



October 2012

Dear Multiple-Beneficiary Permittee:

This is the second year that Multiple-Beneficiary Permittee (MBPs) have had the option to apply for permits online and, if renewing, pay the permit fees online.

We encourage your organization to apply for your 2013 permit using the online application. Applying online allows us to process your organization's permits faster than if you file by mail. Find out more about our online application at www.tax.alaska.gov.

If you choose to apply by mail, the enclosed packet contains all of the documents your organization needs to obtain a 2013 Multiple-beneficiary permit.

SIGNATURE REQUIREMENTS

The 2013 application must be signed by the primary member in charge, alternate member in charge, and your manager of games. All signatures are required to comply with the provisions of 15 ACC 160.934, Criminal history checks. Signature lines are provided for all required signatures at the bottom of page one of the 2013 application and amended application forms. The 2013 application forms must contain all required signatures before 2013 permits can be issued.

MANAGER INFORMATION

Permittees that engage in pull-tab sales or bingo under an MBP permit must designate the person who is its manager of gaming, as defined in 15 AAC 160.995 and 15 AAC 160.365. List the legal name, address, phone number and social security number of the manager on page two of the application form. If the MBP designates a new manager of gaming after the permit is issued, the MBP must notify the department by filing a 2013 Amended MBP Application Form within 10 days of the designation.

PERMITTEE TEST OF THE MANAGER AND MEMBERS IN CHARGE

This package includes the permittee test for the manager and the primary and alternate members in charge. Only a manager, or primary or alternate member in charge, who has not previously passed the test need to take the test. The test and blank answer sheet may be photocopied if your organization has more than one person who needs to take the test. The person taking the test must sign the statement at the bottom of the answer sheet. **Failure to sign the statement will delay processing of the permit application.**

The test is open-book. Each question has a reference to the statute or regulation where the answer may be found. Individuals taking the test should read the question and then read the statute and/or regulations before answering. The Games of Chance and Skill Statutes Book is available at the gaming web site. Go to www.tax.alaska.gov. Click on Tax Types, then click on Gaming. Scroll to the bottom of the Gaming page and click on Statutes/Regulations. Be prepared to print out 124 pages. Each of the 60 test questions is worth two points. A person must score at least 90 points (75%) to pass the test. Questions not answered, or with more than one answer, will be marked as incorrect. Answers to the questions must be marked on the answer sheet attached to the front of the test. Mark only one answer for each question. Attach the answer sheet(s) to the application.

Upon receipt of the application, application fee and test answer sheets, the division will immediately score the tests. **The manager and the primary and one alternate member in charge must pass, or have previously passed, the test before the department may issue a permit.** Failure to pass the test by

any of these individuals will delay processing your MBP application. We cannot issue a permit until the manager, the primary member in charge, and at least one alternate member in charge have **all** passed the test.

NOTICE TO CITY OR BOROUGH

You must submit a copy of your permit application to each city or borough nearest to the location in which the MBP seeks to conduct an activity under its gaming permit(s). Proof of these submittals must be retained for three years, pursuant to 15 AAC 160.870.

TEMPORARY PERMIT (SEE 15 AAC 160.110)

A temporary permit will be issued to all renewal applicants that have not been issued 2013 permits, but who have paid their fees, passed their tests and submitted a substantially complete renewal application by December 15, 2013. An application postmarked on December 15, 2013, will be considered to have been received on that date. The temporary permit allows a renewal applicant to continue to conduct gaming until February 15, 2013, pending completion of the application process.

FAILURE TO ENCLOSE APPLICATION FEE

The division will not process your application until the permit application fee is received and paid in full. Renewing applicants may pay on line with OTIS at www.tax.alaska.gov. If you are paying by check or money order, make payment payable to the State of Alaska. **Do not send cash.**

INCOMPLETE APPLICATIONS

One of the primary delays in application processing is failure by an organization to complete the application and provide all of the required information. To avoid any type of delay with processing your organization's application, complete the application, and then use the enclosed MBP checklist to ensure the application is completed.

ORDER OF PROCESSING

All permit and license applications will be processed in the order in which they are received and date-stamped by the division.

TELEPHONE CALLS

Every year, the division is flooded with telephone calls by applicants trying to check on the status of their application. The employees who process the applications must answer these telephone calls. Answering telephone calls about the status of applications is time taken away from processing. We appreciate your cooperation in this matter.

CONCLUSION

There are many topics covered in this letter. Please review them thoroughly before proceeding with the application process. We will be working hard to process your applications as quickly as possible. **Don't wait, apply now!**

Sincerely,



Jeff Prather
Gaming Unit Supervisor
Enclosures