

CHECKLIST TO APPLY FOR AN ALASKA GAMING PERMIT

DO THIS BEFORE YOU APPLY FOR A PERMIT:

- 1. Open a bank account with at least two authorized signers and order checks. The word GAMING should appear in the title on all checks and bank statements.
- 2. Amend your bylaws or charter to include this phrase:
'Upon dissolution, any remaining net proceeds from gaming activity under AS 05.15 will be distributed to one or more existing permittees, other than a multiple-beneficiary permittee, in accordance with 15 AAC 160.020(a)(5).
- 3. Have your Primary Member-in-Charge take and pass the Permittee Gaming Test.
- 4. Have your Alternate Member-in-Charge take and pass the Permittee Gaming Test.
- 5. Have your Gaming Manager (if conducting self-directed bingo, pull-tabs) take and pass the Permittee Gaming Test.

GATHER THIS INFORMATION IN ELECTRONIC FORM BEFORE YOU APPLY FOR A PERMIT:

- 6. Year-end minutes or bank statements from the last three years.
- 7. Bank account agreement showing at least two authorized signers.
- 8. Voided check that has the word GAMING in the title.
- 9. Articles of Incorporation or Partnership Agreement, if applicable.
- 10. IRS letter of tax exemption, if applicable.
- 11. Bylaws (including amendments) and national and state charters, if any.

IT IS HELPFUL TO HAVE THIS INFORMATION HANDY WHILE YOU ARE APPLYING FOR A PERMIT:

- 12. List of 25 adult members of your organization that are residents of Alaska. Refer to your bylaws to determine your membership requirements.
- 13. Gaming bank account number and routing number.
- 14. A description of how your organization will donate its net proceeds.
- 15. Your organization's federal employer identification number (FEIN).
- 16. Name, mailing address, e-mail address, phone number, and social security for each member in charge, and manager of gaming.

TO APPLY FOR A PERMIT:

Read the Alaska Gaming Permit Instructions, available at the Videos, Instructions and Forms link at www.tax.alaska.gov/gaming