

# **Gambling Control TAP VGM Services User Guide**



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## **FREQUENTLY ASKED QUESTIONS**

### **What is TAP?**

Taxpayer Access Point (TAP) is an online portal which the Department of Revenue and the Department of Justice have developed to provide business owners and individuals with access to government services. The Video Gambling Machine (VGM) Services allow easy access for Gambling and Route Operators to permit gambling machines and allow for transmission of video gambling machine information. This includes the ability to enter electronic meter readings, mechanical meter readings, service reports, letter of withdrawals, online permitting, and the ability to receive tax estimates for each quarter of operation.

### **How do I get access to the Video Gambling Machine (VGM) Online Services?**

First, you must be a licensed Gambling or Route Operator. Then, you must sign up for an online account at <https://tap.dor.mt.gov/>. You will be requested to provide your gambling operator or manufacturer/distributor/route operator account number. Once access approval is granted, you will receive an email with your authorization code which must be entered the first time you log in and gain access to the system. If you have permitted machines, you must add your VGM Account to enter meter readings, view tax estimates, etc. (see page 8 for instructions).

### **What is my VGM Account ID?**

Your VGM Account ID is the same number as your GOA Account ID, except that it –VGM instead of –GOA. For example, if your Gambling Operator Account is #1234567-000-GOA, your VGM account is #1234567-000-VGM.

### **Will other operators be able to see my machines or data?**

No. Access is only granted for machines owned by you or your Route Operator, if applicable. Transmission of data to Gambling Control is secured through an encryption process that prohibits others from reading it.

### **Can I pay for my permits online?**

Yes. You can license and pay for your permits online via an e-check. Currently, credit card payments are not available on TAP.

### **Can I pay for my taxes online?**

It is required that you pay your taxes online when you receive a tax estimate. You can pay online via an e-check.

### **Will my bank information be kept online?**

You can save your bank account information for future use during your first payment entry.

### **What if my machine only has four meters?**

Most machines have only 4 mechanical meter readings. Utilize only the fields available for data entry. If you have a machine that actually has 5 mechanical meter readings, check the box that states “Machine has 5 meters” and then enter the “Total Coin In” meter reading there.

### **Do I use the Total Bill In or Total Coin In?**

In the previous portal (ePass), you were required to use the “Total Coin In” field. We have changed this to have you use the “Total Bill In” to accurately reflect what the machines use.

### **Who can I contact for help?**

Please call the Gambling Control Division at (406) 444-1971 or email [gcd@mt.gov](mailto:gcd@mt.gov) for assistance. Resources are also available on our website at [www.dojmt.gov/gaming/taxpayer-access-point-tap/](http://www.dojmt.gov/gaming/taxpayer-access-point-tap/).

# CREATING A TAP ACCOUNT

The following link can be used to access TAP, <https://tap.dor.mt.gov/> .

If you have not accessed TAP before you will see the following page and can click on the “Sign up Now!” button.

**Taxpayer Access Point**  **Montana Department of Revenue**

## Welcome to Taxpayer Access Point (TAP)

**Menu**  
Home  
Back  
Help

### Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- \*NEW\* Verify Return

### Business

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Tax Certificate Application
- \*NEW\* File Upload

### Unclaimed Property Click for Cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

### Liquor

- Liquor Pricing Calculators
- License Search
- Retrieve a Saved Application
- Beer/Wine Label Search
- Temporary Authority Search

**LOGIN** [Forgot my Password](#)

Username

Password

Authorization Code:

**SIGN UP FOR ACCOUNT ACCESS**

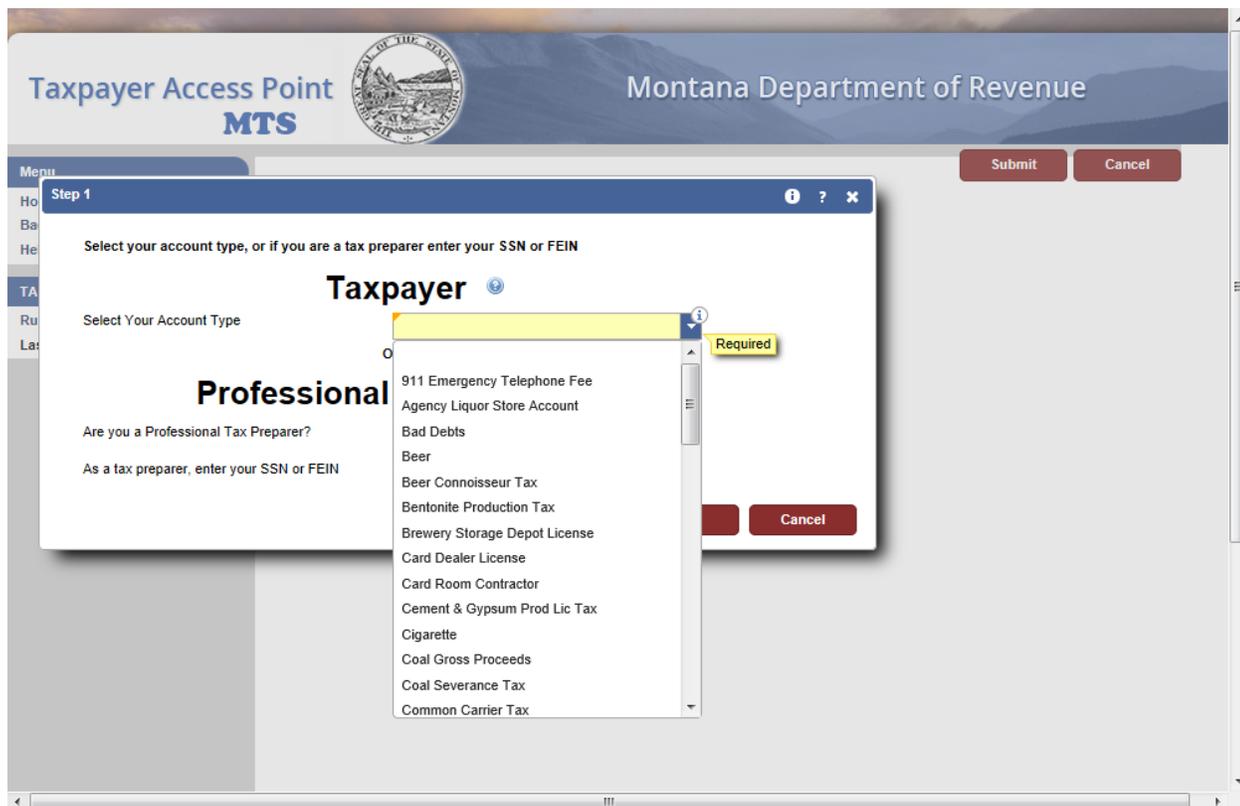
- Who Can Use TAP Login Access?
- DOR - Individual, Business, Liquor
- DOJ - Gambling Control Division



1. Click on “Select Account Type”



2. Choose an account type, either Gambling Operator or Manufacturer/Distributor/Route Operator.



3. Click on "OK".

The screenshot shows the Taxpayer Access Point MTS interface for the Montana Department of Revenue. A modal dialog titled "Step 1" is open, prompting the user to "Select your account type, or if you are a tax preparer enter your SSN or FEIN". The dialog has two main sections: "Taxpayer" and "Professional Tax Preparer". In the "Taxpayer" section, the "Select Your Account Type" dropdown menu is set to "Gambling Operator". In the "Professional Tax Preparer" section, the "Are you a Professional Tax Preparer?" dropdown is set to "No", and there is an empty text input field for "As a tax preparer, enter your SSN or FEIN". "OK" and "Cancel" buttons are at the bottom of the dialog. In the background, the main interface has "Submit" and "Cancel" buttons.

4. Select "Business Account Registration".

The screenshot shows the Taxpayer Access Point MTS interface for the Montana Department of Revenue. The main content area displays "Sign up for TAP access" with two steps: "Step 1: Select Account Type" and "Step 2: Business Account Registration". The "Account Type" is listed as "Gambling Operator". Below "Step 2", there is a red text indicator "<< Needs Correction". On the left, a "Menu" sidebar includes "Home", "Back", "Help", "TAS", "Toggle Log", "RunDate: 03-Sep-2014", and "Last Request: 611ms". "Submit" and "Cancel" buttons are visible in the top right corner.

5. Enter the GOA or MDR account ID and the Zip Code and click "OK".

The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAP) website. A dialog box titled "Account Registration Authentication" is open, displaying the following information:

- Account ID: 6245599-002-GOA
- Country: USA
- Zip Code (for your account): 59601
- Check if you wish to continue receiving paper returns and vouchers:

There is a red error message "<< Needs Correction" next to the Zip Code field. A yellow tooltip is visible over the Zip Code field with the text "Required" and "Format: \_\_\_\_\_". The background shows the TAP website header with the Montana Department of Revenue logo and the text "Taxpayer Access Point MTS".

From this point it will want the profile to be completed and it will create a new account. You will be emailed an authorization code you will need to use the first time you log in. Input your username, password and the authorization code.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAP) website. The page is titled "Welcome to Taxpayer Access Point (TAP)". The page layout includes a navigation menu on the left, a main content area with four service categories, and a login/sign-up section on the right.

**Navigation Menu:**

- Home
- Back
- Help
- TAS Toggle Log
- RunDate: 04-Sep-2014
- Last Request: 21ms

**Service Categories:**

- Individual:**
  - File a Return
  - Retrieve a Saved Return
  - Make a Payment
  - Where's My Refund
  - Add Power of Attorney
  - Login Features
- Business:**
  - Add Power of Attorney
  - Request Account ID
  - File PT-AGR
  - File PT-STM
  - Tax Certificate Application
  - Login Features
- Unclaimed Property:** Click for cash
  - Search for Unclaimed Cash
  - Retrieve a Saved Claim
  - Track Your Claim Status
  - Quick Claim Letter
  - What You Will Need
- Liquor:**
  - Liquor Pricing Calculators
  - License Search
  - Server Training
  - Retrieve a Saved Application
  - Beer/Wine Label Search

**Login/Sign-up Section:**

- LOGIN [Forgot my Password](#)
- Username: taptester1
- Password: [Redacted]
- Authorization Code: mzb6p
- Buttons: Login, Sign up Now!
- SIGN UP FOR ACCOUNT ACCESS:**
  - Benefits of Signing Up
  - Who Can Use TAP Login?
  - Tax Types Available on TAP

Once logged in, a list of the accounts you have added and associated information will be listed.

1. To add your VGM account to view your taxes, select “Add Access to Another Account”.

The screenshot shows the Taxpayer Access Point MTS interface for the Montana Department of Revenue. The page title is "Taxpayer Access Point MTS" and "Montana Department of Revenue". The main content area displays information for "GCD TEST CASINO".

**ACCOUNTS AND ADDRESSES**

Montana Tax Number	6606272	Legal Name	GCD TEST CASINO
Balance	\$0.00	DBA Name	
		Location Address	555 5TH AVE HELENA MT 59601
		Mailing Address	

**MY ACCOUNTS**

Account ID	Account Type	Name	Frequency	Address	Balance
6606272-002-GOA	Gambling Op.	GCD TEST CASINO	Fiscal	555 5TH AVE HELENA MT 59601	0.00
6606272-003-ONP	On-Prem Cons	GCD TEST CASINO	ONP - Fiscal	555 5TH AVE HELENA MT 59601	0.00

2. Select the “VGM Tax” account from the drop down list.

The screenshot shows the "Add Access to Another Account" screen in the Taxpayer Access Point MTS interface. The page title is "Taxpayer Access Point MTS" and "Montana Department of Revenue".

**Add Access to Another Account**

Navigation buttons: Previous, Choose Account Type, Next, Cancel

Account Type:

3. Input your VGM Account number which is the same as your GOA account number but with VGM at the end instead of GOA (i.e. 6606272-002-VGM). Select “Next”.

The screenshot shows the "Account Registration Authentication" screen in the Taxpayer Access Point MTS interface. The page title is "Taxpayer Access Point MTS" and "Montana Department of Revenue".

