

Instructions for 2015 New Permittee Checklist

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 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 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 or employees of the municipality. 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 application.
- The 2015 application forms must contain all required signatures before 2015 permits can be issued.

Page 2: Permit Applications

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

FACILITY-BASED GAMES

- List facility names and physical addresses. Select each game type by checking the applicable box. See Mandatory Attachments for Calcutta Pools and Special Draw Raffles on page 2 of this checklist.

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 GAMING

- 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.
- List the legal name, address, phone number and social security number of the manager on page 2 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.

VENDOR INFORMATION

- Complete all information in each box for every bar or liquor store listed.
- Attach a completed 2015 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. **Note: There can be only one operator at a time for any one gaming activity.** Show multiple addresses on a separate sheet.

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MULTIPLE-BENEFICIARY PERMITTEE INFORMATION

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

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.

Mandatory Attachments:

- Enclose a current Alaska membership list. This list must contain at least 25 persons who are Alaska residents, but please limit to not more than 40. Members in charge must be members of the organization and their names must appear on the membership list.
- 2015 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. An example is bank statements dated: 2011, 2012, 2013, & 2014.
- Certified copy of Articles of Incorporation, if incorporated, 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.
- IRS tax exempt status letter, if applicable. Not required 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, 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.
- Signed Operator Contract. (Only if an operator is going to conduct gaming for your organization.)

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.

Where to send Form 826

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

Questions

Submit your questions to the Gaming Group at dor.tax.gaming@alaska.gov.