

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

Did you...

- use the correct GCBREPORTS file www.mn.gov/gcb ("GCBREPORTS 08 01 2018" for July and later, "GCBREPORTS 03 17 2016" for June 2018 and earlier)
- save the GCBREPORTS file as an Excel document in the following file name format:
 - organization license number-month-year (LLLLL-MM-YYYY)
 - > example: 99999-09-2018
 - include all five digits of your license number
 - include the word "amended" at the end if submitting an amended filing
 - > example: 99999-09-2018-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: 99999-09-2018
- send the email with the attachment to gcbreports@state.mn.us
 - email questions or comments separately to your Compliance Specialist
- receive an email reply confirming submission of your filing