

NEVADA REPORT CHECKLIST

In order to make it easier to complete the Nevada Lottery Report, the following checklist lists the information to be submitted with your Nevada Lottery Report. **Please attach all the required information to the Nevada Lottery Report in the following order:**

INFORMATION TO BE FILED	ATTACHED
Original Nevada Lottery Report Filed at the Clerk's office within 30 days after license expires.	<input type="checkbox"/>
Copies of all lottery trust bank deposit slips for this licence	<input type="checkbox"/>
Copies of receipts for ALL expenses incurred, especially when cheques written to individuals and not company names.	<input type="checkbox"/>
Original Details of Lottery Trust Account (remember to include the balance as of the last Report and list all transactions since the last report submitted)	<input type="checkbox"/>
Copies of all bank statements from your Lottery Trust Account since your last Report	<input type="checkbox"/>

The Alcohol and Gaming Control Commission's Terms and Conditions require all records to be kept up-to-date and retained for no less than four (4) years from the date of the Nevada Lottery.

ONCE YOU SUBMIT YOUR LOTTERY REPORT, YOU MUST SUBMIT QUARTERLY UPDATES IF THERE IS A BALANCE IN YOUR ACCOUNT BEING SURE TO ATTACH THE INFORMATION ABOVE.

If you have any questions, please contact **Nancy Bridges at 271-0250 Ext. 238.**