**Add Access to Another Account**

Navigation buttons: Previous, 1 Account Registration Authentication, Next, Cancel

Enter the information for the account you would like to add access to:

Account Id	<input type="text" value="6606272-002-VGM"/>
Country	<input type="text" value="USA"/>
Zip code	<input type="text" value="59620"/>

- Verify the information is correct and select “Submit”.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 23-Mar-2015  
Last Request: 111ms

**Add Access to Another Account**

Previous 1 2 Review Your Information Next Submit Cancel

Account Type: On-Premises License  
Account Id: 5255344-003-ONP

On the main screen, there are four different tabs listed above your accounts:

- Accounts – shows a list of all accounts you are able to access in TAP.
- Requests – shows all requests you have generated. The requests will show completed, pending, etc.
- Web Messaging – any messages related to these accounts are shown here.
- Letters – all permits can be accessed and printed from here.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 03-Sep-2014  
Last Request: 221ms

View My Profile  
Add Access to Another Account  
Liquor and Gambling Apps/Forms  
Pay Liquor Gambling Fees

**GCD TEST CASINO**

Montana Tax Number: 6608272  
Balance: \$0.00

**NAMES AND ADDRESSES**

Legal Name: GCD TEST CASINO  
DBA Name:  
Location Address: 555 5TH AVE HELENA MT 59601  
Mailing Address:

ACCOUNTS<sup>2</sup> REQUESTS<sup>0</sup> WEB MESSAGING<sup>0</sup> LETTERS<sup>0</sup>

**MY ACCOUNTS<sup>2</sup>**

Account ID	Account Type	Name	Frequency	Address	Balance
6608272-002-GOA	Gambling Op.	GCD TEST CASINO	Fiscal	555 5TH AVE HELENA MT 59601	0.00
6608272-003-ONP	On-Prem Cons	GCD TEST CASINO	ONP - Fiscal	555 5TH AVE HELENA MT 59601	0.00

# VIDEO GAMBLING MACHINE SERVICES

- To access the video gambling machine services, select the account number you wish to make changes to.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAS) interface. The user is logged in as LISAS BAR. The main content area displays account information and a table of accounts. A red box highlights the account ID '6738013-002-GOA' in the 'MY ACCOUNTS' table, with a red arrow pointing to it and the number '1' in a red box.

LISAS BAR		NAMES AND ADDRESSES	
Montana Tax Number	6738013	Legal Name	LISAS BAR
Balance	\$0.00	DBA Name	
		Location Address	2550 PROSPECT AVE HELENA MT 59601
		Mailing Address	

MY ACCOUNTS					
Account ID	Account Type	Name	Frequency	Address	Balance
6738013-002-GOA	Gambling Op.	LISAS BAR	Fiscal	2550 PROSPECT AVE HELEN	0.00

- Then select "VGM Services".

The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAS) interface. The user is logged in as LISAS BAR. The main content area displays account information and a table of periods requiring attention. A red box highlights the 'VGM Services' link in the left sidebar, with a red arrow pointing to it and the number '2' in a red box.

GAMBLING OPERATOR		NAMES AND ADDRESSES	
Acct Id	6738013-002-GOA	DBA Name	
Filing Frequency	Yearly - Fiscal	Legal Name	LISAS BAR
Payment Source	<a href="#">Setup</a>	Location Address	2550 PROSPECT AVE HELENA MT 59601
		Mailing Address	<a href="#">Add</a>
Balance	0.00		
Pending Payments + Returns	0.00		
Effective Balance	0.00		

PERIODS REQUIRING ATTENTION									
Period	Request Status	Tax	Penalty	Interest	Credits	Balance	Messages		
30-Jun-2015		Pay	0.00	0.00	0.00	0.00	0.00	After Deadline	

On this screen, the following options are available for VGM Services:

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. The main content area is titled 'SELECT VGM SERVICE' and lists several options with descriptions:

- Add VGM**: This option allows you to apply for a new video gambling machine permit.
- Letter of Withdrawal**: This option allows you to remove a video gambling machine from play.
- Meter Reading**: This option allows entry of electronic weekly/bi-weekly electronic meter readings. End of the quarter meter readings, which include mechanical meters are also entered here.
- Meter Reading w/Reconciliation**: This option allows for entry of weekly/bi-weekly electronic and mechanical meter readings and the actual cash collected from each machine.
- Service Form**: This option allows you to enter video gambling machine service forms to report service done on a machine.
- VGM Reports**: Reports

- **Add VGM** - This option provides the ability to apply for a new permit and pay for the permit fee. You will receive an email with a printable permit after the application is approved. You may also access your new permit by selecting “Home” and selecting the “Letters” tab.
- **Letter of Withdrawal** – This option provides the ability to remove a machine from service permanently. You will receive an email with your new permit or can access it on the letters tab.
- **Meter Reading** – Allows entry of electronic meters. Mechanical meter readings will need to be provided at the end of each quarter. If you use this option, do not do the Meter Readings with Reconciliation. Either do the “Meter Reading” OR the “Meter Readings w/Reconciliation”, not both.
- **Meter Reading with Reconciliation** – This is the same as Meter Reading. However, you will be asked to enter mechanical meter readings and cash with the electronic meter readings. This will show if you are in balance. Note that this option is for your convenience only. Mechanical meter readings will be saved only for a maximum of two weeks by the system for data entry comparisons. Cash entries are not kept. Electronic meter readings are kept the same as in the Meter Reading option. Be aware that if you are only off by a nickel, the system will advise you that you do not balance.
- **Service Form** – This option allows for the reporting of service to a machine. Any machine, which has had service performed, that altered either the electronic or mechanical meter readings, is required to have a service form submitted.
- **VGM Reports** – You can access your meter readings, meter readings with reconciliation, and service reports using this option. You can print out your reports for your records. (Please note: Once the meter readings or service reports have been uploaded, these reports will no longer be accessible for that session.)

# ADD VGM

- From the VGM Service menu select “Add VGM”.

**Taxpayer Access Point MTS** Montana Department of Revenue

**GAMBLING OPERATOR**

Acct Id: 6738013-002-GOA  
 Filing Frequency: Yearly - Fiscal  
 Payment Source: Setup

**NAMES AND ADDRESSES**

DBA Name: LISAS BAR  
 Legal Name: LISAS BAR  
 Location Address: 2550 PROSPECT AVE HELENA MT 59601  
 Mailing Address: Add

Balance: 0.00  
 Pending Payments + Returns: 0.00  
 Effective Balance: 0.00

PERIODS | REQUESTS<sup>0</sup> | ACTIVITY | WEB MESSAGING<sup>0</sup> | LETTERS<sup>0</sup>

ATTENTION NEEDED<sup>1</sup> ALL PERIODS

PERIODS REQUIRING ATTENTION

Period	Request Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015		Pay	0.00	0.00	0.00	0.00	After Deadline

**Taxpayer Access Point MTS** Montana Department of Revenue

**SELECT VGM SERVICE**

- Add VGM**: This option allows you to apply for a new video gambling machine permit.
- Letter of Withdrawal: This option allows you to remove a video gambling machine from play.
- Meter Reading: This option allows entry of electronic weekly/bi-weekly electronic meter readings. End of the quarter meter readings, which include mechanical meters are also entered here.
- Meter Reading w/Reconciliation: This option allows for entry of weekly/bi-weekly electronic and mechanical meter readings and the actual cash collected from each machine.
- Service Form: This option allows you to enter video gambling machine service forms to report service done on a machine.
- VGM Reports: Reports

- Select the account you wish to permit a machine at. (Route operators’ screen will show all their current accounts listed.)

**Taxpayer Access Point MTS** Montana Department of Revenue

Submit Save and finish later Cancel

**LOCATIONS**

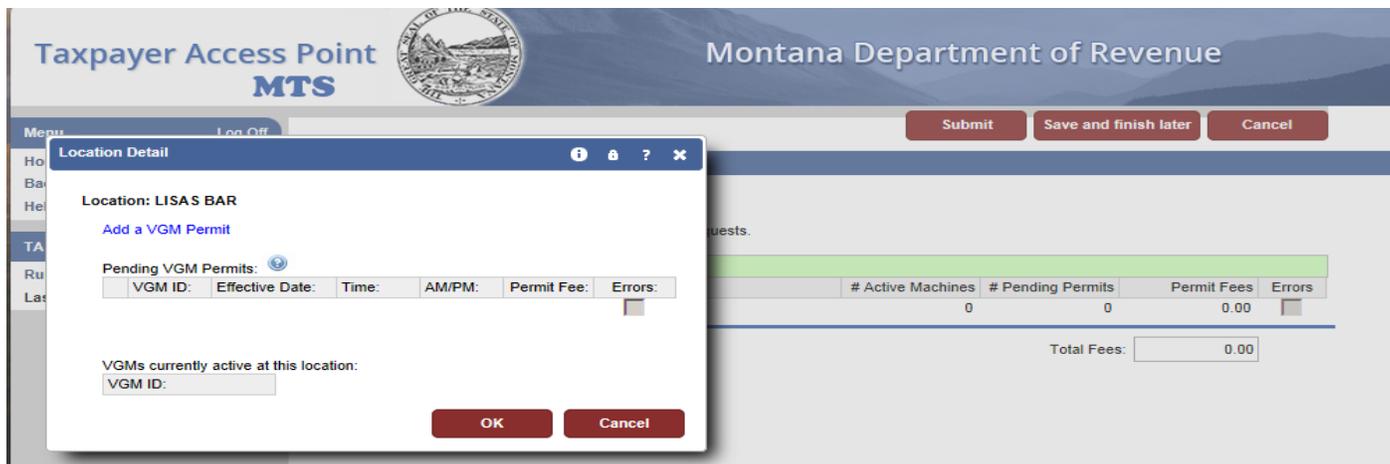
**VGM Permit**

Please select a location below to submit VGM permit requests.

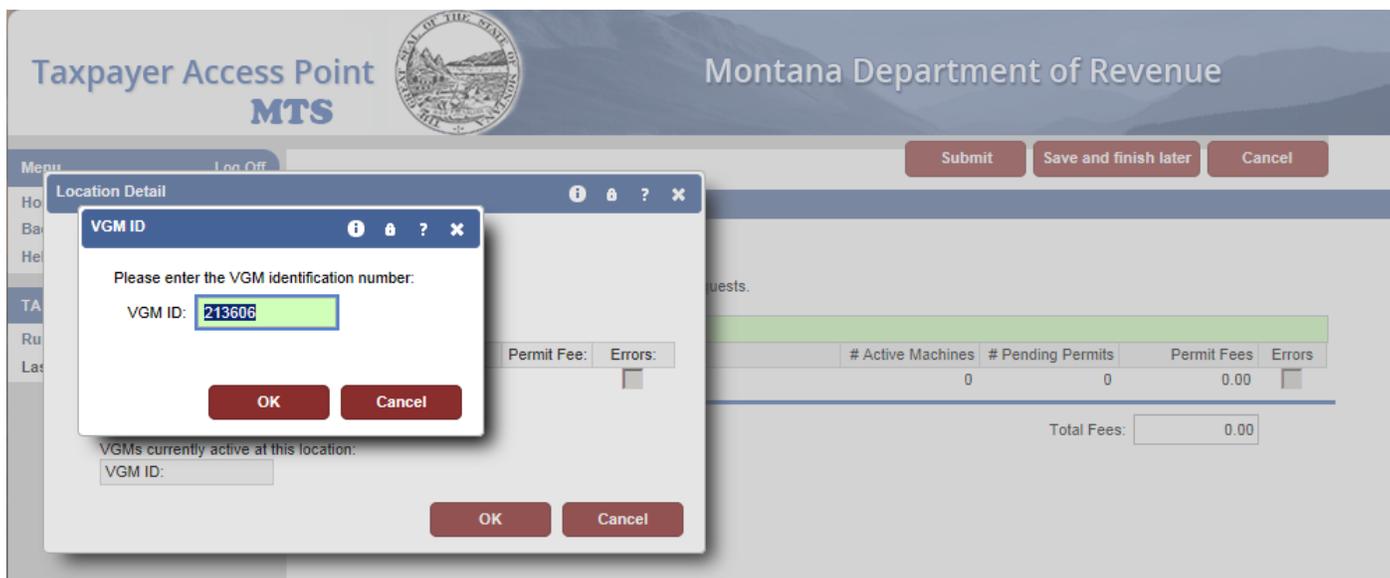
Location Account ID	Location Name	# Active Machines	# Pending Permits	Permit Fees	Errors
6738013-002-GOA	LISAS BAR	0	0	0.00	

Total Fees: 0.00

3. Select "Add a VGM Permit", click "OK".



4. Enter a valid VGM ID and select "OK".



5. Fill out the remaining fields with the correct information and then select OK to continue or “Cancel” if you wish to abort this entry.

