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# Form RB-1 Instructions

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## General Information

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### What is the deadline for filing this return?

This return is due on or before the 20th day following the end of the quarter for which you are filing this return. For example, if this return is for the quarter ending March 31, it is due on or before April 20.

### Can I file this return and pay the tax due electronically?

Yes, you can use MyTax Illinois on our website at [tax.illinois.gov](http://tax.illinois.gov) to file your Form RB-1. MyTax Illinois also allows for electronic payment of any tax due.

### What if I fail to file this return and pay the amount I owe?

You owe a **late-filing penalty** if you do not file a processable return by the due date, a **late-payment penalty** if you do not pay the tax you owe by the date the tax is due, and a **bad check penalty** if your remittance is not honored by your financial institution. Interest is calculated on tax from the day after the original due date of your return through the date you pay the tax. We will bill you for penalties and interest. For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes. To receive a copy of this publication, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at **1 800 356-6302**.

### What if I have questions?

If you have questions about your

- return, call **217 782-5906**
- license, call **217 785-5864** weekdays between 8 a.m. and 4:30 p.m.

## Specific Instructions

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### Step 1: Identify your supplier

Enter the license number, name, and address of your supplier. If you have more than two, please attach a separate sheet of paper.

### Step 2: List your weekly bingo games

You must complete the session date and the value of prizes awarded for each weekly bingo event in order of play. For example, the first weekly bingo game of the quarter should be entered on Line 1.

**Note:** Please be sure to enter the total number of games held.

### Step 3: Figure your tax due

**Value of prizes awarded** - the amount of all cash prizes awarded, including door or attendance prizes, and the cash value of any merchandise or bingo cards awarded as prizes.

**Number of bingo players** - the total number of bingo players at each event.

**Gross proceeds** - the receipts from each event. According to the Bingo License and Tax Act, "gross proceeds" includes the charge, in whatever form, for playing bingo.

**Line 15** - Enter the total number of players and gross proceeds from your weekly games.

**Line 16, 17, and 18** - Answer the questions and enter the first and last day of the event, the value of prizes, the number of players, and the gross proceeds for that event.

**Lines 21** - If you have a credit you wish to apply toward your tax, enter the amount of credit you wish to apply on Line 21.

**Lines 22** - This is the total amount of tax you owe. If you do not file a processable return or pay the tax you owe by the due date, you will owe additional penalty and interest. For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes.