



The purpose of this lodgement guide is to provide guidance for wagering operators to lodge their Racing Bets Levy Return online via the Department's website portal.

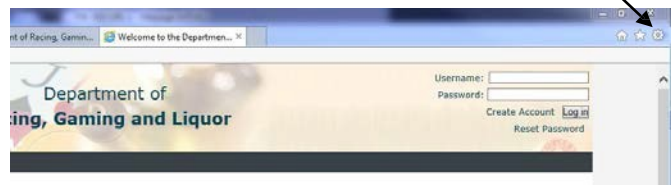
In accordance with section 14A(2) of the *Betting Control Act 1954*, wagering operators are required to lodge a return and pay the levy within 14 days of the end of the calendar month.

The following steps provide guidance in lodging your return online.

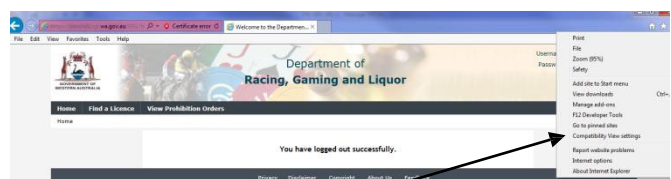
STEP 1

Proceed to <http://www.rgl.wa.gov.au/>

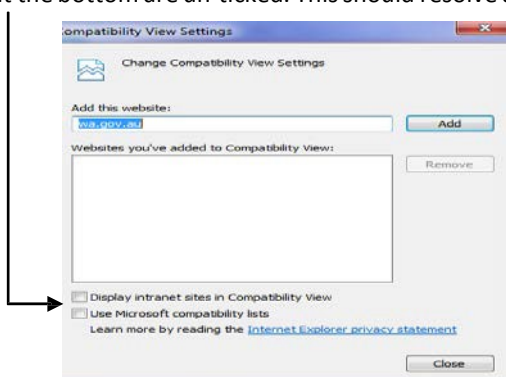
Note: if you use Internet Explorer as your internet browser you may encounter issues displaying relevant pages. If so, select the tools option in the top right hand corner of the page.



A drop down list will appear as shown below.



Select *compatibility view settings* and make sure the boxes at the bottom are un-ticked. This should resolve any issues.



STEP 2

If you have previously lodged your returns electronically you will already have an online account. Log in with your existing account and password as shown below.

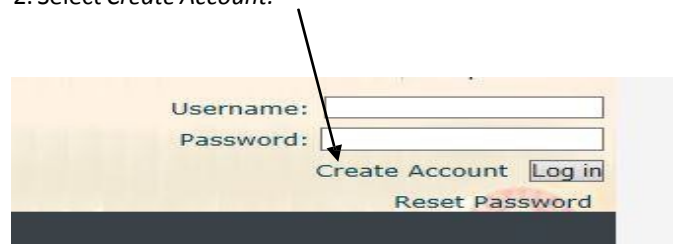


If you have not used the electronic lodgement system facility previously you will need to create an account. This can be used to lodge your monthly returns. For new accounts, follow the steps below:

1. Click on *Log In* (home page top right hand side).



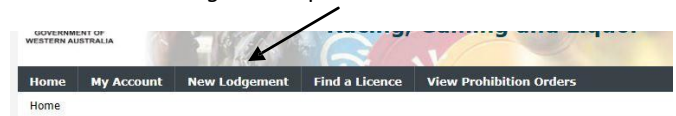
2. Select *Create Account*.



Keep your username and password details secure for future use.

STEP 3

Select the *New Lodgement* option





STEP 4

Choose *Racing* in the *Group* option and then the appropriate wagering operator type as shown below.

STEP 5

Proceed to the return period page and select the return month and year being lodged and indicate whether you wish to manually enter return details or upload from a csv. file (a layout is attached).

STEP 6

If entering manually, proceed to the race details page and enter relevant details as shown below (csv. file upload will automatically populate this page).

STEP 7

Proceed to the *Grand Totals* page to confirm the totals are correct.

LEVY BREAKDOWN	NORMAL	PREMIUM	LEVIES
Annual turnover to date excluding this return	Annual Normal \$ 0.00	Annual Premium \$ 0.00	Annual Total Turnover \$ 0.00
Turnover and levies for this return	Below Threshold Normal \$ 0.00	Below Threshold Premium \$ 80,000.00	Below Threshold Levy \$ 800.00

STEP 8

After details have been confirmed, complete the details required on the *Declaration* page: Signatory Name and position of person lodging return.

When you have submitted your return you will receive the following confirmation advice:



STEP 9

Click on *Pay Online* to pay the amount due and view the quote (invoice)

Assistance

For assistance with your electronic return content please contact the Gambling Team on 6551 4888.

For assistance with log in details (forgotten password) please contact the Department on 6551 4888 (select option 3 from the voice menu).



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Gaming and Wagering Commission WA

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RWWA

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Ref. No.: 0000005203
Date Issued: 30 Jul 2015

Description	Exclusive GST	GST	Amount
Racing Bets Levy (Calculated)	\$800.00	\$80.00	\$880.00
Total Amount Due:	\$800.00	\$80.00	\$880.00

Various payment options are shown on the back page of the invoice.