

Instructions Check List for 2014

Alaska Multiple-Beneficiary Permittee Application

Failure to complete any portion of the MBP application or to submit mandatory attachments will delay the issuance of your MBP permit. Use this checklist to make sure all information has been completed and attached.

Page 1: Multiple-Beneficiary Permittee Application

MBP INFORMATION

- Enter the MBP's Federal Employer Identification Number (EIN), MBP permit number if applicable, phone number, and fax number.
- Enter the MBP name and website address.
- Enter the MBP mailing address, city, and zip code.

MEMBERS IN CHARGE OF GAMES

- Complete all requested information for the primary member in charge. Then complete all requested information for the alternate member in charge. Social security numbers are required for each member in charge. If appointing more than one alternate member in charge, attach additional sheets as necessary.

MBP MEMBER APPLICANTS

- All member applicants must have a 2014 permit before the MBP permits will be issued.
- Enter each member applicant's permit number (if applicable), name, and telephone number.

LEGAL QUESTIONS

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

SIGNATURES & PAYMENT

- The primary member in charge should sign the application, print his or her name, and then date the application.
- Additional signatures are required by your alternate member in charge and your manager of games to comply with the provisions of 15 AAC 160.934, criminal history checks.** Signature lines are provided for all required signatures at the bottom of page one of the 2014 application and amended application forms. **The 2014 application forms must contain all required signatures before 2014 permits can be issued.**
- The \$100 application fee may be paid online at www.tax.alaska.gov or you can submit a check payable to the State of Alaska with your application.

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- Enter the MBP name and MBP permit number.

SUPERVISORY EMPLOYEES

- Enter each supervisor's first name, middle initial, last name, and social security number. Attach additional sheets as necessary.

ACTIVITIES CONDUCTED BY MBP

- Is any facility rented or leased from an MBP member? Check the yes or no box. If you answered yes, refer to 15 AAC 160.954(c)(3).
- Complete all requested information for each facility listed under this section. Attach additional sheets as necessary.

VENDOR INFORMATION

- Enter the name of each bar or liquor store, its physical address, city, and zip code. Attach additional sheets as necessary.
- Vendor compensation may not exceed 30% of the ideal net from each pull-tab game.

MANAGER OF GAMING

- Enter the manager's first name, middle initial, last name, social security number, and daytime phone number.
- Enter the manager's home mailing address, city, state zip code, and mobile phone number.

Mandatory Attachments:

- Answer sheet for each member in charge who has not previously passed the permittee test.
- Test answer sheet for each manager who has not previously passed the permittee test.
- Lease agreement for each facility where games are conducted.
- A biennial rent appraisal for each applicable lease agreement. Refer to 15 AAC 160.954(c)(3).
- Copy of joint venture or partnership agreement among the members, including the percentage of participation in gross receipts for each member.
- Copy of manager contracts (if applicable).
- A completed 2014 Pull-Tab Vendor registration form, including the percentage amount of compensation to be retained by the vendor, signed by both parties.
- \$50 registration fee must be enclosed for each vendor registration, unless you are paying online.
- \$100 MBP permit fee must be enclosed unless you are paying online.

Mail To:

TAX DIVISION - GAMING GROUP
ALASKA DEPARTMENT OF REVENUE
PO BOX 110420
JUNEAU AK 99811-0420

An applicant for a permit shall accomplish the notice required under AS 05.15.030(a) by submitting one copy of the application to each city or borough nearest to the location in which the applicant seeks to conduct an activity permitted under AS 05.15.