



Illinois Department of Revenue

Form RB-32 Instructions

General Instructions

You must complete Form RB-32 if you have a bingo license issued by the Illinois Department of Revenue. It must be completed 30 days prior to your first bingo event each year when you renew your bingo license. You no longer have to submit the form to us. Keep the completed copy in your records and make it available to us when we request it. You must maintain all records for a period of three years.

What if I have questions?

If you have questions, visit our website at tax.illinois.gov or scan the QR code provided.

If you have questions about your

- return, call **217 782-5906**
- license, call **217 558-7425** or email at rev.bptcg@illinois.gov

weekdays between 8:00 a.m. and 4:30 p.m.



Step-by-Step Instructions

Step 1: Identify your organization

Enter the information requested on the lines provided. The period must begin with the effective date of your license or the date when last year's report left off, whichever is earlier. The period should end as close to the expiration date of your license as possible.

Step 2: Figure your expenditure of funds

Line 1 - Enter the gross proceeds from bingo conducted during the report period.

Gross proceeds is the amount you took in from each event, including the amount you charged, in whatever form, for playing bingo. Gross proceeds is also the amount upon which you paid the 5 percent bingo tax.

Line 2 - Enter the amount of cash prizes you awarded to players at your events.

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

Line 4 - Enter the total amount, other than bingo gross proceeds, deposited in your bingo checking account during the reporting period. Include any interest earned on the account and any other deposits, regardless of the source.

Line 5 - Enter the total amount in your bingo checking account at the beginning date of this report (the first date you wrote in Step 1).

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

Line 7 - Enter the total amount of all checks written on your bingo 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 - Enter the total amount in your bingo 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 bingo checking account

Line 11 - Enter the number of each check written on your bingo 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 bingo checking account. Enter the amount in the check amount column and explanation of the changes in the purpose column.

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. If you need more space, complete this procedure again for Page 3.

Step 4: Sign Below

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