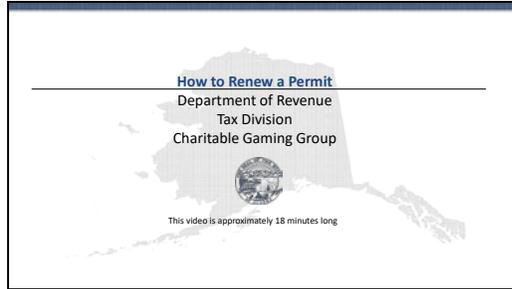


Slide 1



Thank you for taking the time to watch this video to learn how to renew your charitable gaming permit. The charitable gaming section is part of the Department of Revenue within the Tax Division for the state of Alaska.

Slide 2



Should you need to contact the charitable gaming section our phone number is 465-2581, our e-mail address is [dor.tax.gaming@alaska.gov](mailto:dor.tax.gaming@alaska.gov), our website is [www.tax.alaska.gov/gaming](http://www.tax.alaska.gov/gaming), and our Revenue Online website is [online-tax.alaska.gov](https://online-tax.alaska.gov).

Slide 3



The purpose of this video is to inform an organization how to renew their charitable gaming permit. In this example, the organization conducts self-directed pull-tabs and raffles.

Slide 4

When can I renew my permit for 2019?

- The renewal period begins 11/1/2018, and you can renew your permit anytime during calendar year 2019.
- If you want to conduct gaming activities on 1/1/2019, you MUST submit a complete application to renew no later than 12/15/2018.



When can I renew my permit for 2019? The renewal period begins 11/1/2018, and you can renew your permit anytime during calendar year 2019. If you want to conduct gaming activities on 1/1/2019, you must submit a complete application to renew no later than 12/15/2018.

Slide 5

When can I renew my permit for 2019?

- If you intend to contract with an Operator, you must renew your permit first. Once your permit has been renewed, let your Operator know and he/she can initiate the contract through their Revenue Online account.
- If you are an MBP (multiple-beneficiary permittee), each member of the MBP must renew their permit before the MBP can renew.



If you intend to contract with an Operator, you must renew your permit first. Once your permit has been renewed, let your Operator know and he/she can initiate the contract through their Revenue Online account. If you are an MBP (multiple-beneficiary permittee), each member of the MBP must renew their permit before the MBP can renew.

Slide 6

GAMING TERMINOLOGY REFRESHER:

Permittee: a municipality or non-profit organization that holds a gaming permit

Operator: a for-profit business that conducts gaming activities on behalf of one or more permittees

Vendor: a for-profit business that has been issued either a Package Store license or a Dispensary license by the state Marijuana and Alcohol Control Board

Facility-Based Games: Pull-Tabs, Bingo, Calcutta Pool

Net Proceeds: the money raised from a gaming activity after prizes and expenses have been paid.



Before we get started, let's review some terminology used in Gaming. A permittee is a municipality or non-profit organization that holds a gaming permit. An operator is a for-profit business that conducts gaming activities on behalf of one or more permittees. A Vendor is a for-profit business that has been issued either a Package Store license or a Dispensary license by the state Marijuana and Alcohol Control Board. Facility-based games means pull-tabs, bingo, and Calcutta pool. Net proceeds is the money raised from a gaming activity

after prizes and expenses have been paid.

Slide 7

Log into your Revenue Online account



- <https://online-tax.alaska.gov>
- Enter your Username and Password.
- If you can't remember, try the links Forgot Username? or Forgot Password?
- No luck? Call our Help Desk at 269-0041

Your first step in renewing your permit for 2019 is to log into your Revenue Online account. Go the website at [online-tax.alaska.gov](https://online-tax.alaska.gov) and enter your user name and password. If you can't remember your username click Forgot Username to have it e-mailed to you. If you can't remember your password click Forgot Password to reset your password. If you can't remember your username or your password, please call our Help Desk at 269-0041.

