





# Form RCG-25 Instructions

## General Information

### Who must file Form RCG-25?

You must file Form RCG-25 if you have a charitable games license issued by the Illinois Department of Revenue.

### When should I file Form RCG-25?

You must complete Form RCG-25 each year when you renew your charitable games license. Form RCG-25 is due 30 days prior to the first event you request on your renewal Form RCG-1, Charitable Games Application for License.

### Where do I file this form?

Mail your completed Form RCG-25 to:

OFFICE OF BINGO AND CHARITABLE GAMES  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19480  
SPRINGFIELD IL 62794-9480

### What if I have questions?

If you have questions, please write us or call our Springfield office weekdays between 8:00 a.m. and 4:30 p.m. Our address and telephone number are below.

OFFICE OF BINGO AND CHARITABLE GAMES  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19480  
SPRINGFIELD IL 62794-9480

217 524-4164

## Step-by-Step Instructions

### Step 1: Identify your organization

**Item 1** - Write the name of your organization.

**Item 2** - Write your organization's address.

**Item 3** - Write your charitable games license number.

**Item 4** - Write the period for which you are filing this report. The period must begin with the effective date of your license if you are a new licensee, or the date when last year's report left off if you are a licensee whose license has been renewed. The period should end as close to the expiration date of your license as possible.

### Step 2: Figure your expenditure of funds

**Line 1** - Write the gross proceeds from charitable games conducted during the report period.

Gross proceeds is the amount you took in from the sale of chips, scrip, or play money, plus any fee or donation for admission or entry into your charitable games events. Gross proceeds is also the amount upon which you paid the 3 percent charitable games tax.

**Line 2** - If the players at your charitable games events were able to exchange their chips for cash, write the amount of cash you paid out to redeem chips.

**Line 3** - Subtract Line 2 from Line 1. This amount is your net proceeds. The entire amount must be deposited in your charitable games checking account.

**Line 4** - Write the total amount, other than charitable games gross proceeds, deposited in your charitable games checking account. Include any interest earned on the account and any other deposits, regardless of the source.

**Line 5** - Write the total amount in your charitable games checking account at the beginning date of this report (the first date you wrote in Step 1, Item 4).

**Line 6** - Add Lines 3, 4, and 5.

**Line 7** - Write the total amount of all checks written on your charitable games checking account and all other charges to the checking account (e.g., cost of printing checks). This total should equal the total amount in Step 3, Item 1.

**Line 8** - Subtract Line 7 from Line 6.

**Line 9** - Write the total amount in your charitable games checking account at the ending date of this report (the second date you wrote in Step 1, Item 4).

### Step 3: Tell us about your charitable games checking account

**Line 1** - Write the number of each check written on your charitable games checking account during the period covered by this report, the amount of the check, the person or organization to whom the check was made payable, and the purpose for the expenditure. Also list and explain any other changes to the charitable games checking account.

If you have written more checks than there are spaces allowed on Page 1, add the check amounts for Page 1 and write the total next to "Subtotal for Page 1." Then copy this total to Page 2, "Subtotal for Page 1." Continue to complete the necessary information on Page 2.

### Step 4: Sign below

This report must be signed by an authorized member of the organization.

