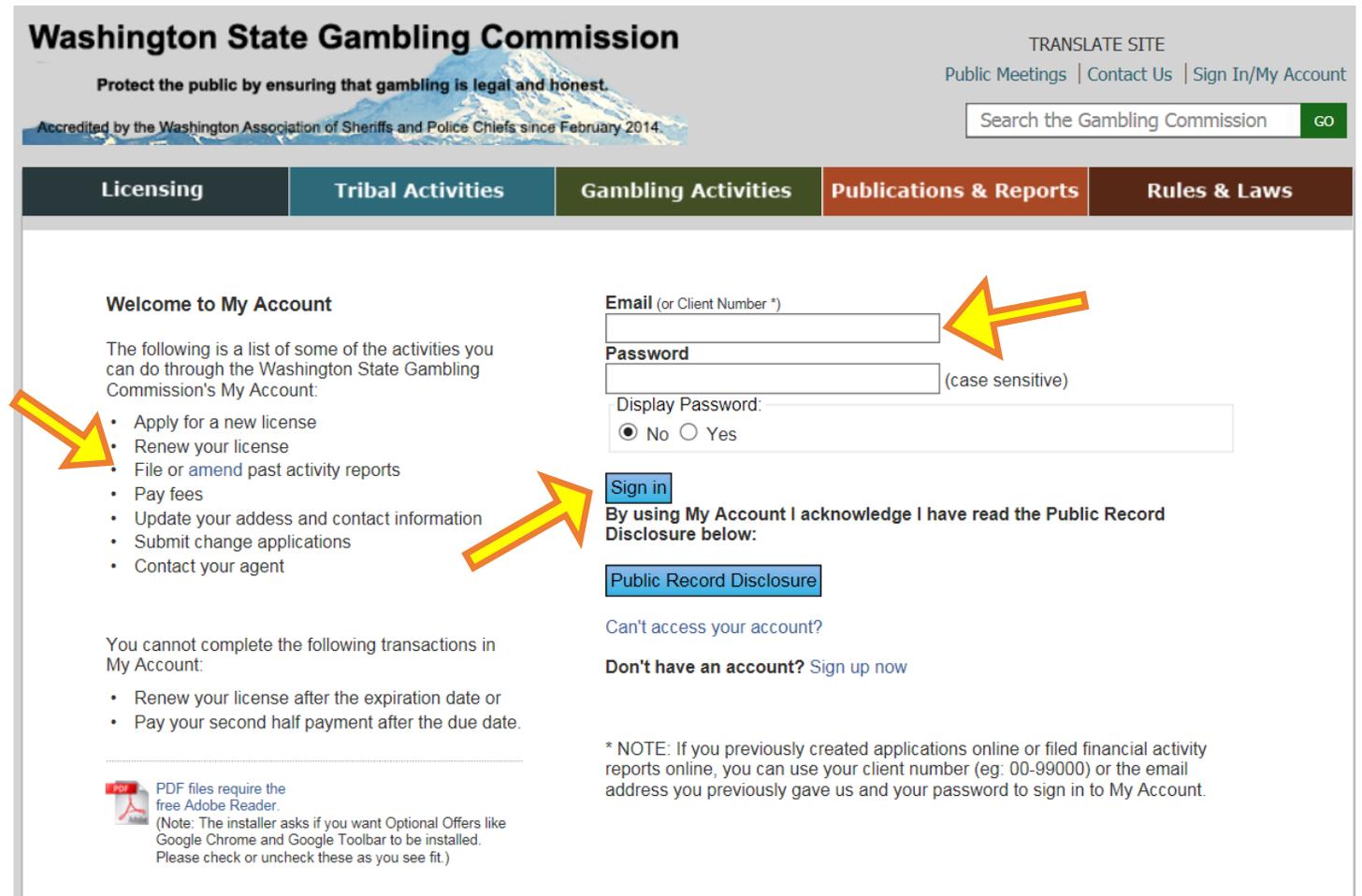


# HOW TO SUBMIT AN ACTIVITY REPORT

Go to home page of our website, <http://www.wsgc.wa.gov>, and click on [Sign In/My Account](#) on the upper right of screen.



Enter Email (or Client Number), the Password that was assigned to you, and click the [Sign In](#) button. I find using the client no. (00-#####) is much easier than the email. On the left side, there is a link for instructions on how to amend an activity report if needed.



# How To Submit An Activity Report

Once in My Account, scroll down to the 2<sup>nd</sup> row, middle column titled *Financial Activity Report*, and pick *File Activity Report(s) Due* or *File an Early Activity Report* button.

**Washington State Gambling Commission**  
Protect the public by ensuring that gambling is legal and honest.  
Accredited by the Washington Association of Sheriffs and Police Chiefs since February 2014.