- Is this a route owned VGM? – If you are licensing for a route operator select “Yes” and select the correct route ID from the drop down list.
- Effective Date – select the date you are licensing the machine from the calendar.
- Time – enter the time from the audit ticket. Please note that military time will need to be converted to actual time.
- AM/PM – select the correct time from the audit ticket.
- Program ID – enter the program ID from the audit ticket.
- Tier – Select the correct Tier level. Most locations are Tier 2 – Manual Electronic.
- Frequency – Enter the correct frequency of your meter reporting. i.e. If you enter your meter readings online once every two weeks, you would choose Bi-Weekly.
- Report Day – Enter the day you enter your meter readings online.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
- Disclaimer – check this box to certify all information is accurate.

The screenshot shows a software window titled "Permit" with a standard Windows-style title bar (info, lock, help, close icons). The form contains the following fields and sections:

- Location:** 6738013-002-GOA
- Name:** LISAS BAR
- Is this a route owned VGM?** Yes (selected) No
- Route Operator ID:** (empty dropdown)
- Effective Date:** 26-Feb-2015 (calendar icon)
- Time:** 08:10 AM (PM button)
- Machine Information:**
  - VGM ID:** 213606
  - Manufacturer:** GRAND VISION GAMING
  - Model:** GVDD21S
  - Serial Number:** 100693
  - Program ID:** PV308S (dropdown)
  - Tier:** Tier 2 - Manual Electronic (dropdown with help icon)
  - Frequency:** Weekly (dropdown)
  - Report Day:** 1. Monday (dropdown)
- Electronic Meter Readings:**

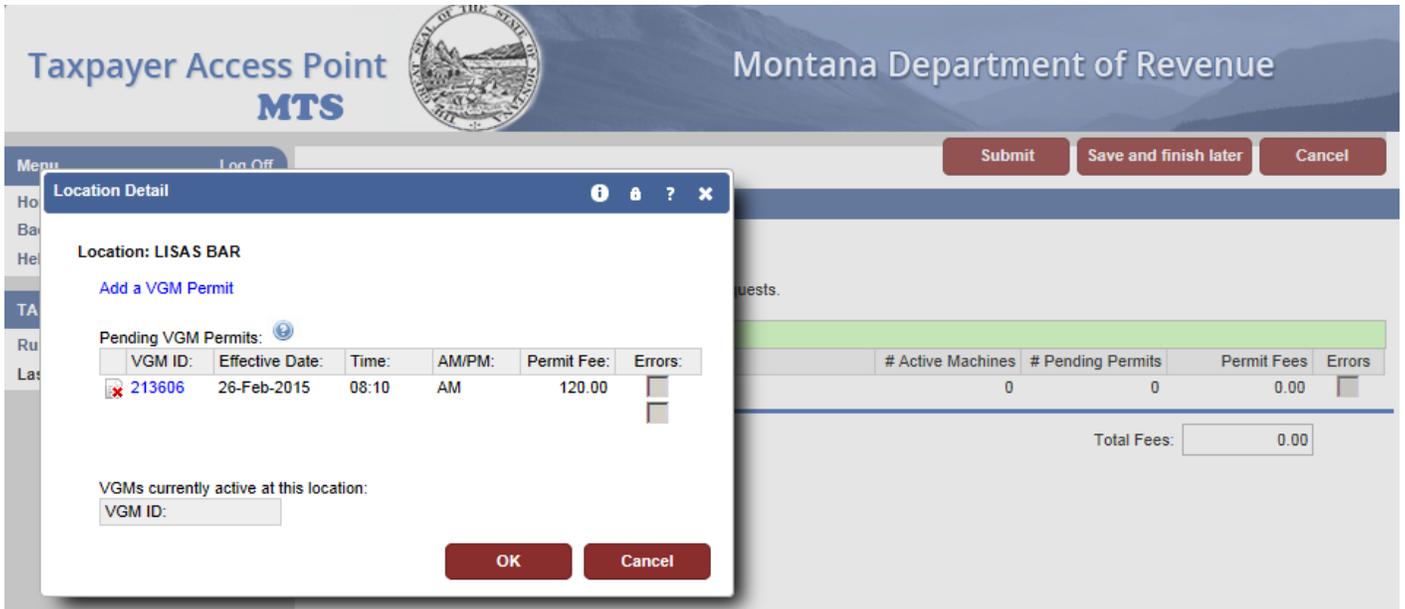
Total In:	50.00
Total Played:	150.25
Total Won:	125.00
Total Paid:	24.75
- Mechanical Meter Readings:**

Total Bill In:	999980
Total Played:	999980
Total Won:	999980
Total Paid:	999980
Total Coin In:	0
- Machine has 5 meters
- Disclaimer:**

I certify that this information is true and correct.

 I agree to the disclaimer above
- Buttons:** OK, Cancel

6. After selecting “OK”, the machine just added can be seen under pending VGM permits. At this time, you can:
  - Add another VGM
  - Delete the one you just added by clicking the red **X**.
  - Select “OK” to save the VGM you have just added.
  - Select “Cancel” which cancels the permit you have just added.
  - View if there are errors that require fixing before submitting.
  
7. Select “OK” to continue with licensing the VGM.



8. After selecting “OK”, you will see the following screen. You can do the following:
- Submit – select this to continue on to pay the fee.
  - Save and Finish later – allows you to save the information and come back at a later time to permit the machine and pay the fee.
  - Cancel – allows you to cancel the transaction.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off Home Back Help TAS Toggle Log RunDate: 26-Feb-2015 Last Request: 165ms

**LOCATIONS**

**VGM Permit**

Please select a location below to submit VGM permit requests.

Location Account ID	Location Name	# Active Machines	# Pending Permits	Permit Fees	Errors
6738013-002-GOA	LISAS BAR	0	1	120.00	

Total Fees: 120.00

Submit Save and finish later Cancel

9. Select “Submit”. A new screen will come up that requires you to re-enter your password. This acts as your signature.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off Home Back Help TAS Toggle Log RunDate: 26-Feb-2015 Last Request: 80ms

**LOCATIONS**

**VGM Permit**

Please select a location below to submit VGM permit requests.

Location Account ID	Location Name	# Active Machines	# Pending Permits	Permit Fees	Errors
6738013-002-GOA	LISAS BAR	0	1	120.00	

Total Fees: 120.00

Submit Save and finish later Cancel

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password: .....

OK Cancel

Submit Save and finish later Cancel

10. After entering your password and selecting “OK”, a confirmation screen will come up showing the total fees due for this transaction.
  - Proceed to Pay Online – select this to pay for the VGM you have added.
  - OK – you can select OK and this will take you back to the Select VGM Service screen. You have not paid for your permit if you select this (a permit is not valid until payment is made). If you do select OK, you will then need to go to the “Requests” tab on the home screen to find your completed permit request in order to continue to pay.
    - For a MDR accounts, choose “Search” under the “Requests” tab to find the transaction.
  
11. Select “Proceed to Pay Online”.

The screenshot displays the Montana Department of Revenue Taxpayer Access Point (TAS) MTS interface. At the top, the header includes the Montana Department of Revenue logo and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". The main content area is titled "CONFIRMATION" and contains the following text:

Thank you for submitting your VGM Permit request. Your tracking number is 0-489-777-664.

**Fee Amount Due:** \$120.00

**Note:** The fee listed is required before your application will be processed. You can make a fee payment by clicking the "Proceed to Pay Online" link above.

Your updated permit letter is available from the "Letters" tab on the customer home page.

If you have any questions, please contact us at (406) 444-1971 or [gcd@mt.gov](mailto:gcd@mt.gov), or visit us online at <https://dojmt.gov/gaming/>.

At the top right and bottom right of the main content area, there are two buttons: "Ok" and "Proceed to Pay Online".

On the left side, there is a navigation menu with the following items:

- Menu Log Off
- Home
- Back
- Help
- TAS Toggle Log
- RunDate: 26-Feb-2015
- Last Request: 434ms

12. Enter the following:

- Checking or Savings – you can pay from either type of account
- Routing number
- Account number
- Account number confirmation

Note: You can also save this payment information for future use by selecting “Save as default for Gambling Operator...”

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off Submit Cancel

Home Back Help

TAS Toggle Log RunDate: 26-Feb-2015 Last Request: 64ms

The payment date entered will be recorded as the date paid.  
Any payments entered after 3:45 p.m. MST may not clear your bank for two business days.  
International bank accounts are not supported at this time.

LISAS BAR  
Gambling Operator 6738013-002-GOA Payment Date: 26-Feb-2015

PAY TO THE ORDER OF Department of Justice 120.00

NATIONWIDE BANK

MEMO:

Bank Account Type: Routing Number: Account Number: Account Number Confirm:

Checking 044072324 123456 123456

[Save as default for Gambling Operator 6738013-002-GOA](#)

CHOOSE PAYMENT SOURCE

New payment source

Submit Cancel

13. Selecting “Save as Default...” will require you to confirm the selection.

The payment date entered will be recorded as the date paid.  
Any payments entered after 3:45 p.m. MST may not clear your bank for two business days.  
International bank accounts are not supported at this time.

LISAS BAR  
Gambling Operator 6738013-002-GOA Payment Date: 26-Feb-2015

PAY TO THE ORDER OF Department of Justice 120.00

NATIONWIDE BANK

MEMO:

Bank Account Type: Routing Number: Account Number: Account Number Confirm:

Checking 044072324 123456 123456

[Save as default for Gambling Operator 6738013-002-GOA](#)

CHOOSE PAYMENT SOURCE

New payment source

Are you sure you want to set this payment source as the default for this account?

Yes No

14. Select "Yes". You will see the account number listed under "Choose Payment Source". You can add another account at a later date if needed.
15. Select "Submit" to finish paying the fee or to cancel this payment select "Cancel".

**Taxpayer Access Point MTS**  **Montana Department of Revenue**

**Menu** Log Off Submit Cancel

Home  
Back  
Help

**TAS** Toggle Log

RunDate: 26-Feb-2015  
Last Request: 1477ms

The payment date entered will be recorded as the date paid.  
Any payments entered after 3:45 p.m. MST may not clear your bank for two business days.  
International bank accounts are not supported at this time.

**LISAS BAR**  
Gambling Operator 6738013-002-GOA Payment Date: 26-Feb-2015

PAY TO THE ORDER OF Department of Justice 120.00

NATIONWIDE BANK

MEMO:

Bank Account Type: Checking Routing Number: 044072324 Account Number: \*\*\*\*3456

**CHOOSE PAYMENT SOURCE**

Gambling Operator 6738013-002-GOA Checking NATIONWIDE BANK 044072324

New payment source

Submit Cancel

16. Re-enter your password and click "OK".

**Menu** Log Off Submit Cancel

Home  
Back  
Help

**TAS** Toggle Log

RunDate: 26-Feb-2015  
Last Request: 753ms

The payment date entered will be recorded as the date paid.  
Any payments entered after 3:45 p.m. MST may not clear your bank for two business days.  
International bank accounts are not supported at this time.

**LISAS BAR**  
Gambling Operator 6738013-002-GOA Payment Date: 26-Feb-2015

PAY TO THE ORDER OF Department of Justice 120.00

NATIONWIDE BANK

MEMO:

Bank Account Type: Checking Routing Number: 044072324 Account Number: \*\*\*\*3456

**CHOOSE PAYMENT SOURCE**

Gambling Operator 6738013-002-GOA Checking NATIONWIDE BANK 044072324

New payment source

**Authorization Dialog:**

I hereby authorize the Montana Department of Revenue to debit my bank account for the above amount.  
You are required to re-enter your password as confirmation of this request. Your password will act as your signature.

Password:

OK Cancel

17. You will receive a confirmation page with a request tracking number. If there are any problems in receiving your permit, utilize this tracking number when contacting the Division.

- Print the confirmation page by selecting “Print”.
- Select the “Home” button to return to the main page. \*Note – do not select the “Ok” button on this step as it will take you to the “Proceed to Pay Online” section again. Selecting “Home” will take you back to the listing of accounts.

**Taxpayer Access Point**  
**MTS**

Montana Department of Revenue

Menu Log Off  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 26-Feb-2015  
Last Request: 955ms

**CONFIRMATION**

Please review the payment request information below for your payment to the Department of Revenue.  
You may want to print a copy for your records.

