

GETTING STARTED WITH AUTOPAY



EXPENSE REIMBURSEMENTS

As the location, you are eligible to be reimbursed up to 6% of the Gross Receipts for allowable expenses.

We make it easy for you to receive this expense reimbursement. Every time you order a box of tickets, your expense reimbursement will automatically be submitted. Orders placed by Tuesday will have reimbursement requests processed on Wednesday. Checks will then be mailed out the following Tuesday.

We just need an email and some information about your monthly expenses. *Those locations not set up with Autopay will have to submit expense reimbursement on their own when an order is placed.*

Location Name: _____

Individual Name: _____

Check Mailing Address: _____

**if different than business address*

AUTOPAY ACCOUNT REGISTRATION

This account can be used to view check history, update your expense amounts, or to change your autopay schedule. Multiple locations can be added to a single email address to simplify your log in.

Email Address: _____

Password: _____

**if a password is not requested, a generic password using the location name and the number 1 will be used I.E. "thelounge1"*

EXPENSES

Audit and Account Services	
Safes and Cash Registers	
Security Personnel	
Advertising for Bingo	
Property Taxes/Assessments	
Other Products/Services	
Rent	

Are you total Non-Bingo Sales greater than the Gross Instant Bingo sales?

YES

NO

X

Leaseholder or Owner Signature

Information provided above is accurate and true

Instant Bingo sales **CANNOT** be the primary source of commercial activity at the Location (ORC 2915.093). Historically, this has meant that the Gross Receipts from Instant Bingo cannot be 50% or more (i.e., 49.99%) of the Gross Income of the Location. For example, if a bar has sales of \$100,000 they can only sell \$99,999 worth of Instant Bingo Tickets before they have to stop selling Instant Bingo tickets. The Location will need to submit a list of associated expenses and information on their non-Bingo Ticket sales on a monthly basis. The Charities can only pay 6% of Gross Receipts up to the level of expenses incurred, and Instant Bingo sales cannot be greater than all other sales.