division no later than 30 days after the calendar year end. These reports are to be submitted via email to gcbvlaud@gcb.nv.gov. The subject line of the email must indicate “Branch Office Report and/or Independent Agent Report Annual Submission.”

Licensees that DO NOT Have Branch Offices and/or Independent Agents:

Licensees that **DO NOT** have branch offices and/or independent agents, but have annual gross gaming revenue of \$10 million or more, must notify the Board’s Las Vegas Audit Division in writing that the licensee does not have any branch offices and/or independent agents. This notification is due no later than 30 days after the calendar year end, and is to be submitted via email to gcbvlaud@gcb.nv.gov. The subject line of the email must indicate “Branch Office Report and/or Independent Agent Report Annual Notification.”

For licensees having no branch offices and/or independent agents and having annual gross gaming revenue of \$10 million or less are not required to submit the report(s) as required by Cage & Credit MICS #96.

“Branch Office Report” – Annual Submission Instructions

The annual “Branch Office Report” must include the information for each branch office as described in Cage and Credit MICS #94.

Examples of Branch Office Reports are included in the excel document titled “Branch Office Report - Template.”

“Independent Agent Report” – Annual Submission Instructions

The annual “Independent Agent Report” must include the information for each independent agent as described in Cage and Credit MICS #95.

Examples of Independent Agent Reports are included in the excel document titled “Independent Agent Report - Template.”

Branch Office Report and Independent Agent Report – Templates

In order to standardize and streamline the process and information received from licensees, it is suggested that the reports be formatted similar to template format for Branch Office Report(s) and Independent Agent Report(s).

Licensees who are affiliated through common ownership will have a separate report completed for each licensee, as well as a consolidated report summarizing the combined information for all licensees. (See Consolidated YE 202X tabs in the excel report templates.)

Cage and Credit MICS #94 and #95 require year-to-date and previous calendar year dollar amounts of deposits, withdrawals and credit payments controlled by the branch office and/or independent agents to be presented in the branch office and independent agent reports. Each year must be presented separately. The templates provided by the Board include separate tabs for each year. If the templates are not used, the reports must be submitted following a similar format.

Clarification to Some Frequently Asked Questions

- In addition to information for independent agents operating physical offices, the report must also include information for independent agents who are not in physical offices. For these agents (including agents traveling for collection purposes), indicate that the individual is an independent agent and include the agent's phone number and address.
- If an independent agent operates a physical office, but the agent is not authorized by the licensee to receive deposits and/or payments on credit instruments from patrons on the licensee's behalf, then this is not a "branch office" and the branch office logging and reporting requirements of MICS #93, #94, #96 and #97 are not applicable.

Please contact Supervisor Shelley Newell at (702) 486-2060 if you have any questions.