

Instructions for 2014 Alaska New 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).
- Permit Number. New organizations should leave this space blank.
- Name of Organization, telephone number, fax number, website address, mailing address.

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 listed on the application.
- Membership Question. You must check the applicable box.

MEMBERS IN CHARGE OF GAMES

- Primary and Alternate Persons in Charge of Games must be members of the permittee. Complete all applicable boxes for each member in charge. Please note that 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. 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. Submit a check payable to the State of Alaska for \$20 with your organization's permit application.

Page 2: Permit Applications

- Enter organization name. New organizations should leave the permit number blank.

FACILITY-BASED GAMES

- Check boxes for all game types your organization wants permitted. See Mandatory Attachments for Calcutta Pools and Special Draw Raffles on page 2 of this checklist. (For bingo and pull-tabs, list facility names and physical addresses).

AREA-BASED GAMES

- Enter location of all self-directed activities. List all cities or boroughs where activities will occur.

MANAGER OF GAMES

- Manager Information. Complete 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 completed 2014 Pull-Tab Vendor Registration form, signed by both parties, for each vendor. 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.

OPERATOR INFORMATION

- List the operator's license number, 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 there.

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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. This section must be completed.

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.

Mandatory Attachments:

- Enclose a current Alaska membership list. This list must contain at least 25 persons but please limit to not more than 40.
- Test answer sheet, if applicable, for Primary or Alternate Member in Charge or Manager of Games.
- One piece of documentation for each of the last four years, showing the organization's ongoing existence. Examples are bank statements or minutes of board meetings dated: 2010, 2011, 2012, & 2013.
- Certified copy of Articles of Incorporation and a copy of the By-Laws. By-laws must contain a dissolution clause that provides for the disposition of net proceeds from charitable gaming activities. **See 15 AAC 160.020(a)(5).**
- IRS tax exempt status letter, if applicable. Not applicable for municipalities.
- Signature card for separate gaming checking account (must have two signatures), and a voided copy of a gaming account check showing two signature lines. The bank account must include the word "gaming" in the name or title that appears on checks and bank statements.
- If applying for a Special Draw Raffle permit, a detailed description of how the special draw will be conducted.
- If applying for a Calcutta Pool permit, 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.
- Signed Operator Contract. (Only if an operator is going to conduct gaming for your organization.)

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

Where to send Form 826

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