Slide 8

Home Page

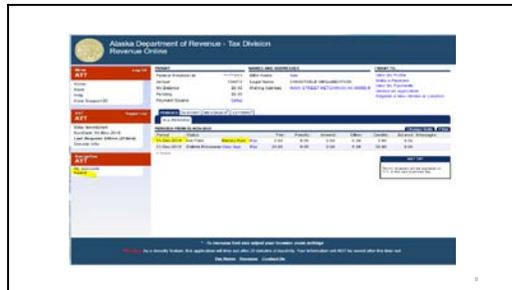


- My Accounts sub-tab lists all of your accounts.
- Find Account Type: Permit
- Click on the Account ID/hyperlink to the left of the Account Type

Once logged in, you will be brought to the home page of your Revenue Online account. Notice on the left hand side of the screen is a Menu, and below that, a Navigation Panel. The Navigation panel tells you where within your account structure you currently are. At the Navigation panel we can see we are currently at the My Accounts level. Under My Accounts there are three account types: Annual Financial Statement, Permit and Permittee Quarterly Report. In order to renew my permit, I want to click on the hyperlink to the left of my Account

Type, also called an Account ID. This is also my permit number.

Slide 9



Notice on the left the Navigation Panel has brought me to the Permit level of my account. And I can see the different periods for my permit. I can see the period December 31, 2019 the Status shows as Not Filed and I can see a hyperlink that says Renew Now. In order to start the renewal process for my permit, I will click the Renew Now link.

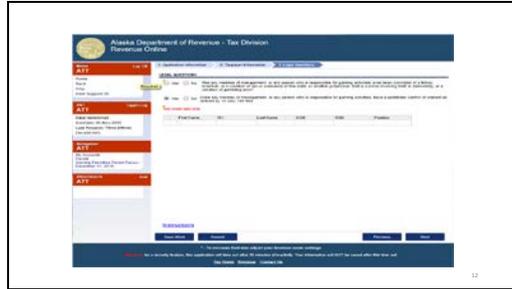
Slide 10



The first step in the renewal process brings us to an informational screen. Notice in the lower left hand corner is an Instructions hyperlink. Clicking on this link will bring you to written instructions that may be helpful as you complete your renewal application. Also in the bottom left hand corner is a Save Work button. This allows you to save your application at any step, log out, and then log back in at a later time or date to continue

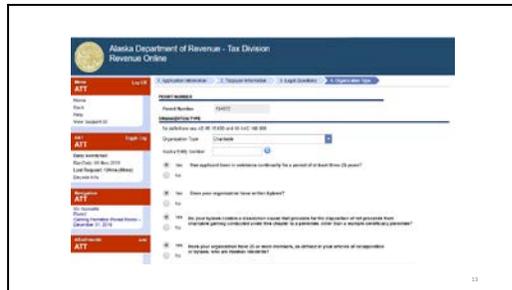


Slide 12



Step 3 brings us to two legal questions that must be answered. Answer each question appropriately. If you answer a question 'yes' you will be prompted to provide additional information. Once both questions have been answered, hit the next button.

Slide 13



Step 4 brings us to the Organization Type screen. Because this screen is fairly large, I've split it out into two different screen shots. Right now you are looking at the top half of the screen. Again, the information provided on your last application has rolled forward and populated into this application. If you need to change any information, do so now.

Slide 14



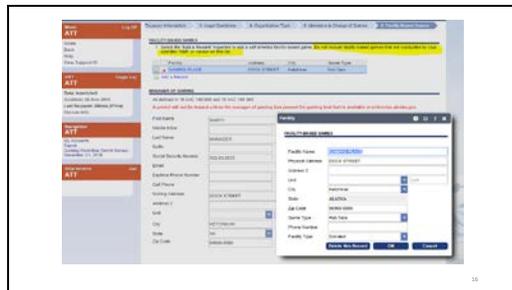
Here we are still on step 4. This is the second half of the screen where I've listed at least 25 members of my organization who are Alaska Residents.. I have identified the Primary Member In Charge and the Alternate Member In Charge using the member type pull-down menu. This is not required for every member, only the members-in-charge.

Slide 15



Step 5 brings us to Members In Charge of Games. Members in charge must be natural persons and active members of the organization or employees of the municipality and designated by the organization. Members in charge may not be licensed as an operator, be a registered pull-tab vendor, or an employee of a vendor for this organization. Notice that a permit will not be issued unless all members in charge have passed the gaming test that is available at [online-tax.alaska.gov](http://online-tax.alaska.gov). The members in charge shown on this screen have rolled forward from the prior calendar year application. If you need to change information you can delete a member by clicking on the red X, and you can add a new member by clicking on the Add a Record link.

