

BINGO Reporting Help

STEPS TO SUBMIT 2023 BINGO REPORTS dated June 1, 2023 through May 31, 2024

1. Prepare the documents to upload for revenues, expenses, and volunteers. It is recommended that you use an excel spreadsheet to maintain your records. If your organization keeps this on one spreadsheet for each reporting statistic, **please upload the same spreadsheet each time it is requested.**
 - Scanned copies of dated sign in sheets are accepted for the volunteer listing.
2. Access the reporting website at <https://www.stmarysmd.com/treasurer/bingolicense/> then select BINGO REQUIRED REPORTING.
3. **Input the 2023 BINGO license number for the Treasurer's Portal. The license number can be found below the signature line on your 2023 license. The reporting form will autofill information from your application.**
4. Please do not submit reports for the 2023 license under the 2022 or 2024 license numbers. If you need assistance locating the 2023 license number, please call Christy Kelly 301-475-4200 x3307.
5. **2023 Required documents must be submitted before a 2024 license will be released. There are no exceptions. Thank you.**

STEPS TO SUBMIT 2022 BINGO REPORTS dated June 1, 2022 through May 31, 2023

6. Prepare the documents to upload for revenues, expenses, and volunteers. It is recommended that you use an excel spreadsheet to maintain your records. If your organization keeps this on one spreadsheet for each reporting statistic, **please upload the same spreadsheet each time it is requested.**
 - Scanned copies of dated sign in sheets are accepted for the volunteer listing.
7. Access the reporting website at <https://www.stmarysmd.com/treasurer/bingolicense/> then select BINGO REQUIRED REPORTING.
8. **Input the 2022 BINGO license number for the Treasurer's Portal. The license number can be found below the signature line on your 2022 license. The reporting form will autofill information from your application.**
9. Please do not submit reports for the 2022 license under the 2021 or 2023 license numbers. If you need assistance locating the 2022 license number, please call Christy Kelly 301-475-4200 x3307.
10. **2022 Required documents must be submitted before a 2023 license will be released. There are no exceptions. Thank you.**



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