Your Payment request tracking number is 1-563-519-488

Paid For: Gambling Operator 6738013-002-GOA  
LISAS BAR

Paid From: NATIONWIDE BANK \*\*\*\*3456

Payment Amount: 120.00  
Payment Date: 26-Feb-2015  
Submitted Date: 26-Feb-2015

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

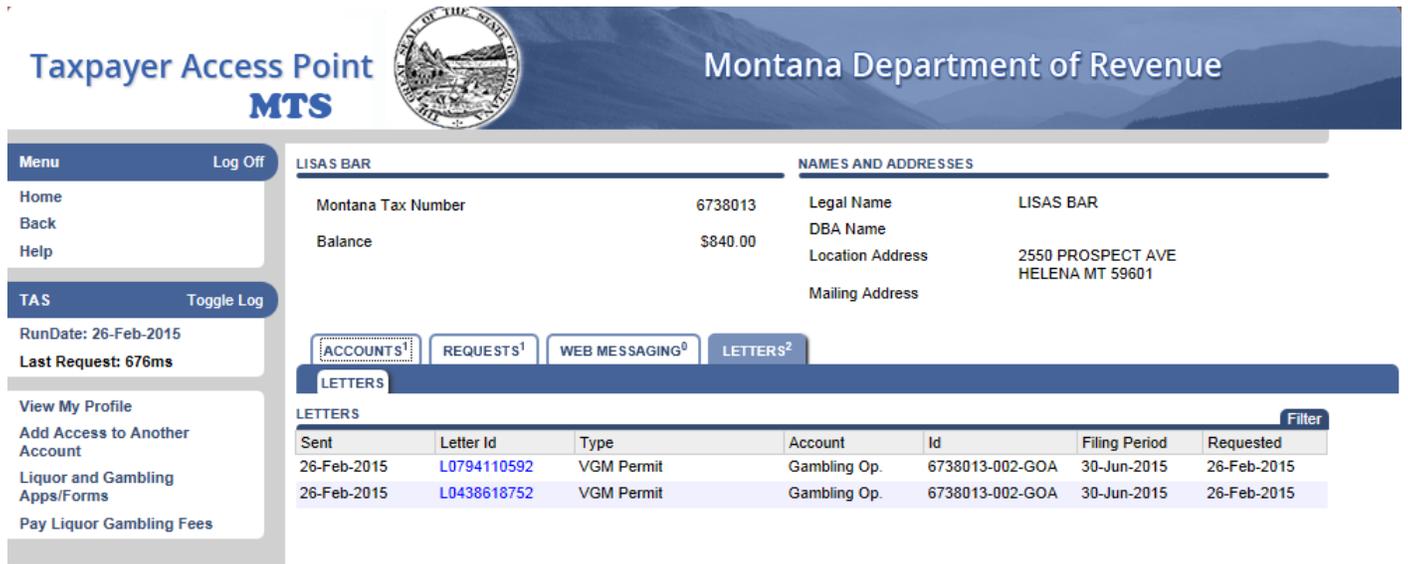
OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any difficulties, or you would like some help then please contact us toll free at (866) 859-2254 (in Helena 444-6900) or visit <http://revenue.mt.gov>.

Ok Print

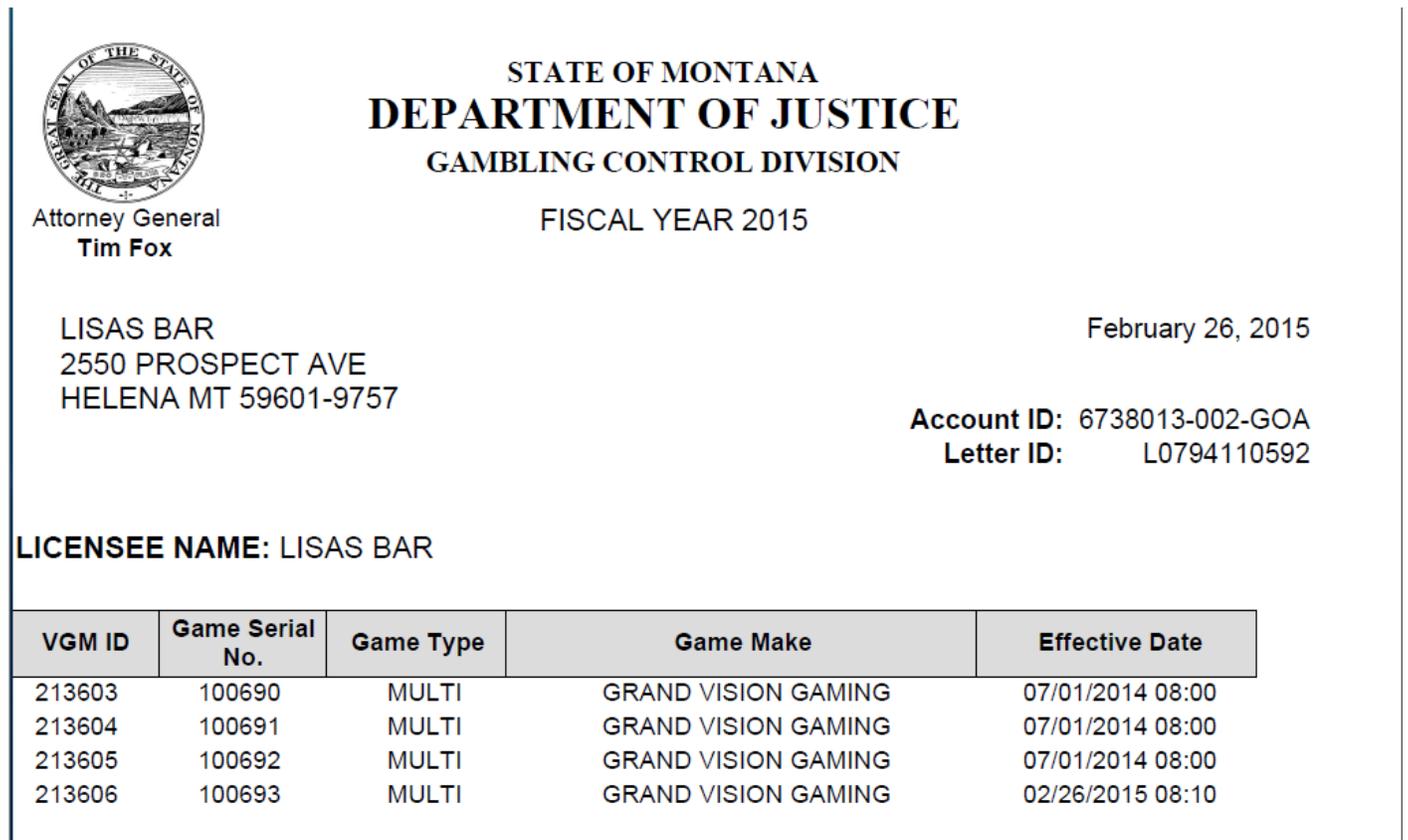
Ok Print

18. Select the "LETTERS" tab and select the most recent VGM permit in the list to access the new permit.



The screenshot shows the Montana Department of Revenue Taxpayer Access Point (TAS) interface. At the top, there is a header with the Montana Department of Revenue logo and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". Below the header, there is a navigation menu on the left with options like "Home", "Back", "Help", "TAS", "View My Profile", etc. The main content area is divided into two sections: "LISAS BAR" and "NAMES AND ADDRESSES". The "LISAS BAR" section shows the Montana Tax Number (6738013) and Balance (\$840.00). The "NAMES AND ADDRESSES" section shows the Legal Name (LISAS BAR), DBA Name, Location Address (2550 PROSPECT AVE, HELENA MT 59601), and Mailing Address. Below these sections, there are tabs for "ACCOUNTS<sup>1</sup>", "REQUESTS<sup>1</sup>", "WEB MESSAGING<sup>0</sup>", and "LETTERS<sup>2</sup>". The "LETTERS" tab is selected, and a table of letters is displayed. The table has columns for "Sent", "Letter Id", "Type", "Account", "Id", "Filing Period", and "Requested". Two rows are visible, both for "VGM Permit" type, with "Letter Id" values L0794110592 and L0438618752.

19. A new window will open up with your new permit. Print the new permit and place it on your wall.



The screenshot shows a permit document from the State of Montana Department of Justice Gambling Control Division. At the top left is the Montana State Seal. The text reads "STATE OF MONTANA DEPARTMENT OF JUSTICE GAMBLING CONTROL DIVISION FISCAL YEAR 2015". Below this, the Attorney General's name "Tim Fox" is listed. The permit is issued to "LISAS BAR" at "2550 PROSPECT AVE HELENA MT 59601-9757" on "February 26, 2015". The "Account ID" is "6738013-002-GOA" and the "Letter ID" is "L0794110592". Below this, the "LICENSEE NAME" is "LISAS BAR". At the bottom, there is a table with columns "VGM ID", "Game Serial No.", "Game Type", "Game Make", and "Effective Date". The table contains four rows of data, all for "MULTI" game type and "GRAND VISION GAMING" make, with effective dates ranging from 07/01/2014 08:00 to 02/26/2015 08:10.

VGM ID	Game Serial No.	Game Type	Game Make	Effective Date
213603	100690	MULTI	GRAND VISION GAMING	07/01/2014 08:00
213604	100691	MULTI	GRAND VISION GAMING	07/01/2014 08:00
213605	100692	MULTI	GRAND VISION GAMING	07/01/2014 08:00
213606	100693	MULTI	GRAND VISION GAMING	02/26/2015 08:10

20. To get back to the menu showing your accounts, select the “ACCOUNTS” tab.





## Montana Department of Revenue

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**Menu** Log Off

Home

Back

Help

---

**TAS** Toggle Log

RunDate: 26-Feb-2015

Last Request: 142ms

---

View My Profile

Add Access to Another Account

Liquor and Gambling Apps/Forms

Pay Liquor Gambling Fees

**LISAS BAR**

Montana Tax Number	6738013	Legal Name	LISAS BAR
Balance	\$840.00	DBA Name	
		Location Address	2550 PROSPECT AVE HELENA MT 59601
		Mailing Address	

**NAMES AND ADDRESSES**

ACCOUNTS<sup>1</sup>
REQUESTS<sup>1</sup>
WEB MESSAGING<sup>0</sup>
LETTERS<sup>2</sup>

MY ACCOUNTS<sup>1</sup>

Account ID	Account Type	Name	Frequency	Address	Balance	Hide History	Filter
6738013-002-GOA	Gambling Op.	LISAS BAR	Fiscal	2550 PROSPECT AVE HELEN	840.00		

# LETTER OF WITHDRAWAL

To permanently remove a machine from service, you need to apply for a Letter of Withdrawal (LOW).

1. While within your GOA/MDR account, click “VGM Services” link, and select the “Letter of Withdrawal” option.

**Taxpayer Access Point MTS** Montana Department of Revenue

**GAMBLING OPERATOR**

Acct Id: 6738013-002-GOA  
 Filing Frequency: Yearly - Fiscal  
 Payment Source: [Setup](#)

**NAMES AND ADDRESSES**

DBA Name: LISAS BAR  
 Legal Name: LISAS BAR  
 Location Address: 2550 PROSPECT AVE HELENA MT 59601  
 Mailing Address: [Add](#)

Balance: 0.00  
 Pending Payments + Returns: 0.00  
 Effective Balance: 0.00

PERIODS | REQUESTS<sup>0</sup> | ACTIVITY | WEB MESSAGING<sup>0</sup> | LETTERS<sup>0</sup>

ATTENTION NEEDED<sup>1</sup> ALL PERIODS

PERIODS REQUIRING ATTENTION

Period	Request Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	<a href="#">Pay</a>	0.00	0.00	0.00	0.00	0.00	After Deadline

**Taxpayer Access Point MTS** Montana Department of Revenue

**SELECT VGM SERVICE**

- [Add VGM](#)
- [Letter of Withdrawal](#)
- [Meter Reading](#)
- [Meter Reading w/Reconciliation](#)
- [Service Form](#)
- [VGM Reports](#)

This option allows you to apply for a new video gambling machine permit.

This option allows you to remove a video gambling machine from play.

This option allows entry of electronic weekly/bi-weekly electronic meter readings. End of the quarter meter readings, which include mechanical meters are also entered here.

This option allows for entry of weekly/bi-weekly electronic and mechanical meter readings and the actual cash collected from each machine.

This option allows you to enter video gambling machine service forms to report service done on a machine.

