

## **Instructions for Filing Regulation 8.130 Supplemental Information Forms**

The instructions set forth below are provided to assist you in preparing the form 8.130-2, "Regulation 8.130 Supplemental Information Form." Additional assistance may be obtained by calling the Audit Division at (702) 486-2060.

### **Licensee Information**

This section is designed to identify the transactions for which supplemental information is being supplied. The licensee should be identified by licensee number and trade name. If questions arise regarding the proper name, the licensee (borrower) should be requested to supply this information.

### **Lender Information**

The "lender name" should be the name of the entity advancing the funds or leasing property to the licensee (borrower). If the loan is made by a corporation, partnership, trust or any other similar entity, the name, address, phone number and tax identification number of that entity should be entered in the top section. Information on the entity's principals should be entered in the next section, following the instructions on the form.

If the lender is a person or persons, the lender information should be supplied for the individual(s). The federal tax identification number(s) would be the Social Security Number(s).

### **Other Lenders**

This section should be completed only if a third party advanced the funds to the person or entity completing the reportable transaction with the licensee, or if the property being leased to the licensee was leased from a third party (i.e., a sublease or similar agreement).

As with the primary lender, if the other lender is an entity other than a person or persons, the principals of this entity must be identified on page two.

### **Security, Collateral and Guaranties**

If a transaction is collateralized or secured and a third party provides the collateral or other form of security or guaranty, information on the entity and its officers, partners, etc. must be supplied.

### **Other**

Since the Audit Division may have questions regarding the information on this form, please identify the individual who can answer such questions. Include the person's name, telephone number, title and the name of the entity he or she represents.

The form must be signed by someone who is authorized to sign on behalf of the lenders or other parties named. If additional signatures are required, please attach a separate page or pages containing these signatures.

### **Submissions**

An electronic copy of the **completed Regulation 8.130 "Supplemental Information Form"** and any required supplemental documentation is to be submitted in **PDF format**.

The "Supplemental Information Form" is the cover page used to identify the licensee submitting the transaction and is to include all applicable information for the electronic submission of the transaction to the Board.

The electronic submission of the "Supplemental Information Form" and any supplemental documents are to be submitted by e-mail at: *(for all licensees)* "[8.130filings@gcb.nv.gov](mailto:8.130filings@gcb.nv.gov)".

Include in the "subject line" of the e-mail the licensee's trade name and transaction date (as indicated on reporting form).

The Audit Division will e-mail an acknowledgement of receipt, this e-mail should be maintained as evidence of submission.