Slide 16



Step 6, facility based games. Select the Add a Record hyperlink to add a self-directed facility based game. Do not include facility based games that are conducted by your operator, MBP, or vendor on this list. Facility based games include bingo, pull-tabs and Calcutta pool. In this example this organization has a facility, the Gaming Place, where they conducted self-directed pull-tabs. Again, this rolled forward from the prior year application. If you wanted, to delete this facility you can click on the red X, and if you wanted to add a new location you can click on Add a Record. Whenever an organization plans to conduct a facility based game, a Manager of Gaming is required. A permit will not be issued unless the manager of gaming has passed the

gaming test that is available at [online-tax.alaska.gov](https://online-tax.alaska.gov).

Slide 17

The Gaming Test

There are two kinds of tests:

- Permittee Test
- Operator Test

- If you serve as a member-in-charge (either Primary or Alternate) for your organization you are required to take the **Permittee Test**.
- If you serve as the Manager of Gaming for your organization you are required to take the **Permittee Test**.
- Take the **Permittee Test** at <https://online-tax.alaska.gov>
- Do not take the Operator Test unless your intent is to obtain an operator's license. An operator is a for-profit business that conducts gaming on behalf of permittees.

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Now a word about the gaming test. There are two kinds of tests, the permittee test and the operator test. If you serve as a member-in-charge (either Primary or Alternate) for your organization you are required to take the Permittee Test. If you serve as the Manager of Gaming for your organization you are required to take the Permittee Test. Take the permittee test at [online-tax.alaska.gov](https://online-tax.alaska.gov). Do not take the Operator Test unless your intent is to obtain an operator's license. An operator is a for-profit business that conducts gaming on behalf of permittees.

Slide 18

**FACILITY-BASED GAMES**  
Includes bingo, pull-tabs and Calcutta pool

Q: If I plan on contracting with an operator that will sell pull-tabs or conduct bingo on behalf of my organization should I choose this game type on my application?  
A: No.

Q: If I plan on registering with a vendor (aka a bar or liquor store) that will sell pull-tabs on my behalf, should I choose this game type on my application?  
A: No.

Just a refresher on facility based games. Facility based games include bingo, pull-tabs and Calcutta pool. Here are some frequently asked questions. Question: If I plan on contracting with an operator that will sell pull-tabs on behalf of my organization should I choose this game type on my application? Answer: No. Question: If I plan on registering with a vendor (aka a bar or liquor store) that will sell pull-tabs on my behalf, should I choose this game type on my application? Answer: No.

Slide 19

**FACILITY-BASED GAMES**  
Includes bingo, pull-tabs and Calcutta pool

Q: If my organization intends to sell pull-tabs directly to players should I choose the game type Pull-Tabs on my application?  
A: Yes.

Q: If my organization intends to offer bingo directly to players, should I choose the game type Bingo on my application?  
A: Yes.

More on facility-based games. Question: If my organization intends to sell pull-tabs directly to players should I choose the game type Pull-tabs on my application? Answer: Yes. Question: If my organization intends to offer bingo directly to players, should I choose the game type Bingo on my application? Answer: Yes.

Slide 20

**FACILITY-BASED GAMES**  
Includes bingo, pull-tabs and Calcutta pool

Q: Where in the permit renewal process can I renew the contract with my Operator or initiate a new contract?  
A: We will get to that!

Q: Where in the permit renewal process can I renew my Vendor Registration or add a New Vendor?  
A: We will get to that!

A few more thoughts on facility-based games. Question: Where in the permit renewal process can I renew the contract with my Operator or initiate a new contract? Answer: we will get to that! Question: Where in the permit renewal process can I renew my Vendor Registration or add a New Vendor? Answer: We will get to that!

