

Instructions for 2014 Alaska Renewal Permittee Check List

Failure to complete any portion of this application will result in the delay of your permit. Use these instructions to make sure all information has been completed.

Page 1: Permit Application

ORGANIZATION INFORMATION

- You must enter your organization's Federal Employer Identification Number (EIN) and gaming permit number.
- Enter your organization's name and website address, if applicable.
- Enter your organization's mailing address with zip code + 4.

ENTITY TYPE

- Check one box: Corporation, Partnership, or Association

ORGANIZATION TYPE

- Check one box. Refer to AS 05.15.690 and AAC 160.995 for definitions of the organization types.
- Membership Question. You must check the appropriate box.

MEMBERS IN CHARGE OF GAMES

- Primary and Alternate Members in Charge of Games must be members of the permittee. Social security numbers are required.

LEGAL QUESTIONS

- Answer the questions by checking the appropriate box. If you answer "yes" to either of the questions, you must submit, as an attachment, the person's name, date of birth, social security number, and position of responsibility.

SIGNATURES & PAYMENT

- Four signatures may be required. See cover letter. If the person signing as the primary or alternate member is also the organization's president, then another officer of the organization must sign the application. Check the applicable box under Permit Fee. You can pay the fee online at www.tax.alaska.gov, or you can submit a check payable to the State of Alaska with your application.

Page 2: Permit Applications

- Enter organization's name and permit number.

FACILITY-BASED GAMES

- Select each game type by checking the applicable box. See Mandatory Attachments for Calcutta Pools and Special Draw Raffles and page 2 of this Check List.

AREA-BASED GAMES

- Under Area, list each city or borough where your organization will conduct gaming activities. Under Game Type, check the specific game type(s) that your organization will conduct in the designated area. If your organization will conduct gaming activities in more than two areas, attach additional sheets as necessary.

MANAGER OF GAMES

- Manager Information. Complete all boxes only if your organization has self-directed pull-tabs and/or bingo. The manager can be the primary or alternate member in charge or another person appointed to manage the games.

VENDOR INFORMATION

- Complete all information in each box for every bar or liquor store listed.
- Attach a 2014 Pull-Tab Vendor Registration form completed and signed by both parties. Vendor compensation can not exceed 30% of the ideal net of each pull-tab game.
- A \$50 registration fee must be enclosed for each vendor registration submitted with the application.

OPERATOR INFORMATION

- List the operator's license number, the name of the operator, the operator's facility name, physical address, and the types of games to be conducted and attach a signed operating contract.

MULTIPLE-BENEFICIARY PERMITTEE INFORMATION

- List the MBP permit number, the MBP name, facility name, physical address, and the types of games to be conducted. If this is a new MBP, or you are a new member of an established MBP, attach a copy of the MBP agreement

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DEDICATION OF NET PROCEEDS

- Describe in detail how the organization intends to use the net proceeds from gaming activities. See statutes and regulations. Planned uses must be consistent with AS 05.15.150 and 15 AAC 160.810.

Mandatory Attachments:

- Signed Operator Contract. Attach an operator contract if an operator will conduct gaming for your organization.
- MBP Agreement. Attach the agreement if you are a member of a new MBP or if you are a new member of an established MBP.
- If applying for a Special Draw Raffle permit, attach a detailed description of how the special draw will be conducted.
- If applying for a Calcutta Pool permit, attach a statement providing the date and physical location of the auction and the date and physical location of the event. A separate permit is required for each Calcutta pool conducted.
- Renewal applicants are no longer required to submit a membership list with their application. However, your organization may be required to provide proof of membership during an audit, inspection, or investigation.

Additional Attachments:

- Test answer sheet, if applicable, for new Primary or Alternate Member in Charge or Manager of Games.
- Copy of revised Articles of Incorporation and By-Laws if your organization has made changes since the last set provided to the department.

Regulation 15 AAC 160.020(e) Permit Application

An applicant for a permit that is not a municipality shall accomplish the notice required under AS 05.15.030(a) by submitting one copy of the application submitted under (a)(1) or (b)(1) of this section to the city or borough nearest to the location in which the applicant seeks to conduct an activity permitted under AS 05.15.

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