

# Instructions for 2013 Alaska Amended Multiple-Beneficiary Permit Application

**Use the amended application to correct errors or make changes to information submitted on your original 2013 MBP's application. Please allow three to four weeks for your amended application to be processed.**

This guide is to help you successfully complete the amended permit application and speed up its processing time. Use the amended permit application to make changes to your original application.

## **MBP INFORMATION**

Enter your organization's federal employer identification number (EIN) and the Multiple-Beneficiary Permittee's (MBP) name. Only enter the mailing address if it has changed.

## **MEMBER IN CHARGE OF GAMES**

Enter the legal name, address, phone number, and social security number for the primary and alternate members in charge, if they have changed.

## **CHANGE IN MBP MEMBER APPLICATION**

If the membership of the MBP changes, check the add or delete box and enter the permit number and name of organization being added or deleted. A change in membership requires a change in the MBP joint venture agreement. Attach a copy of the amended agreement to the amended MBP application. Use additional sheets as necessary.

## **LEGAL QUESTIONS**

If you answer "yes" to either question, you must submit the person's name, date of birth, social security number, and position of responsibility.

## **SIGNATURE**

The primary member in charge, alternate member in charge, and the manager of games must each sign and date the application under penalty of unsworn falsification.

## **CHANGE OF SUPERVISORY EMPLOYEES**

Check the add or delete box to report changes of supervisory employees. Enter the first name, middle initial, last name, social security number, and the effective date of the change for each supervisory employee that is added or deleted.

## **ACTIVITIES CONDUCTED BY MBP**

Check the add box to request an additional permit. If the requested activity is bingo or pull-tabs you must provide the physical address for each bingo and /or pull-tab activity and a copy of the lease agreement for each activities' location. If the MBP is applying for a special draw raffle permit, a detailed description of the special draw must be attached to the application. If the MBP is applying for a Calcutta permit, a statement providing the name of the event, the date, and the physical address of the Calcutta auction. The physical location of the Calcutta event must be attached to the application.

## **CHANGE OF VENDOR INFORMATION**

Check the add box to request a Vendor Pull-Tab permit and enter the name of the bar or liquor store, its physical address, city and zip code. You must complete and attach a Vendor Registration Form for each new vendor added. To delete a vendor(s) check

the delete box and complete all information boxes requested under Change of Vendor Information. Use additional sheets as necessary.

## **MANAGER OF GAMES**

Check the add box and enter all information requested on the form for the new manager. Attach the new manager's contract. Check the delete box to remove a manager and enter all information requested on the form for the former manager. Attach additional sheets as necessary.

## **MANDATORY ATTACHMENTS**

Any attachment required with the original application must be submitted with the Amended Application if there is a change. Examples: a change in locations requires submittal of a new lease; appointment of a new manager requires submittal of a new manager contract.

Please allow 3 to 4 weeks for your application to be processed.

## **Mail form 859A to:**

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