Slide 21



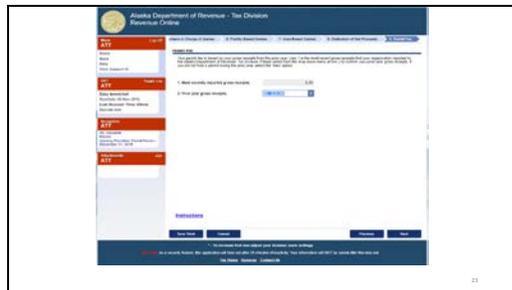
Our next screen brings us to step 7, area-based games. In this example, the area-based games of raffle or lottery and Rain Classic in the Ketchikan area, have rolled forward from the 2018 application. This organization may wish to continue conducting these game types, they could delete by clicking on the red X, or they could add a new area and a new game type.

Slide 22



Step 8 brings us to Dedication of Net Proceeds. In this example net proceeds will be donated in the community of Ketchikan with a focus on natural resource development and transportation. Remember, any net proceeds you generate in calendar year 2019 should be donated in the manner described here at step 8.

Slide 23



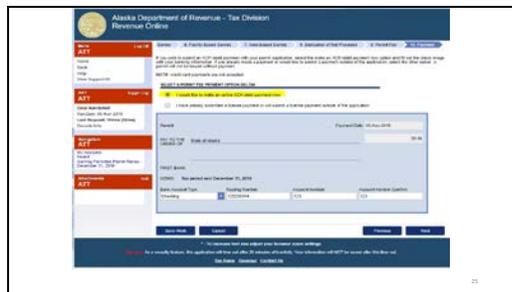
The fee associated with your permit renewal depends on the amount of your previous year's gross receipts. Here we can see the most recent Gross Receipts reported by an organization. In this example the permit holder has not filed an Annual Financial Statement so line one shows as zero. Choose the Gross Receipts range that reflects the amount of gross receipts your organization generated in 2018. If you don't know this figure yet, you may estimate or rely on the most recently reported Gross Receipts if applicable.

Slide 24



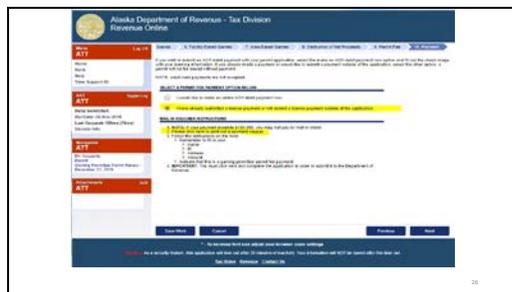
Step 10 - here you can choose how you want to pay your permit fee. If you wish to submit an ACH debit payment with your permit application, select the make an ACH payment now option and fill out the check image with your banking information. If you already made a payment or would like to submit a payment outside of the application, select the other option. A permit will not be issued without payment.

Slide 25



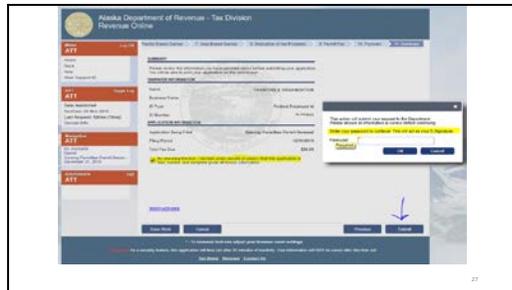
If you choose the first option, I would like make an online ACH debit payment now, an image of a check will appear. Fill out the required fields of Bank Account Type, Routing Number, and Account Number. Remember, it takes an ACH payment two business days to settle once you submit your application.

Slide 26



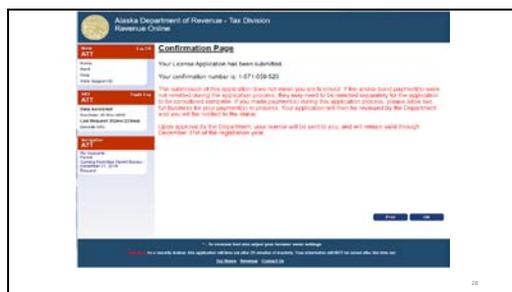
If you choose the second option, instructions appear for how to mail a check. Note, if your payment exceeds \$150,000, you may not pay by check. Step 2 says please click here to print out a payment coupon. Once you have chosen your payment method, choose the Next button. Follow the instructions on the form and remember to fill in your Name, ID, Address and Amount, and indicate that this is a gaming permittee permit fee payment. Remember, you must click next and complete the application in order to submit it to the Department of Revenue.

