



October 2012

Dear Permittee:

We are pleased to announce that your organization may be able to apply for its 2013 permit online and, if renewing, pay the permit fees online. We encourage you to take advantage of the online application. Applying online allows us to process your 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 Games of Chance and Skill permit. All 2013 application forms are also available on the Internet at www.tax.alaska.gov.

MANAGER INFORMATION

A permittee that engages in pull-tab sales or bingo under a self-directed 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 organization designates a new manager of gaming after the permit is issued, you must notify the department with an amended permit application within 10 days of the designation.

SIGNATURE REQUIREMENTS

A 2013 permit application must be signed by an officer of your organization, the primary member in charge, the alternate member in charge, and the manager. **Four signatures may be required.** If the person signing as the primary member in charge, alternate member in charge, or manager, is also an officer of the organization, then another officer of the organization must sign on the officer signature line. **By signing the application, the primary and alternate members in charge and the manager agree to a criminal history check by the Department. See regulation 15 AAC 160.934(a).** 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.**

GAMING BANK ACCOUNT [See 15 AAC 160.820(a), (b), and (c)]

The word "gaming" must be included in the name or title that appears on checks and bank statements.

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 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.

Attach the completed answer sheet(s), signed and dated, by the person taking the test, to the application. **Failure of the person taking the test to sign the statement will delay processing of the application. The manager and the primary and at least one alternate member in charge must pass, or have previously passed, the test before the department may issue a permit. Additional instructions are included with the test and answer sheet in this packet.**

NOTICE TO CITY OR BOROUGH [SEE 15 AAC 160.020)(e)]

Only one copy of your permit application must be submitted to the city or borough nearest to each location in which your organization seeks to conduct an activity under its gaming permit(s). If a proposed gaming activity is in an area served by both a city and a borough, your organization may choose which of the two will receive notice of the application. 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, 2012. An application postmarked on December 15, 2012, 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. If you do not have a permit by February 15, 2013, you must discontinue all gaming until a permit is issued.

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 the application processing is failure by an organization to complete the application and provide all of the required information. **Remember to check all applicable boxes.** To avoid delay in processing your organization's application, use the enclosed checklist to ensure the application is complete.

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 the applications. 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 online now at www.tax.alaska.gov.**

Sincerely,



Jeff Prather
Gaming Unit Supervisor

Enclosures