

# Alaska Gaming Permit Renewal Instructions

These instructions are designed to assist you in renewing your gaming permit in Revenue Online. You will be required to make an online ACH debit payment for the permit fee.

## To renew your current gaming permit:

1. Go to <https://online-tax.alaska.gov/>
2. Log in to your Revenue Online account by entering your username and password in the upper-right.
3. Under the 'My Accounts' tab, select the hyperlinked account ID to the left of the Permit account type.
4. Select the 'Renew Now' hyperlink to begin the permit renewal process.

*You can select the 'Save and Continue' button in the bottom-left to save your progress at any time. When you return to the permit renewal, you will need to select the 'Change' tab in the upper-right to make changes to your previously saved work.*

### Taxpayer Information

- Enter the contact information for your organization on this step.

### Legal Questions

- Answer the two Yes/No legal questions by selecting the appropriate bubble.
- If you answer 'Yes' to either questions, fill out the required information for that individual in the table provided.

### Organization Type

- Select your organization type, refer to AS 05.15.690 and AAC 160.995 for definitions of the listed organization types.
- Enter your Alaska Entity Number from the Alaska Division of Corporations if applicable. The Division of Corporations website can be found [here](#).
- Answer the listed questions.
- In the table at the bottom of the page, list at least 25 members of your organization that are Alaskan residents, and indicate which members are the Primary Member-in-Charge and Alternate Members-in-Charge of gaming. A list of 25 members is not required if the applicant is a municipality, school, or university.

### Members in Charge

- Add the contact information for both your Primary Member-in-Charge and all Alternate Members-in-Charge by selecting [Add a Record](#). These individuals must be members of your organization.
- All Members-in-Charge must pass the gaming permittee test which is available through the [Revenue Online](#) homepage.

### Facility-Based Games

- If you wish to conduct facility-based gaming activity, select [Add a Record](#) and fill out the required information.
- Enter the manager of gaming for the facility-based games as defined by 15 AAC 160.995 and 15 AAC 160.365. The manager of gaming must pass the gaming permittee test which is available through the [Revenue Online](#) homepage.

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### Area-Based Games

- You must have at least one facility or area based game selected to continue.
- Click into the table provided to add the area and game type for any area-based games that your organization intends to conduct.

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### Dedication of Net Proceeds

- Describe how your organization will use the net proceeds that it receives from gaming activities. Refer to AS 05.15.150 and 15 AAC 160.810 for allowable uses of net proceeds.

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### Permit Fee

- Select your gross receipts from the previous year.
- Enter the bank account type, financial institution routing number, account number, and account number confirmation that you intend to use to pay the gaming permit fee.

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### Summary

- Check the box declaring under penalty of perjury that the application is true, correct, and complete given all known information.
- Click the 'Submit' button in the bottom right.

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### Confirmation Page

- Save your confirmation number for future reference.
  - Be aware that the submission of the gaming permit renewal does not mean that you have been issued a permit. Your application will be reviewed by the Gaming Section and you will be notified of the status.
  - Upon approval by the Department, your permit will be sent to you, and will remain valid through December 31<sup>st</sup> of the registration year.
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