Slide 27



The last step in the renewal process brings us to a summary screen. You will be able to print your application on the next screen. Here you should review the Taxpayer and Application Information and check the box declaring under penalty of perjury that the application is true, correct, and complete. Once the box is checked, hit the submit button, and you will be prompted to enter your password which acts as your E-signature.

Slide 28



Once you have submitted your application to renew your permit and have entered your password, you will be brought to a confirmation page with a confirmation number. Please remember that submitting your application does not mean you are licensed. Please allow two full business days for your payment to settle. Your application will then be reviewed by the Department and you will be notified of the status. Upon approval by the Department your permit will be sent to you, and is valid

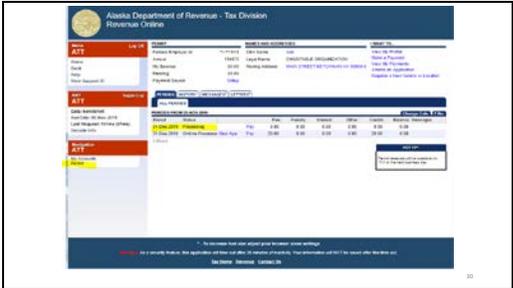
through December 31, of the registration year.

Slide 29



You will also receive an e-mail confirmation that your permit renewal application has been submitted.

Slide 30



Once I have submitted the application to renew my permit, I have returned to the permit level of my Revenue Online account, and I can see for the period ending 12/31/2019, my permit application is processing.

Slide 31



If you click on the message sub-tab, you can see an automated message that says your permit renewal has been submitted for 12/31/2019 period.

Slide 32



Once your ACH payment has settled, and assuming there are no errors in the application you submitted, your permit letter will generally appear in the Letters tab of your account within a week. Click on the letter ID to read the permit, and to print it. Remember to post your permit where you conduct your gaming activity.

Slide 33

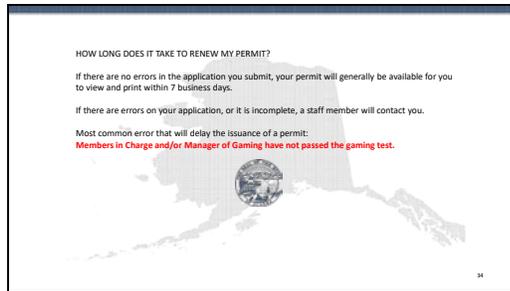


That's right, you wanted to know how to renew your operator contract or initiate a new operator contract. Before you can do either you must renew your permit. In order to renew your permit, you must choose at least one game type. If your organization does not intend to conduct any gaming activities directly with players, you must still choose a game type. We recommend the game type of Raffle/Lottery because it is simple. Once your permit is renewed, notify your operator so that he/she can initiate the contract. Watch our

presentation about operator contracts to learn more.

Same thing for vendors. Before you can renew or initiate a vendor contract, you must renew your permit first. If your organization does not intend to conduct any gaming activities directly with players, you must still choose a game type. We recommend the game type of Raffle/Lottery because it is simple. Once your permit is renewed, you can begin the vendor registration process. Watch our presentation about vendor registration to learn more.

Slide 34



How long does it take to renew my permit? If there are no errors in the application you submit, your permit will generally be available for you to view and print within 7 business days. If there are errors on your application, or it is incomplete, a staff member will contact you. The most common error that will delay the issuance of a permit is when a member in charge and/or the Manager of gaming have not passed the gaming test. In order to expedite the renewal process, make sure these folks have passed the test before you submit your application to renewal.

Slide 35

How to contact us:  
State of Alaska/Department of Revenue/Charitable Gaming Section

Phone: 465-2581  
E-mail: [dor.tax.gaming@alaska.gov](mailto:dor.tax.gaming@alaska.gov)  
Our Website: [www.tax.alaska.gov/gaming](http://www.tax.alaska.gov/gaming)  
Revenue Online Website: <https://online-tax.alaska.gov>



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This concludes our presentation on how to renew your charitable gaming permit. Thank you for watching!