

## **Instructions for Filing Regulation 8.130 Transaction Reporting Forms**

The instructions set forth below are provided to assist you in preparing the form for reporting transactions in compliance with Regulation 8.130. Additional assistance may be obtained by calling the Audit Division at (702) 486-2060.

### **Licensee Information**

Fill in the licensee number and legal and trade names as they appear on the gaming license. Upon reviewing this form, Audit Division personnel may have questions about the information. Therefore, include the name, title, phone number, and e-mail of the person to be contacted for obtaining such information.

### **Information on Other Party to the Contract**

Include in this section the name and address of the lender, lessor or other party contributing capital, donating property or providing any other type of economic benefit. A supplemental form (Form 8.130-2) (on the Board's website at "<http://www.gaming.nv.gov/modules/showdocument.aspx?documentid=2250>") should be completed if the lender is **NOT** one of the following: 1) an individual licensed by the Nevada Gaming Commission, 2) a financial institution, or 3) a governmental agency. The instructions for filing the Regulation 8.130 Supplemental Information Form is on the Board's website at "<http://www.gaming.nv.gov/modules/showdocument.aspx?documentid=2249>".

### **Description of Transaction**

Check the type of transaction. Indicate the interest rate, date and purpose of the transaction. If this a lease, determine the fair market value of the property being leased and include this information on the form on the line provided for fair market value. The "transaction amount" may be marked N/A for leases. **All loan or lease documents should be submitted with the 8.130 reporting form.**

Note: Regulation 8.130 requires that licensees report any modifications to, or renewals of, reported transactions. If the report is submitted pursuant to this requirement, ensure that the original transaction along with any prior renewals or modifications have been submitted. If you determine that additional reports should have been filed, submit them with the current modification or renewal and include an explanation for the delinquent filing. On the line provided, indicate the date(s) of the original transaction and include a description of the changes to the original transaction.

### **Collateral or Guaranties**

Fully describe any collateral or guaranties associated with this transaction and identify the parties supplying them.

### **Other Parties**

If there are any other parties to the transaction, identify them in this section.

### **Delinquent Filings**

Regulation 8.130 requires transactions to be reported within 30 days after the end of the calendar quarter in which the transaction was consummated. If the report is being filed late, provide an explanation for the delinquency. If the filing was requested by a Gaming Control Board employee, specify this information on the form. If an oversight was discovered by your employees or by your independent accountant, this information should also be indicated on the form.

### **Submissions**

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

The "Transaction Reporting 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 "Transaction Reporting 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.