2. Select the account you wish to remove a machine at. A route operator’s screen will show all of their active accounts:

**Taxpayer Access Point MTS** Montana Department of Revenue

Submit Save and finish later Cancel

LOCATIONS

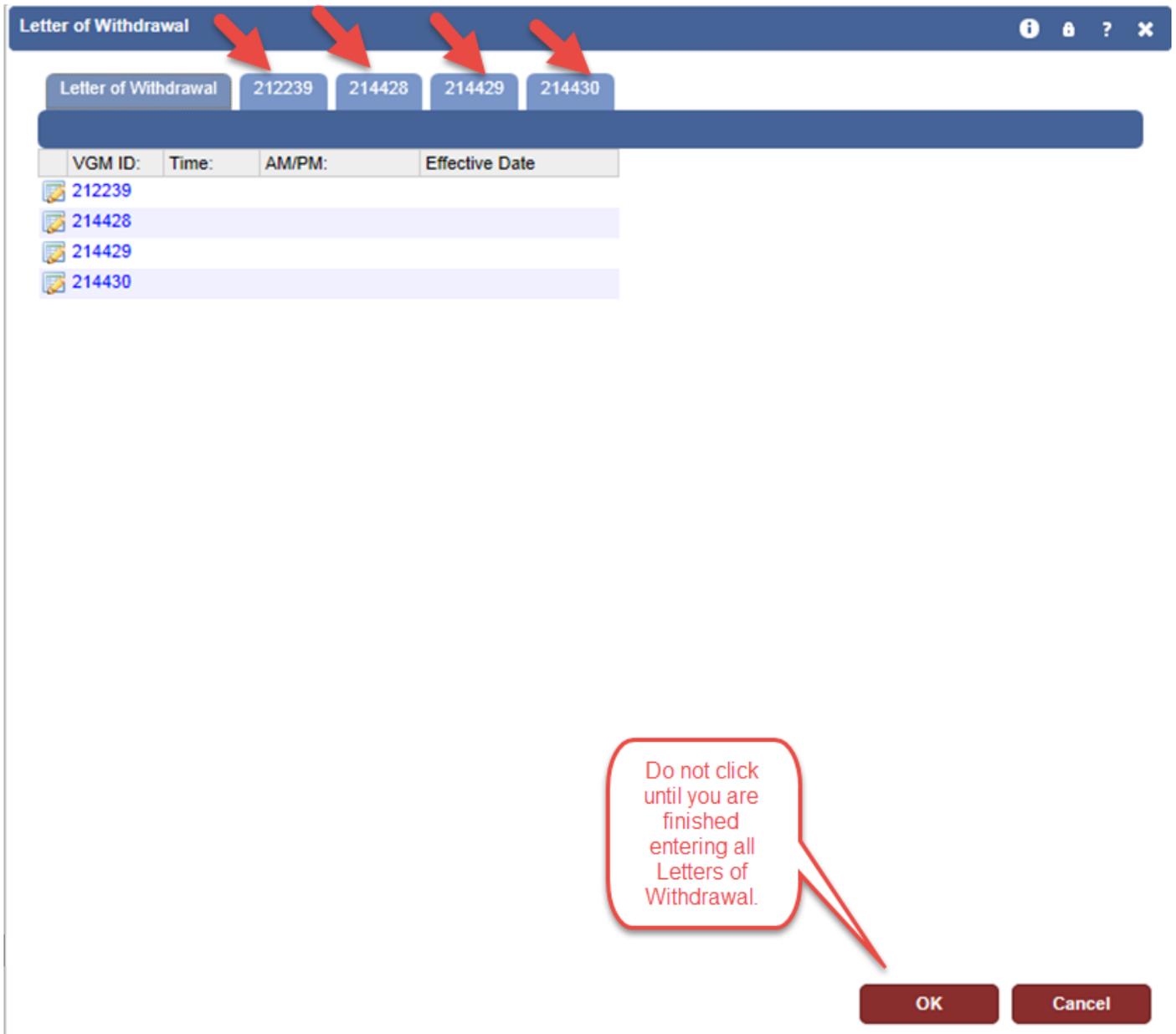
**VGM Permit**

Please select a location below to submit VGM permit requests.

Location Account ID	Location Name	# Active Machines	# Pending Permits	Permit Fees	Errors
6738013-002-GOA	LISAS BAR	0	0	0.00	

Total Fees: 0.00

3. Select the VGM ID of the machine you wish to remove. If removing more than one machine, click the tabs with the appropriate VGM IDs listed on it. Do not click the “OK” button until you are finished entering all letters of withdrawal. If you click “OK”, it will take you back to the list of accounts screen. The “OK” button will not take you to the next machine.



VGM ID:	Time:	AM/PM:	Effective Date
212239			
214428			
214429			
214430			

Do not click until you are finished entering all Letters of Withdrawal.

OK Cancel

4. Select “Yes” to continue to withdraw this machine and then fill out the remaining fields with the correct information.
  - Effective Date – select the date you have removed the machine from service.
  - Time – enter the time from the audit ticket. Please note military time will need to be converted to standard AM/PM time.
  - Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
  - Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
  - Disclaimer – check this box to certify all information is accurate.
  
5. Select “OK” once you are done filling out the information.

Letter of Withdrawal
i lock ? x

Letter of Withdrawal
\*212239
214428
214429
214430

LOW for VGM: 212239

Withdraw this machine?  Yes  No

Effective Date:

Establishment:  Name:

**Machine Information:**

VGM ID:  Manufacturer:

Model Number:  Serial Number:

Electronic Meter Readings:	Mechanical Meter Readings:
Total In: <input type="text" value="500.00"/>	Total Bill In: <input type="text" value="501"/>
Total Played: <input type="text" value="1,050.25"/>	Total Played: <input type="text" value="1051"/>
Total Won: <input type="text" value="945.75"/>	Total Won: <input type="text" value="946"/>
Total Paid: <input type="text" value="395.50"/>	Total Paid: <input type="text" value="396"/>
	Total Coin In: <input type="text" value="0"/> <input type="checkbox"/> Machine has 5 meters

**Disclaimer**

I, the licensee of the above establishment, request and authorize the withdrawal of the above referenced video gambling machine from my establishment. I certify that this information is true and correct.

I agree to the disclaimer above

OK
Cancel

6. After selecting “OK”, you will see the following screen. Select one of the following:

- Submit – select this to continue on to withdraw the machine.
- Save and Finish later – allows you to save the information and come back at a later time.
- Cancel – allows this transaction to be cancelled.

The screenshot displays the Montana Department of Revenue Taxpayer Access Point (TAS) interface. The header includes the Montana State Seal and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". The main content area is titled "LOCATIONS" and "VGM Letter of Withdrawal (LOW)". It prompts the user to "Please select a location below to file VGM Letter of Withdrawal." and provides a table of locations. The table has columns for "Location Account ID", "Location Name", "# Machines", "Changes", and "Errors". Two locations are listed: "LISA'S BAR" with 4 machines and "STACY'S LOUNGE" with 3 machines. The "Changes" column has checkboxes, with the first one checked. The "Errors" column has empty checkboxes. Navigation buttons for "Submit", "Save and finish later", and "Cancel" are visible at the top right and bottom right of the interface. A sidebar on the left contains a "Menu" with "Home", "Back", and "Help" options, and a "TAS" section with "RunDate: 20-May-2015" and "Last Request: 205ms".

Location Account ID	Location Name	# Machines	Changes	Errors
6753001-002-GOA	LISA'S BAR	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6758002-002-GOA	STACY'S LOUNGE	3	<input type="checkbox"/>	<input type="checkbox"/>

7. Select "Submit". A new screen will come up and require you to re-enter your password. This acts as your signature.

The screenshot shows the Taxpayer Access Point MTS interface for the Montana Department of Revenue. The main heading is "VGM Letter of Withdrawal (LOW)". Below the heading, there is a table of locations with columns for Location Account ID, Location Name, # Machines, Changes, and Errors. A modal dialog box is open, displaying the message: "You are required to re-enter your password to verify this request. Your password will act as your signature." The dialog box contains a password input field with a masked password "\*\*\*\*\*" and "OK" and "Cancel" buttons.

Location Account ID	Location Name	# Machines	Changes	Errors
6753001-002-GOA	LISA'S BAR	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6758002-002-GOA	STACY'S LOUNGE	3	<input type="checkbox"/>	<input type="checkbox"/>

After selecting "OK", you will receive a confirmation page with a request tracking number. If there are any problems in receiving your permit, please utilize this tracking number when contacting the Division. The confirmation page can be printed by selecting the "Print" button.

8. Select the Home button to return to the list of accounts.

The screenshot shows the Taxpayer Access Point MTS interface for the Montana Department of Revenue. The main heading is "CONFIRMATION". Below the heading, there is a message: "Thank you for submitting your VGM Letter of Withdrawal request. Your tracking number is 0-370-485-760. Your updated permit letter is available from the 'Letters' tab on the customer home page. If you have any questions, please contact us at (406) 444-1971 or [gcd@mt.gov](mailto:gcd@mt.gov), or visit us online at <https://dojmt.gov/gaming/>." The "Home" button in the left sidebar is highlighted.

9. Select the "LETTERS" tab and select the most recent VGM permit in the list to access the new permit.

**Taxpayer Access Point MTS** Montana Department of Revenue

**GCD GAMES**

Montana Tax Number: 6758001  
Balance: \$0.00

**NAMES AND ADDRESSES**

Legal Name: GCD GAMES  
DBA Name:  
Location Address: 125 N ROBERTS ST  
HELENA MT 59601  
Mailing Address:

ACCOUNTS<sup>1</sup> REQUESTS<sup>2</sup> WEB MESSAGING<sup>0</sup> **LETTERS<sup>4</sup>**

**LETTERS**

Sent	Letter Id	Type	Account	Id	Filing Period	Requested
20-May-2015	L0827036288	VGM Permit	VGM MDR	6758001-002-MDR	30-Jun-2015	20-May-2015
20-May-2015	L1421365888	VGM Permit	VGM MDR	6758001-002-MDR	30-Jun-2015	20-May-2015
20-May-2015	L0616059520	VGM Permit	VGM MDR	6758001-002-MDR	30-Jun-2015	20-May-2015
20-May-2015	L0926788224	VGM Permit	VGM MDR	6758001-002-MDR	30-Jun-2015	20-May-2015

10. A new window will open up with your new permit. Print this permit and place it on your wall.



Attorney General  
Tim Fox

STATE OF MONTANA  
**DEPARTMENT OF JUSTICE**  
GAMBLING CONTROL DIVISION

FISCAL YEAR 2015

LISA'S BAR  
340 N LAST CHANCE GULCH  
HELENA MT 59601-5012

May 20, 2015

Account ID: 6753001-002-GOA  
Letter ID: L1363907200

**LICENSEE NAME: LISA'S BAR**

VGM ID	Game Serial No.	Game Type	Game Make	Effective Date
214328	101021	MULTI	GRAND VISION GAMING	05/19/2015 08:00
214428	101121	MULTI	GRAND VISION GAMING	05/20/2015 08:00
214429	101122	MULTI	GRAND VISION GAMING	05/20/2015 08:00
214430	101123	MULTI	GRAND VISION GAMING	05/20/2015 08:00

# METER READINGS

1. While within your GOA/MDR account, click “VGM Services” link.

The screenshot shows the 'Taxpayer Access Point MTS' interface for the Montana Department of Revenue. The user is logged in as a 'GAMBLING OPERATOR' with account ID 6738013-002-GOA. The interface displays account information, including filing frequency (Yearly - Fiscal) and payment source (Setup). A table shows the current balance and pending payments, all at 0.00. A 'PERIODS' tab is selected, showing a table of 'PERIODS REQUIRING ATTENTION' for the period 30-Jun-2015, with a 'Pay' button and zero amounts for tax, penalty, interest, and credits.

2. Then select the “Meter Reading” option.

The screenshot shows the 'SELECT VGM SERVICE' menu in the Taxpayer Access Point MTS. The 'Meter Reading' option is highlighted. The menu includes options like 'Add VGM', 'Letter of Withdrawal', 'Meter Reading w/Reconciliation', 'Service Form', and 'VGM Reports', each with a brief description of its function.

3. Select the VGM ID for the first machine you want to enter meter readings for.

The screenshot shows the 'Meter Readings' dialog box in the Taxpayer Access Point MTS. The dialog box has a title bar with 'Meter Readings' and standard window controls. It contains a table with columns for 'VGM ID', 'Report Date', 'Time', 'AM/PM', and 'End of Quarter'. Three VGM IDs are listed: 214428, 214429, and 214430. Below the table, there is a note: 'Only click the OK button after entering meter readings for ALL machines.' and 'OK' and 'Cancel' buttons.