TRANSLATE SITE  
Public Meetings | Contact Us | Sign Out  
Search the Gambling Commission

**Licensing** | **Tribal Activities** | **Gambling Activities** | **Publications & Reports** | **Rules & Laws**

0 Item(s)

### Welcome to My Account

Legal Owner  
Organization  
Premises  
Mailing Address  
Primary Phone  
License(s)

### What would you like to do?

(New, Renewals, Reprints, Termination Notification...)

(Changes in name, management, ownership...)

### My Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
				Commissioner		
14	15	16	17	18	19	20
	Hold					
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12
				Commissioner		

### Account Settings

(Update email, notifications, password)

### Financial Activity Report

(Perhaps in case of no activity, out of business, or entry of quarterly data early)

(Perhaps in case of no activity, out of business, or entry of quarterly data early)

### Did you know?

**Know**  
Visit What to know for: • Tidbits and Reminders • Public Disclosure • Training requirements • Online Services • 2-part payment options • Reporting Requirements

Washington State Gambling Commission

<b>Most Viewed</b> Licensing Raffles Information Authorized Game Rules Rules and Laws Gambling Activities Gambling News	<b>About Us</b> Our Director Our Commissioners Our Ex Officio Members Agency Overview Brochure Request a Presentation Public Meetings	<b>I Want To...</b> Work at the Commission Get Testing Lab Information Report A Violation Make a Public Disclosure Request File an Activity Report Renew My Individual License	<b>FAQs</b> Licensing - Individuals Licensing - Organizations Sports Wagering Tribal Lottery System Punch Board/Pull-Tab Problem Gambling	<b>Stay Connected</b> Twitter YouTube E-Mail Signup FAQ's E-Mail Us RSS Feed
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100%

## How To Submit An Activity Report

Click on the quarter of the Activity Report you would like to submit.

- File Activity Report(s) Due

**Financial Activity Reports** ✕

**Due on or before due date to avoid possible late filing penalties**

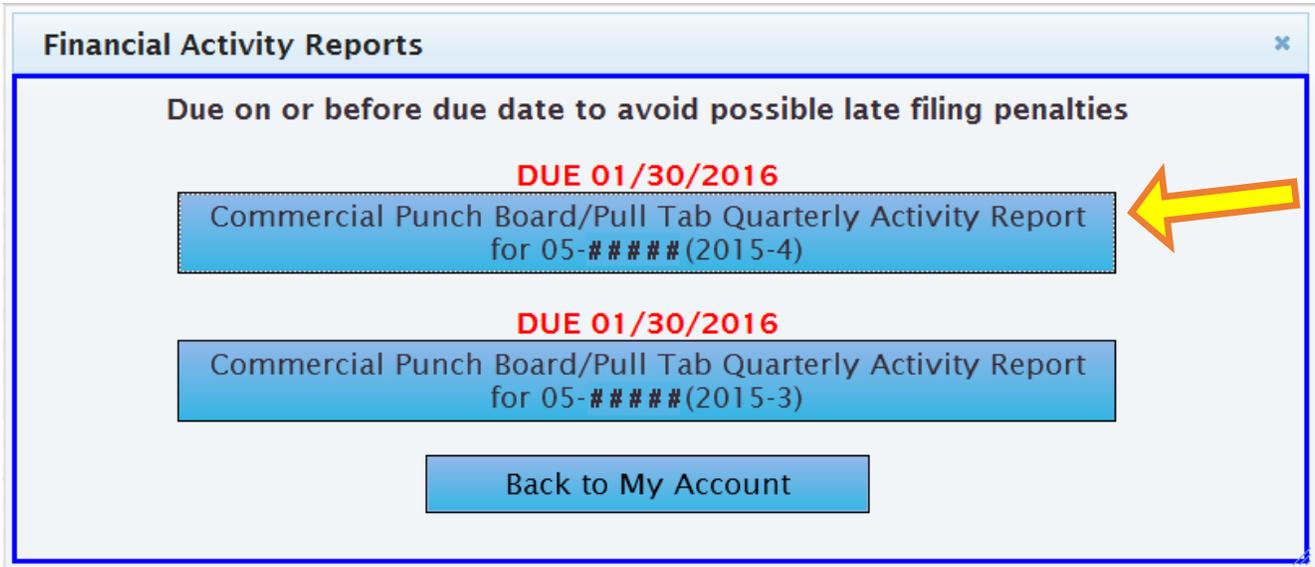
**DUE 01/30/2016**

Commercial Punch Board/Pull Tab Quarterly Activity Report  
for 05-#####(2015-4)

**DUE 01/30/2016**

Commercial Punch Board/Pull Tab Quarterly Activity Report  
for 05-#####(2015-3)

