



---

## Step 4: Provide your financial institution information

Please provide the name and address of the financial institution where your pull tab checking account is maintained.

Financial institution: \_\_\_\_\_  
Name Address

Your account number \_\_\_\_\_

List persons authorized to make expenditures from your pull tab checking account. (Attach additional sheet if necessary)

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

---

## Form PT-12 Instructions

---

### General Information

#### Who must file Form PT-12?

If you are licensed to sell pull tabs in Illinois you must file Form PT-12.

#### When is Form PT-12 due?

You must file Form PT-12 annually when you renew your pull tab license.

#### Where do I send my completed Form PT-12?

Send your completed form to:

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

#### What if I have additional questions or need more information?

- Write to us at the address above or call our Springfield office weekdays between 8:00 a.m. and 4:30 p.m. at **217 524-4164**.
- Visit our Web site at **[www.revenue.state.il.us](http://www.revenue.state.il.us)**.
- Call "Illinois Tax Fax" our fax-on-demand service at **217-785-3400**.
- For a copy of Publication 103, Uniform Penalties and Interest; visit our Web site or call **1 800 356-6302**.

---

### Step-by-Step Instructions

---

#### Step 1: Identify yourself

Write the information requested on the lines provided. The period covered must begin with last year's ending date and should end with the last completed quarter prior to the expiration date of your license. If this is your first report, enter the date your license was issued.

#### Step 2: Figure your pull tab proceeds

**Line 1** - Write the total receipts from the sale of pull tabs. (This is the amount upon which the 5 percent pull tab tax is based).

**Line 2** - Write the amount of cash prizes awarded from pull tab sales.

**Line 3** - Subtract Line 2 from Line 1. The entire net proceeds must be deposited in your pull tab checking account.

**Line 4** - Write the total amount, other than pull tab proceeds, deposited into your pull tab checking account. Also include any interest earned on the account and any deposits from other sources.

**Line 5** - Write the balance in your pull tab checking account at start of reporting period. If this is your first report you will enter zero.

**Note:** This figure should correspond with the ending balance figure from your prior year expenditure report.

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

**Line 7** - Write on Line 7 the sum of all checks written. This amount includes the cost of printing checks and any other charges to the account.

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

**Line 9** - Line 9 should equal Line 8. If the amounts are not identical, please explain the discrepancy here.

#### Step 3: List your checks and charges in sequential order

Provide a complete listing of all checks and charges for this account for the reporting period.

#### Step 4: Provide your financial institution information

Write the information requested on the line provided.