3. Select “Yes” for “Enter meter readings for this VGM?” and then fill out the remaining fields:

- Quarter date – use the current quarter date.
- Select End of Quarter box if this is the quarter end (see #4 below for more information).
- Report date – use the date off of the audit ticket.
- Time – enter the time from the audit ticket. Please note that military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- If there are meters that are zero, please check the box. For any box checked, the electronic meter reading will default to zero.
- Select the tab with the next VGM ID you will be entering meter readings for.
- When done entering meter readings for all machines (as applicable), select “OK”.

Meter Readings

VGM Meter Readings \*214428 214429 214430

Meter Reading for VGM: 214428

VGM ID: 214428

Enter meter reading for this VGM? Yes No

Quarter: 30-Jun-2015  End of Quarter Filing

Report Date: 19-May-2015 Time: 08:00 AM PM

Electronic Meter Readings:	Amount	Zero?
Total In:	835.00	<input type="checkbox"/>
Total Played:	3,946.90	<input type="checkbox"/>
Total Won:	3,585.90	<input type="checkbox"/>
Total Paid:	474.00	<input type="checkbox"/>

Only click the OK button after entering meter readings for ALL machines.

OK Cancel

**\*Important note:** After you finish entering the meter readings for one machine, use the tabs across the top to get to the next machine. If you click “OK”, this will take you back to your accounts page.

4. If this is the end of the quarter meter reading, check the box “End of Quarter Filing”. When this is checked, another set of meters will appear for the mechanical meter readings to be entered.
  - Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.

**\*Important Note:** The system will not allow the end of the quarter meter readings to be dated prior to 14 days before the end of the quarter. If you enter the wrong date, an error notice will be shown.

Meter Readings
i lock ? x

VGM Meter Readings
214428
214429
214430

**Meter Reading for VGM: 214428**

VGM ID:

Enter meter reading for this VGM?

Quarter: 30-Jun-2015  End of Quarter Filing

Report Date: 19-May-2015

Time: 08:00

[Max 14 days before quarter]

Electronic Meter Readings:	Amount Zero?	Mechanical Meter Readings:
Total In:	<input type="text" value="835.00"/> <input type="checkbox"/>	Total Bill In: <input type="text" value="677"/>
Total Played:	<input type="text" value="3,946.90"/> <input type="checkbox"/>	Total Played: <input type="text" value="3782"/>
Total Won:	<input type="text" value="3,585.90"/> <input type="checkbox"/>	Total Won: <input type="text" value="3392"/>
Total Paid:	<input type="text" value="474.00"/> <input type="checkbox"/>	Games Paid: <input type="text" value="285"/>
		Total Coin In: <input type="text" value="0"/> <input type="checkbox"/> Machine has 5 meters

Only click the OK button after entering meter readings for **ALL** machines.

OK
Cancel

5. After you select “OK”, you will see the following screen. You can do the following:
  - Submit – select this to continue submittal of the meter readings.
  - Save and finish later – allows you to save the information and come back at a later time.
  - Cancel – allows you to cancel the transaction.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 20-May-2015  
Last Request: 501ms

LOCATIONS

**VGM Meter Readings**  
Please select a location below to file your VGM Meter Readings.

Location Account ID	Location Name	# Machines	Changes	Errors
6753001-002-GOA	LISA'S BAR	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6758002-002-GOA	STACY'S LOUNGE	3	<input type="checkbox"/>	<input type="checkbox"/>

Submit Save and finish later Cancel

6. After you select “Submit”, a new screen will come up and require you to re-enter your password. This acts as your signature. Enter your password and select “OK”.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 20-May-2015  
Last Request: 38ms

LOCATIONS

**VGM Meter Readings**  
Please select a location below to file your VGM Meter Readings.

Location Account ID	Location Name	# Machines	Changes	Errors
6753001-002-GOA	LISA'S BAR	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6758002-002-GOA	STACY'S LOUNGE	3	<input type="checkbox"/>	<input type="checkbox"/>

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password

OK Cancel

- After selecting “OK”, you will receive a confirmation page with a request tracking number. Select “Home”.

- Select the “REQUESTS” tab. You will see your request as pending with the same tracking number as displayed on the confirmation page.

- If you have made any errors, select the link “VGM Meter Readings” and make corrections to the entry and resubmit. Once the request status has changed from “Pending” to “Processed”, the information can’t be changed online.

Submitted	Account	Id	Period	Title	Request Status	Tracking #
20-May-2015	VGM MDR	6758001-002-MDR		VGM Meter Readings	Pending...	1-290-725-888
20-May-2015	VGM MDR	6758001-002-MDR		VGM Pymt for \$180.00	Pending...	1-155-230-208
20-May-2015	VGM MDR	6758001-002-MDR		VGM Pymt for \$180.00	Pending...	0-953-903-616

\*\* All meter reading requests are processed in the state system every evening.

# METER READINGS W/RECONCILIATION

1. While within your GOA/MDR account, click “VGM Services” link.

The screenshot shows the Taxpayer Access Point MTS interface for the Montana Department of Revenue. The page is titled "Taxpayer Access Point MTS" and "Montana Department of Revenue". The user is logged in as "LISAS BAR". The account details are as follows:

GAMBLING OPERATOR		NAMES AND ADDRESSES	
Acct Id	6738013-002-GOA	DBA Name	
Filing Frequency	Yearly - Fiscal	Legal Name	LISAS BAR
Payment Source	Setup	Location Address	2550 PROSPECT AVE HELENA MT 59601
Balance	0.00	Mailing Address	Add
Pending Payments + Returns	0.00		
Effective Balance	0.00		

Below the account details, there are tabs for "PERIODS", "REQUESTS", "ACTIVITY", "WEB MESSAGING", and "LETTERS". The "PERIODS" tab is selected, showing a table of "PERIODS REQUIRING ATTENTION".

Period	Request Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	Pay	0.00	0.00	0.00	0.00	0.00	After Deadline

2. Then select the “Meter Reading w/Reconciliation” option.

The screenshot shows the Taxpayer Access Point MTS interface for the Montana Department of Revenue. The user is logged in as "LISAS BAR". The page is titled "Taxpayer Access Point MTS" and "Montana Department of Revenue". The user has selected the "VGM Services" link, and the "Meter Reading w/Reconciliation" option is highlighted in the "SELECT VGM SERVICE" menu.

The "SELECT VGM SERVICE" menu includes the following options:

- Add VGM
- Letter of Withdrawal
- Meter Reading
- Meter Reading w/Reconciliation**
- Service Form
- VGM Reports

Each option has a brief description:

- Add VGM:** This option allows you to apply for a new video gambling machine permit.
- Letter of Withdrawal:** This option allows you to remove a video gambling machine from play.
- Meter Reading:** This option allows entry of electronic weekly/bi-weekly electronic meter readings. End of the quarter meter readings, which include mechanical meters are also entered here.
- Meter Reading w/Reconciliation:** This option allows for entry of weekly/bi-weekly electronic and mechanical meter readings and the actual cash collected from each machine.
- Service Form:** This option allows you to enter video gambling machine service forms to report service done on a machine.
- VGM Reports:** Reports

3. Select the VGM ID for the first machine you want to enter meter readings for.

The screenshot shows the Taxpayer Access Point MTS interface for the Montana Department of Revenue. The user is logged in as "LISAS BAR". The user has selected the "Meter Reading w/Reconciliation" option, and the "Meter Readings" dialog box is open.

The "Meter Readings" dialog box has the following fields:

- VGM Meter Readings: 214425, 214426, 214427
- VGM ID: 214425, 214426, 214427
- Report Date: [Blank]
- Time: [Blank]
- AM/PM: [Blank]
- End of Quarter: [Blank]

Below the fields, there are "OK" and "Cancel" buttons. A note at the bottom of the dialog box reads: "Only click the OK button after entering meter readings for ALL machines."

4. Select “Yes” for “Enter meter readings for this VGM?” and the fill out the remaining fields:

- Quarter date – use the current quarter date.
- Select End of Quarter box if this is the quarter end.
- Report date – use the date off of the audit ticket.
- Time – enter the time from the audit ticket. Please note military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- If there are meters that are zero, please check the box. For any box checked, the electronic meter reading will default to zero.
- Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
- Select the coin type. Most machines will be 1.00 (for every dollar put in the machine, the dollars in meter readings moves once.) Nickel machines = .05 Quarter machines = .25
- Enter the amount of money this machine has collected this time period.
- Select “Validate”.

**\*Important note:** After you finish entering the meter readings for one machine, use the tabs across the top to get to the next machine. If you click OK, this will take you back to your accounts page.

Meter Readings

VGM Meter Readings \*214425 214426 214427

Meter Reading for VGM: 214425

VGM ID: 214425

Enter meter reading for this VGM? Yes No

Quarter: 30-Jun-2015  End of Quarter Filing

Report Date: 19-May-2015 Time: 08:00 AM PM

Electronic Meter Readings:		Amount Zero?	Mechanical Meter Readings:	
Total In:	835.00	<input type="checkbox"/>	Total Bill In:	677
Total Played:	3,946.90	<input type="checkbox"/>	Total Played:	3782
Total Won:	3,585.90	<input type="checkbox"/>	Total Won:	3392
Total Paid:	474.00	<input type="checkbox"/>	Total Paid:	285
			Total Coin In:	0 <input type="checkbox"/> Machine has 5 meters
			Coin Type:	1.00

To perform a 3-way reconciliation you must enter the amount of money this machine has collected since your last report:

830.00

Validate

Only click the OK button after entering meter readings for **ALL** machines.

OK Cancel

A new screen will come up verifying your meter entries have passed the 3-way reconciliation test. It provides a total count of “Cash In” according to the electronic and mechanical meter readings and the cash count.

- Select “OK” to accept the meter readings.
- Select “Cancel” to fix any meters you may have input incorrectly.

**Please note:** If you have checked your entries and they are correct, select “OK” to accept the meter readings as they are entered. The meters will still upload to our system. The 3-way reconciliation check is for your reference only.

Meter Readings i lock ? x

3-Way Reconciliation i lock ? x

No previous meter readings for 3-way reconciliation.

	Electronic Meter	Mechanical Meter		Cash	
Report Date:	Total In:	Total Bill In:	Total Coin In:	Total In:	Cash In:
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
19 May, 2015 08:00 AM	<input type="text" value="835"/>	<input type="text" value="677"/>	<input type="text" value="0.00"/>	<input type="text" value="677"/>	<input type="text" value="830"/>
<b>Totals:</b>	<input type="text" value="835.00"/>			<input type="text" value="677.00"/>	<input type="text" value="830.00"/>

If the difference is due to gambling device malfunction(s), the device(s) must be taken out of play, repaired and service form(s) submitted to the department, before the machine is returned to play. Following a material difference, the machine owner must maintain documentation of the cash count required by ARM 23.16.1827, section(2)(d), by individual machine, until notification is submitted to the department to substantiate that the malfunction has been corrected.

Total Paid:   Total Paid:

Total Coin In:   Machine has 5 meters

Coin Type:

To perform a 3-way reconciliation you must enter the amount of money this machine has collected since your last report:

---

Only click the OK button after entering meter readings for ALL machines.

If the meter readings have not passed the 3-way reconciliation test and you selected “OK”, you will see “Overridden” show up next to the validate button. If the meters passed, you will see OK.

5. Select the tab with the next VGM ID you will be entering meter readings for.
6. When done entering meter readings, select “OK”.

**Meter Readings** ⓘ 🔒 ? ✕

VGM Meter Readings \*214425 214426 214427

**Meter Reading for VGM: 214425**

VGM ID:

Enter meter reading for this VGM?

Quarter:   End of Quarter Filing

Report Date:  Time:

Electronic Meter Readings:	Amount Zero?	Mechanical Meter Readings:
Total In: <input type="text" value="835.00"/>	<input type="checkbox"/>	Total Bill In: <input type="text" value="677"/>
Total Played: <input type="text" value="3,946.90"/>	<input type="checkbox"/>	Total Played: <input type="text" value="3782"/>
Total Won: <input type="text" value="3,585.90"/>	<input type="checkbox"/>	Total Won: <input type="text" value="3392"/>
Total Paid: <input type="text" value="474.00"/>	<input type="checkbox"/>	Total Paid: <input type="text" value="285"/>
		Total Coin In: <input type="text" value="0"/> <input type="checkbox"/> Machine has 5 meters
		Coin Type: <input type="text" value="1.00"/>

To perform a 3-way reconciliation you must enter the amount of money this machine has collected since your last report:

**Overridden**

*Only click the OK button after entering meter readings for ALL machines.*

7. After you select “OK”, you will see the following screen. You can do the following:

- Submit – select this to continue submittal of the meter readings.
- Save and finish later – allows you to save the information and come back at a later time.
- Cancel – allows you to cancel the transaction.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off

Home  
Back  
Help

TAS Toggle Log

RunDate: 20-May-2015  
Last Request: 1328ms

Submit Save and finish later Cancel

LOCATIONS

### VGM Meter Readings with Reconciliation

Please select a location below to file your VGM Meter Readings.

