

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

SCOTT WALKER
GOVERNOR

MIKE HUEBSCH
SECRETARY



DIVISION OF GAMING

3319 W. Beltline Hwy., First Floor
Post Office Box 8979
Madison, WI 53708-8979
Voice (608) 270-2530
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DEAR LICENSED BINGO ORGANIZATION:

Your license to conduct bingo will be expiring soon. The renewal application is enclosed. Please read the instructions and information completely and fill in **all** sections of the Bingo License Application. **THE ENCLOSED APPLICATION IS THE MOST CURRENT VERSION. PLEASE DISCARD ANY OLDER VERSIONS THAT YOU MAY HAVE AND USE ONLY THIS ONE FOR YOUR RENEWAL.**

Submit your application at least 4-6 weeks in advance of the first date you plan on conducting bingo. If your application is incomplete, it will be returned to you for correction. This will delay the processing of your application. Every effort is made to ensure that the application is processed as quickly as possible.

Also, please make sure that all required Semiannual Bingo Occasion Reports are filed. If a report is delinquent, renewal will not occur until the report is received and the applicable occupational tax is paid. This again will cause a delay in the renewal process. A delinquent report is defined as one that is not received within the 60 day period following the end of a reporting period.

If your organization is not going to renew the bingo license, please send a letter to the Office of Charitable Gaming at the address shown above, indicating your organization's intent to cease bingo operations. The information will be entered into the computer and file. The record will then be entered as "Expired" and renewal packets will not be mailed in the future. If your organization wishes to resume bingo occasions, it will be necessary to telephone this office for a renewal packet.

Should you have any questions or concerns, please do not hesitate to call this office.

Office of Charitable Gaming - Bingo
(608) 270-2530