

# Gambling Control Board Monthly (GCBREPORTS) E-Filing Checklist

## Did you...

- use the latest GCBREPORTS file [www.mn.gov/gcb](http://www.mn.gov/gcb) (upper right-hand corner)
- save the GCBREPORTS file as an Excel document in the following file name format:
  - organization license number-month-year (LLLLL-MM-YYYY)
    - > example: 99999-07-2016
  - include all five digits of your license number
  - include the word "amended" at the end if submitting an amended filing
    - > example: 99999-07-2016-amended
- attach the correct month's GCBREPORTS file to your email
  - send separate emails for each month's GCBREPORTS file or amended filings
- enter the file name in your email's subject line
  - > example: 99999-07-2016
- send the email with the attachment to [gcbreports@gcb.state.mn.us](mailto:gcbreports@gcb.state.mn.us)
  - email questions or comments separately to your Compliance Specialist
- receive an email reply confirming submission of your filing