Location Account ID	Location Name	# Machines	Changes	Errors
6753001-002-GOA	LISA'S BAR	3	<input type="checkbox"/>	<input type="checkbox"/>
6758002-002-GOA	STACY'S LOUNGE	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8. After selecting “Submit”, a new screen will come up and require you to re-enter your password. This acts as your signature. Enter your password and then select “OK”.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off

Home  
Back  
Help

TAS Toggle Log

RunDate: 20-May-2015  
Last Request: 41ms

Submit Save and finish later Cancel

LOCATIONS

### VGM Meter Readings with Reconciliation

Please select a location below to file your VGM Meter Readings.

Filter

Location Account ID	Location Name	# Machines	Changes	Errors
6753001-002-GOA	LISA'S BAR	3	<input type="checkbox"/>	<input type="checkbox"/>
6758002-002-GOA	STACY'S LOUNGE	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password

OK Cancel

After selecting “OK”, you will receive a confirmation page with a request tracking number.

9. Select “Home”.

10. Select the “REQUESTS” tab. You will see your request as pending with the same tracking number as displayed on the confirmation page.

If you have made any errors, select the link “VGM Meter Readings w/Reconciliation” and make the corrections to the entry and resubmit. Once the request status has changed from “Pending” to “Processed”, the information can’t be changed online.

Submitted	Account	Id	Period	Title	Request Status	Tracking #
20-May-2015	VGM MDR	6758001-002-MDR		VGM Meter Readings w/Reconciliation	Pending...	0-753-854-976
20-May-2015	VGM MDR	6758001-002-MDR		VGM Meter Readings	Pending...	1-290-725-888
20-May-2015	VGM MDR	6758001-002-MDR		VGM Pymt for \$180.00	Pending...	1-155-230-208
20-May-2015	VGM MDR	6758001-002-MDR		VGM Pymt for \$180.00	Pending...	0-953-903-616

\*\* All meter reading requests are processed in the state system every evening.

# SERVICE FORM

1. While within your GOA/MDR account, click “VGM Services” link.

**Taxpayer Access Point MTS** Montana Department of Revenue

**GAMBLING OPERATOR**

Acct Id: 6738013-002-GOA  
 Filing Frequency: Yearly - Fiscal  
 Payment Source: Setup

**NAMES AND ADDRESSES**

DBA Name:  
 Legal Name: LISAS BAR  
 Location Address: 2550 PROSPECT AVE HELENA MT 59601  
 Mailing Address: Add

Balance: 0.00  
 Pending Payments + Returns: 0.00  
 Effective Balance: 0.00

PERIODS REQUESTS<sup>9</sup> ACTIVITY WEB MESSAGING<sup>9</sup> LETTERS<sup>9</sup>

ATTENTION NEEDED<sup>1</sup> ALL PERIODS

PERIODS REQUIRING ATTENTION

Period	Request Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015		Pay	0.00	0.00	0.00	0.00	After Deadline

2. Then select the “Service Form” option.

**Taxpayer Access Point MTS** Montana Department of Revenue

**SELECT VGM SERVICE**

- Add VGM: This option allows you to apply for a new video gambling machine permit.
- Letter of Withdrawal: This option allows you to remove a video gambling machine from play.
- Meter Reading: This option allows entry of electronic weekly/bi-weekly electronic meter readings. End of the quarter meter readings, which include mechanical meters are also entered here.
- Meter Reading w/Reconciliation: This option allows for entry of weekly/bi-weekly electronic and mechanical meter readings and the actual cash collected from each machine.
- Service Form**: This option allows you to enter video gambling machine service forms to report service done on a machine.
- VGM Reports: Reports

3. Select the VGM ID for the first machine you want to enter a service form for.

**Taxpayer Access Point MTS** Montana Department of Revenue

Submit Save and finish later Cancel

**Meter Readings**

VGM Meter Readings 214428 214429 214430

VGM ID:	Report Date:	Time:	AM/PM:	End of Quarter
214428				<input type="checkbox"/>
214429				<input type="checkbox"/>
214430				<input type="checkbox"/>

Only click the OK button after entering meter readings for ALL machines.

OK Cancel

4. Select “Yes” for service form for this VGM and the fill out the remaining fields:

- Quarter date – use the current quarter date.
- Report date – use the date off of the audit ticket.
- Time – enter the time from the audit ticket. Please note military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- From the drop down lists, select the Before Repair/Upgrade Part and Failure/Problem.
- From the drop down lists, select the After Repair/Upgrade Service Part and Problem/Labor.
- Select the program from the drop down list as it appears on the after service audit ticket.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the before and after audit tickets. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- Mechanical Meter Readings – Enter the actual before and after mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
- Select the tab with the next VGM ID you will be entering a service form.
- When done entering meter readings, select “OK”.

**\*Important note:** After you finish entering service form readings for one machine, use the tabs across the top to get to the next machine. If you click “OK”, this will take you back to your accounts page.

Service Form

Service Form 214428 \*214429 214430

Service Form for VGM: 214429

VGM ID: 214429

Create service form for this VGM? Yes No

Quarter: 30-Jun-2015

Report Date: 17-May-2015 Time: 02:45 AM PM

Service Form Section:

Before Repair/Upgrade: Part: 12 - Logic Board Failure/Problem: B - Bad

After Repair/Upgrade: Service Part: 12 - Logic Board Problem/Labor: L - Replace

Enter the Program ID from the audit ticket even though the program may not have been changed.

Program: PV305S New Program: PV305S

You must complete the 'Before' and 'After' fields for both the electronic and mechanical meter readings. If your machine zeroed itself or locked up, you must obtain the last good lifetime electronic meter readings prior to being zeroed from the machine's audit roll and enter them as the before meter readings.

Electronic Meter Readings:  Same as before

	Before	After
Total In:	835.00	0.00
Total Played:	3,946.90	0.00
Total Won:	3,585.90	0.00
Total Paid:	474.00	0.00

Mechanical Meter Readings:  Same as before

	Before	After
Total Bill In:	677	677
Total Played:	3782	3782
Total Won:	3392	3392
Total Paid:	285	285
Total Coin In:	0	0

Machine has 5 meters

OK Cancel

5. After selecting “OK”, you will see the following screen. You can do the following:

- Submit – select this to continue submittal of the service report.
- Save and finish later – allows you to save the information and come back at a later time.
- Cancel – allows you to cancel the transaction.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point MTS interface. The header includes the state seal and the text "Taxpayer Access Point MTS" and "Montana Department of Revenue". The left sidebar contains a "Menu" with "Home", "Back", and "Help", and a "TAS" section with "Toggle Log", "RunDate: 20-May-2015", and "Last Request: 1626ms". The main content area is titled "LOCATIONS" and "VGM Service Forms". It contains a "Filter" input field and a table with the following data:

Location Account ID	Location Name	# Machines	Completed	Errors
6753001-002-GOA	LISA'S BAR	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6758002-002-GOA	STACY'S LOUNGE	3	<input type="checkbox"/>	<input type="checkbox"/>

Buttons for "Submit", "Save and finish later", and "Cancel" are visible at the top right of the main content area.

6. After selecting “Submit”, a new screen will come up and require you to re-enter your password. This acts as your signature. Enter your password and then select “OK”.

The screenshot shows the same Montana Department of Revenue Taxpayer Access Point MTS interface as above, but with a dialog box overlaid. The dialog box contains the text: "You are required to re-enter your password to verify this request. Your password will act as your signature." Below this text is a "Password" label and a text input field containing seven dots. At the bottom of the dialog box are "OK" and "Cancel" buttons.

- After selecting “OK”, you will receive a confirmation page with a request tracking number. Select “Home”.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point MTS interface. The header includes the state seal and the text "Montana Department of Revenue". A navigation menu on the left contains "Home", "Back", and "Help". The main content area is titled "CONFIRMATION" and contains the following text: "Thank you for submitting your VGM Service Form request. Your tracking number is 0-886-794-752. If you have any questions, please contact us at (406) 444-1971 or [gcd@mt.gov](mailto:gcd@mt.gov), or visit us online at <https://dojmt.gov/gaming/>." A red "Ok" button is located in the top right corner.

- Select the “REQUESTS” tab. You will see your request as pending with the same tracking number as displayed on the confirmation page.

If you have made any errors, you can select the link “VGM Service Form” and you can then change the entry and resubmit. Once a request has been processed, the information can’t be changed online.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point MTS interface for "CENTURY GAMING INC". The header includes the state seal and the text "Montana Department of Revenue". A navigation menu on the left contains "Home", "Back", and "Help". The main content area is titled "REQUESTS" and contains the following information:

**ACCOUNTS AND ADDRESSES**

ACCOUNTS	REQUESTS	WEB MESSAGING	LETTERS
2	3	0	17

**WAITING TO BE PROCESSED** SEARCH

Submitted	Account	Id	Period	Title	Request Status	Tracking #
27-Mar-2015	VGM MDR	4035226-004-MDR		VGM Service Form	Pending...	1-162-865-152
26-Mar-2015	VGM Tax	4035226-004-VGM	31-Mar-2015	VGM Rtn Pymt for \$1,871,153.00	Processing...	1-740-237-312
26-Mar-2015	VGM MDR	4035226-004-MDR		VGM Meter Readings w/Reconciliation	Processing...	1-270-475-264

# REPORTS

After you have finished your entries for Meter Readings, Meter Readings w/Reconciliation, and/or Service Forms, and before the meters have uploaded to the State, you can access and print the reports. After the meters have been uploaded, you will not have access to the report, so be sure to print it at this time.

1. While within your GOA/MDR account, click “VGM Services” link.

**Taxpayer Access Point MTS** Montana Department of Revenue

**GAMBLING OPERATOR**

Acct Id: 6738013-002-GOA  
 Filing Frequency: Yearly - Fiscal  
 Payment Source: [Setup](#)

**NAMES AND ADDRESSES**

DBA Name: LISAS BAR  
 Legal Name: LISAS BAR  
 Location Address: 2550 PROSPECT AVE HELENA MT 59601  
 Mailing Address: [Add](#)

Balance: 0.00  
 Pending Payments + Returns: 0.00  
 Effective Balance: 0.00

PERIODS REQUESTS<sup>0</sup> ACTIVITY WEB MESSAGING<sup>0</sup> LETTERS<sup>0</sup>

ATTENTION NEEDED<sup>1</sup> ALL PERIODS

PERIODS REQUIRING ATTENTION

Period	Request Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015		Pay	0.00	0.00	0.00	0.00	After Deadline

2. Then select the “VGM Reports” option.

**Taxpayer Access Point MTS** Montana Department of Revenue

**SELECT VGM SERVICE**

- [Add VGM](#): This option allows you to apply for a new video gambling machine permit.
- [Letter of Withdrawal](#): This option allows you to remove a video gambling machine from play.
- [Meter Reading](#): This option allows entry of electronic weekly/bi-weekly electronic meter readings. End of the quarter meter readings, which include mechanical meters are also entered here.
- [Meter Reading w/Reconciliation](#): This option allows for entry of weekly/bi-weekly electronic and mechanical meter readings and the actual cash collected from each machine.
- [Service Form](#): This option allows you to enter video gambling machine service forms to report service done on a machine.
- VGM Reports**: Reports

**Taxpayer Access Point MTS** Montana Department of Revenue

**SELECT REPORT**

- [Meter Reading Report](#)
- [Meters w/Reconciliation Report](#)
- [Service Report](#)

## Meter Reading Report

1. Select the “Meter Reading Report”.
2. In this report, you can verify and print out a summary of all the meter readings you have just entered.