Back to My Account



OR

- File an Early Activity Report

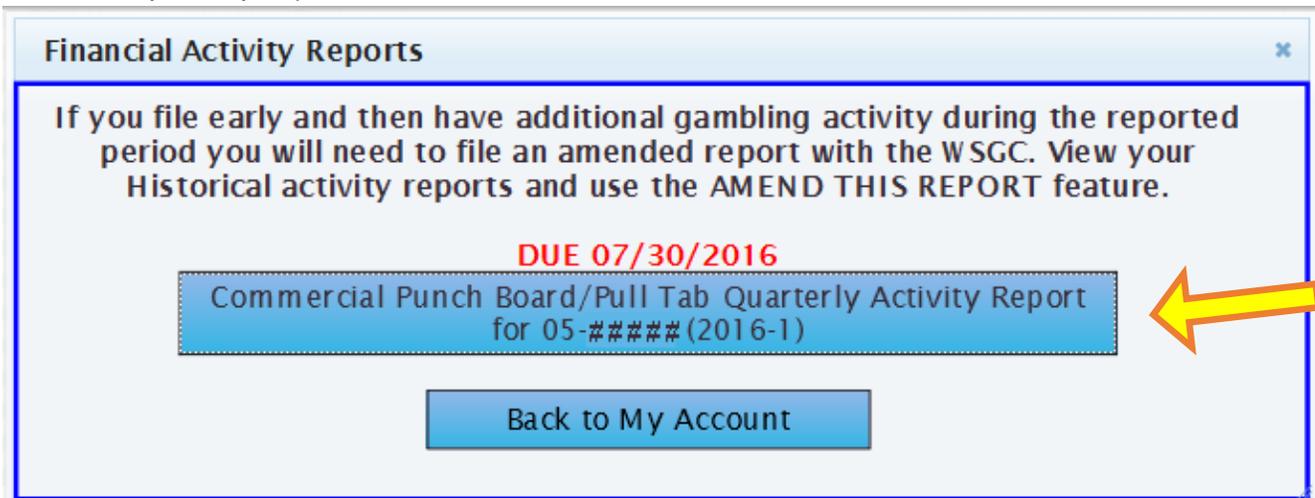
**Financial Activity Reports** ✕

If you file early and then have additional gambling activity during the reported period you will need to file an amended report with the WSGC. View your Historical activity reports and use the AMEND THIS REPORT feature.

**DUE 07/30/2016**

Commercial Punch Board/Pull Tab Quarterly Activity Report  
for 05-#####(2016-1)

Back to My Account



## How To Submit An Activity Report

- If there was no activity for this license period, use the **Report No Activity** button - it will go to the signature section after clicking it. To see instructions for each line of the activity report, use the **Click Here for Instructions** or hover over the **?**.
- Fill out all fields, do not leave field blank – put 0 when there is no amount for a field.
- Fill in **Signature and Verification** box.
- Check the small box stating everything is believed true, correct and complete.
- Then click on the green **SAVE and Submit to WSGC** button.

COMMERCIAL PUNCHBOARD / PULL-TAB

**ATTENTION:** Submit report even if you had no activity. Please enter zero amounts if no activity. Simply click on **Report No Activity**.

(Click here for instructions). Include only items directly related to your Punchboard / Pull-Tab activity. Please complete the following items:

**PLEASE ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR**

COMMERCIAL PUNCHBOARD / PULL-TAB Reporting Period	(JUL-SEP) 2017-3	Confirm Your Entry
(1) Gross Game Sales	\$ 0	\$0.00
(2A) Prizes Paid - Cash	\$	
(2B) Prizes Paid - Merchandise	\$	
(3) Cost of Games	\$	
(4) Local Gambling Tax (Paid to City or County)	\$	
(5) Cash Over / Short	\$	SHORT
	<input type="checkbox"/> over <input checked="" type="checkbox"/> short	
<b>(6) Inventory - Number of Games</b>		
(A) On Hand Beginning of Quarter	0	
(B) Purchased During Quarter		
(C) Removed from Play During Quarter		
(D) On Hand End of Quarter		
(7) Gross Sales of Food and Drink	\$	

**Signature and Verification**

Name

Title

Daytime Phone

Date

(Optional) Comments

**PREVIEW BEFORE SIGNING AND SAVING**

(The browser pop-up blocker might stop the preview from loading. Close the preview browser window to return here.)

Rules require signature by the highest ranking officer or their designee. By checking this box, I declare under penalty of perjury under the laws of the State of Washington that the information provided herein, including any additional information provided separately, has been examined by me and to the best of my knowledge and belief is true, correct and complete.

**SAVE and Submit to WSGC**

**SAVE But Do NOT Send To WSGC Just Yet**

**CANCEL and Return to My Account**

After clicking on the green **SAVE and Submit to WSGC** button, a confirmation page will come up and there will be a button that you can print a copy of the activity report for your records.