### Meter Reading Summary

Report Date: May 20, 2015

Location: 6753001-002-GOA

LISA'S BAR

Submitted By: GCDGames

VGM: 214428

Quarter Date: 6/30/2015

Report Date: 5/19/2015

Electronic Meters	Total In		Total Played	Total Won	Total Paid
		835	3946.9	3585.9	474
Mechanical Meters	Coin In	Bill In	Total Played	Total Won	Total Paid
	0	677	3782	3392	285

## Meters w/Reconciliation Report

1. Select the “Meters w/Reconciliation Report”.
2. This report shows line by line:
  - Electronic meter reading entry from the last week.
  - Mechanical meter reading entry from the last week.
  - Electronic meter reading entry from the current week.
  - Mechanical meter reading entry from the current week.
  - “Net Meters” shows the difference between last weeks entry and the current entry.
  - “Cash” shows the amount of cash you stated you took from the machine for the current week versus what the electronic and mechanical total bill in/coin in shows.
  - “Cash Count” shows the net difference between the cash in and electronic credits paid.
3. In the example below:
  - The actual “Cash In” indicated is \$200 while the Electronic and Mechanical meter readings show \$250. The reason for the difference should be determined.
  - The credits “Played” meter is showing an offage of 59 credits. The mechanical meter readings should be verified and may need to be serviced.

VGM:

Quarter: 03/31/2015		Report Date: 02/23/2015 06:26		Submitted By: [REDACTED]	
<b>Electronic Meters</b>		Total In	Total Played	Total Won	Total Paid
		296832	1074743.61	999404.54	221492.93
<b>Mechanical Meters</b>	Bill In	Coin In	Total Played	Total Won	Total Paid
	0	747687	2854102	2654119	547697

Quarter: 3/31/2015		Report Date: 03/11/2015 08:00		Submitted By: [REDACTED]	
<b>Electronic Meters</b>		Total In	Total Played	Total Won	Total Paid
		297082	1075702.61	1000197.54	221576.93
<b>Mechanical Meters</b>	Bill In	Coin In	Total Played	Total Won	Total Paid
	747937	0	2855002	2654912	547781
<b>Net Meters</b>	Money In		Played	Won	Paid
	Electronic	250	959	793	84
	Mechanical	250	900	793	84
	Difference	0	59	0	0
<b>Cash</b>	Electronic	250	<b>Cash Count</b>	Cash In	200
	Mechanical	250		Electronic Paid	84
	Cash In	200		Net	116

### Service Form Report

1. Select the Service Form Report.
2. In this report, you can verify and print out a summary of all the information just entered in the service form(s).

### Service Form Report

Report Date: May 20, 2015

Location: 6753001-002-GOA LISA'S BAR Submitted By: GCDGames

VGM: 214430		Quarter Date: 6/30/2015			
Before	Service Part: 12	Service Labor: B			
After	Service Part: 12	Service Labor: B			
<b>Electronic Meters</b>		Total In	Total Played	Total Won	Total Paid
	Before	835	3946.9	3585.9	474
	After	0	0	0	0
<b>Mechanical Meters</b>	Coin In	Bill In	Total Played	Total Won	Total Paid
	Before	0	677	3782	3392
	After	0	677	3782	3392

VGM: 214429		Quarter Date: 6/30/2015			
Before	Service Part: 12	Service Labor: B			
After	Service Part: 12	Service Labor: L			
<b>Electronic Meters</b>		Total In	Total Played	Total Won	Total Paid
	Before	835	3946.9	3585.9	474
	After	0	0	0	0
<b>Mechanical Meters</b>	Coin In	Bill In	Total Played	Total Won	Total Paid
	Before	0	677	3782	3392
	After	0	677	3782	3392

# VGM TAXES

- From the home screen, select the VGM Tax account.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off Home Back Help

TAS Toggle Log RunDate: 15-Apr-2015 Last Request: 1587ms

View My Profile Add Access to Another Account Liquor and Gambling Apps/Forms Pay Liquor Gambling Fees

Montana Tax Number: 6360725 Balance: \$0.00

NAMES AND ADDRESSES: Legal Name, DBA Name, Location Address, Mailing Address

ACCOUNTS<sup>2</sup> REQUESTS<sup>0</sup> WEB MESSAGING<sup>0</sup> LETTERS<sup>1</sup>

MY ACCOUNTS<sup>2</sup>

Account ID	Account Type	Name	Frequency	Address	Balance	Filter
6360725-002-GOA	Gambling Op.		Fiscal		0.00	
6360725-002-VGM	VGM Tax		Qtrly		0.00	

- Select "VGM Tax Estimate".

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off Home Back Help

TAS Toggle Log RunDate: 26-Mar-2015 Last Request: 155ms

VGM Tax Estimate Detail

VGM TAX: Acct Id, Filing Frequency: VGM Quarterly, Payment Source: Setup

NAMES AND ADDRESSES: Also Known As Name, DBA Name, Legal Name, Location Address, Mailing Address

Balance: 0.00, Pending Payments + Returns: 0.00, Effective Balance: 0.00

PERIODS REQUESTS<sup>0</sup> ACTIVITY WEB MESSAGING<sup>0</sup> LETTERS<sup>0</sup>

ATTENTION NEEDED<sup>1</sup> ALL PERIODS

PERIODS REQUIRING ATTENTION

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages	Filter
31-Mar-2015	Outstanding	0.00	0.00	0.00	0.00	0.00		

- A total tax amount due will be displayed. Select "View Details" to get the breakdown for each location and machine.

**Taxpayer Access Point MTS** Montana Department of Revenue

Menu Log Off Home Back Help

TAS Toggle Log RunDate: 26-Mar-2015 Last Request: 1787ms

Proceed to Pay Online

VGM QUARTERLY TAX

Quarter 3/31/2015

Taxes Owed: 1,871,153.00 View Details

I disagree with the tax amount.

4. Select the location GOA link to view the individual tax amounts for each machine. To get to the next pages, select the arrows or numbers for the page you wish to view. You may also use the filter field to search for a location name or GOA number. (In this screen shot, amounts have been removed for security purposes.)

Tax Overview i a ? x

**VGM Locations**

Filter

1 - 30 of 303 |< << 1 2 3 4 5 >> >|

Account ID	Location Name	Tax
<a href="#">4025860-008-GOA</a>	2ND SHIFT	
<a href="#">4195826-004-GOA</a>	307 BAR & GRILL	
<a href="#">5984603-002-GOA</a>	ACES CASINO / FLATHEAD LIQUOR	
<a href="#">5065833-005-GOA</a>	ACES HIGH CASINO	
<a href="#">4038936-004-GOA</a>	AL & VIC'S BAR	
<a href="#">4025001-003-GOA</a>	AMERICAN LEGION CLUB	
<a href="#">5253323-002-GOA</a>	AMERICAN LEGION POST NO 2	
<a href="#">4024070-003-GOA</a>	B P O ELKS	
<a href="#">5133577-002-GOA</a>	BAJA CASINO	
<a href="#">4028120-003-GOA</a>	BANQUE CLUB	
<a href="#">4026394-007-GOA</a>	BAR S LOUNGE & SUPPER CLUB	
<a href="#">5192724-002-GOA</a>	BARREL O'BUCKS CASINO	
<a href="#">5091992-002-GOA</a>	BIG EDDY'S DECK BAR	
<a href="#">5597350-002-GOA</a>	BJ'S CASINO	
<a href="#">4194924-004-GOA</a>	BLACK ANGUS CASINO	
<a href="#">6033761-005-GOA</a>	BLUE CANYON TAVERN & SILVER CREEK CASINO	
<a href="#">6378863-002-GOA</a>	BLUE CAT BAR & GRILL	
<a href="#">4024235-004-GOA</a>	BLUE MOON NITE CLUB	
<a href="#">4032318-004-GOA</a>	BOBS VALLEY SERVICE	
<a href="#">4047289-004-GOA</a>	BOOTLEGGER CASINO	
<a href="#">4029899-004-GOA</a>	BOTTLES & SHOTS CLUB CASINO	
<a href="#">4035874-004-GOA</a>	BOTTLES & SHOTS WEST	
<a href="#">6389982-002-GOA</a>	BOWSER'S LUCKY DOG CASINO	
<a href="#">4165384-004-GOA</a>	BRANDING IRON	
<a href="#">5238129-005-GOA</a>	BRANNIGAN'S PUB	
<a href="#">4030324-004-GOA</a>	BUCKEYE BAR	
<a href="#">5326271-004-GOA</a>	BUGZ'S CASINO	
<a href="#">5345406-002-GOA</a>	BUM STEER BAR & CASINO	
<a href="#">5088647-007-GOA</a>	BYNAM BAR	
<a href="#">5301615-002-GOA</a>	CABIN CREEK SALOON	

1 - 30 of 303 |< << 1 2 3 4 5 >> >|

Taxes Owed:

5. After selecting an individual location, you can view the individual tax amounts for each machine. You can also use the filter to search for a specific VGM ID. Select “OK” to return to main listing of locations.

The screenshot shows a window titled "Location VGMs" with a search bar for "Location:". Below the search bar is a table with a "Filter" button. The table has two columns: "VGM ID" and "Tax Due".

VGM ID	Tax Due
101278	29.00
103534	15.00
103616	0.00
106708	0.00

Below the table, there is a "Location Total Tax:" field with the value "44.00". At the bottom right, there are "OK" and "Cancel" buttons.

6. If you disagree with a tax amount, contact the division at 406-444-1971 to speak with the License and Tax Section for help. Once an amount is agreed upon, the division will update to the correct amount. After the division updates the tax estimate, go back to the main menu and go back into the tax estimate. You will see the corrected amount reflected in the estimate.
7. Once you agree on a tax estimate amount, select “Proceed to Pay Online”.

The screenshot shows the "Taxpayer Access Point" (TAS) interface for the Montana Department of Revenue. The page title is "VGM QUARTERLY TAX". The quarter is "Quarter 3/31/2015". The "Taxes Owed" is "1,871,153.00". There is a "View Details" button. Below the tax amount, there is a link that says "I disagree with the tax amount." At the bottom right, there is a "Proceed to Pay Online" button, which is highlighted with a red arrow.

8. You can then pay the tax immediately or schedule your payment to be made. **Note: You can't schedule the payment after the 15<sup>th</sup> day of the month the taxes are due.**

**Taxpayer Access Point**  
**MTS**



**Montana Department of Revenue**

Submit
Cancel

**Menu** Log Off

Home  
Back  
Help

---

**TAS** Toggle Log

RunDate: 26-Mar-2015  
Last Request: 65ms

You can schedule your payment no later than the 15th day of the month the taxes are due. The payment date entered will be recorded as the date paid. Any payments entered after 3:45 p.m. MST may not clear your bank for two business days. International bank accounts are not supported at this time.

PAY TO THE ORDER OF Department of Justice

Payment Date: 26-Mar-2015

1,871,153.00

NATIONWIDE BANK

MEMO: Submit payment for 31-Mar-2015

Bank Account Type:	Routing Number:	Account Number:	Account Number Confirm:
Checking	044072324	123456	123456

[Save as default for VGM Tax.](#)

**CHOOSE PAYMENT SOURCE**

New payment source

Submit
Cancel

9. Enter your password and select OK. A confirmation page will come up which shows your payment request. Print your confirmation page and then select OK.

Ok
Print

**CONFIRMATION**

Please review the payment request information below for your payment to the Department of Revenue. You may want to print a copy for your records.

Your Payment request tracking number is 1-740-237-312

Paid For:	VGM Tax	004-VGM
	GAMING INC	
	Submit payment for 31-Mar-2015	
Paid From:	NATIONWIDE BANK	
Payment Amount:	-----	
Payment Date:	26-Mar-2015	
Submitted Date:	26-Mar-2015	

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any difficulties, or you would like some help then please contact us toll free at (866) 859-2254 (in Helena 444-6900) or visit <http://revenue.mt.gov>.

- Select the “Home” link.



- On the account home page, under the “REQUESTS” tab, you can see the payment as pending. The payment will be processed that evening. If you have made an error on this payment, you can click on the “VGM Rtn Pymt...” link and cancel the payment request.

Submitted	Account	Id	Period	Title	Request Status	Tracking #
26-Mar-2015	VGM Tax	4035226-004-VGM	31-Mar-2015	<a href="#">VGM Rtn Pymt for \$1,871,153.00</a>	Pending...	1-740-237-312

**\*Important Note:** After you have filed and paid your tax return, do not go back into the “VGM Tax Estimate” link as this will bring up the same estimate you just paid. It will allow you to pay this again. To ensure you have actually paid the current estimate due, remember to go and look for the “VGM Rtn Pymt” in “REQUESTS”.