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## **Instructions For Completing The Bingo License Application**

Religious, Charitable, Service, Fraternal, Veteran, or other organizations to which contributions are tax deductible must complete all sections of the application.

Portions of this application must be notarized and will be identified in the instructions.

Make your license fee check payable to "Department of Administration - Gaming."

**Submit your application at least 45 days in advance of the first date you plan on conducting bingo.** Please complete the "Bingo License Application" in its entirety. If the form and information requested is incomplete, the application will be returned to you for correction. This may delay your obtaining a bingo license.

### **Community-Based Residential Facilities, Adult Family Homes, Senior Citizen Community Centers**

Unless you are conducting bingo as a fundraiser, do not complete this application if your organization is a community-based residential facility; an adult family home where only residents, guests of residents, and employees will play bingo; or a senior citizen community center where only members, patrons, guests of members and patrons, and employees will play bingo. Such organizations may receive a special license, provided that bingo is played only as a recreational or social activity, no admission fee will be charged to play bingo, the total fee charged to a player for all bingo cards used by the player at the bingo occasions will not exceed \$2.00, and the aggregate value of prizes awarded at the bingo occasion will equal the total amount of fees that are collected from all the players at the bingo occasion.

Contact the Division's Office of Charitable Gaming at the above telephone number to obtain the appropriate application that your facility must complete to become licensed for this type of bingo.

**REQUIRED FEES** - Refer to application form to calculate correct fees. All applicable fees should be submitted on one check.

### **SECTION 1 - TYPE OF APPLICATION**

#### **Original License**

Check this box if your organization has not held a bingo license within the last four years.

Submit a copy of your Articles of Incorporation, By-Laws, Constitution, or Charter with the completed application.

If you are requesting eligibility for licensure as an organization to which contributions are tax deductible, you must submit a copy of your federal Internal Revenue Service Letter of Determination. "Organization to which contributions are tax deductible" does NOT mean that you are tax exempt. It means you are approved by the federal Internal Revenue Service as an organization to which donations can be made and donors can claim the contribution on their income tax returns as a tax deductible contribution.

**Renewal of License Number**

Check this box if your organization has held a bingo license within the last four years. Provide your previous bingo license number.

**Amendment to License Number**

Check this box if you are amending a current, approved license. Provide your current bingo license number.

An organization must amend a license to add or change occasion dates, times of occasions, type of occasions, bingo premises, supervisory members, licensed member designated responsible for the proper utilization of gross receipts, or authorized agent. You will receive more information regarding amendments with your approved bingo license.

**SECTION 2 - ORGANIZATION TYPE**

Check the box that accurately describes the type of organization seeking the license.

**SECTION 3 - ORGANIZATION NAME**

Provide the complete legal name of your organization.

**SECTION 3a – ORGANIZATION TELEPHONE NUMBER**

Provide the telephone number of your organization.

**SECTION 4 - COUNTY OF ORGANIZATION**

Indicate the county in which your organization is located.

**SECTION 5 - ORGANIZATION ADDRESS**

Provide the complete address of your organization. This address will appear on your license. Unless otherwise requested, all correspondence from the Office of Charitable Gaming will be sent to the address you provide. If you wish the organization's mailing address to be the Authorized Agent's home address, please so indicate in Section 5a. of the application. **The mailing address must be either the organization itself or the Authorized Agent.**

## **SECTION 6 - ORGANIZED OR INCORPORATED**

If this is an application for original licensure or if your organization has not held a bingo license within the last four years, check whether your organization was organized in Wisconsin as a religious or nonprofit organization OR incorporated in Wisconsin as a nonprofit corporation.

Indicate the date of organization OR incorporation. Attach requested documentation.

## **SECTION 7 - MEMBERSHIP**

State law requires that in order for an organization to be eligible for a bingo license, the organization must have at least 15 active members.

Indicate whether your organization has at least 15 members.

## **SECTION 8 - OFFICERS OF THE ORGANIZATION**

Provide the complete names, titles of office, addresses, and telephone numbers for your organization's officers. If you need more space, please attach a separate sheet.

## **SECTION 9 - PURPOSE AND MAJOR ACTIVITIES OF ORGANIZATION**

Indicate your organization's purpose for existence and list its major activities.

## **SECTION 10 - SOURCES OF INCOME OTHER THAN BINGO**

State law requires that organizations receive income from sources other than the conduct of bingo.

Identify your organization's sources of income other than bingo, i.e., raffles, craft sales, magazine sales, members' dues, offerings, car washes, etc.

## **SECTION 11a - NAME AND LOCATION OF "UNLIMITED" BINGO OCCASIONS**

Indicate the name of the facility, the street address and telephone number of the location where your organization will conduct bingo.

If there is more than one location, please place an asterisk in front of the second location and in front of the dates on which you will be playing at that location.

## **SECTION 11b - APPROXIMATE CAPACITY OF BINGO PREMISE**

Indicate the approximate capacity of the bingo premise.

As a reminder, you must comply with the state and local ordinances regarding building capacity.

## **SECTION 11c - NAME AND ADDRESS OF OWNER OF BINGO PREMISE**

Provide the complete name and address of the owner of the bingo premise.

**SECTION 11d - COUNTY OF PREMISE**

Indicate the county in which your bingo occasions will be conducted.

**SECTION 11e – “UNLIMITED” BINGO OCCASION DATES AND STARTING TIME OF OCCASIONS**

List each bingo occasion date during the license period in which your organization intends to conduct bingo. Also list the starting time of each occasion.

If you need more space, please photocopy page two of the application or attach a separate sheet with just the dates and starting times.

**SECTION 12a - NAME AND LOCATION OF LIMITED PERIOD BINGO OCCASIONS**

If your organization will be conducting limited period bingo occasions, indicate the name of the facility, the street address and telephone number of the occasions.

If there is more than one location, please place an asterisk in front of the second location and in front of the dates on which you will be playing bingo at that location.

**SECTION 12b - APPROXIMATE CAPACITY OF BINGO PREMISE**

If your organization will be conducting limited period bingo occasions, indicate the approximate capacity of the bingo premise.

As a reminder, you must comply with state and local ordinance regarding building capacity.

**SECTION 12c - NAME AND ADDRESS OF OWNER OF BINGO PREMISE**

If your organization will be conducting limited period bingo occasions, provide the complete name and address of the owner of the bingo premise.

**SECTION 12d - COUNTY OF PREMISE**

Indicate the county in which your limited period bingo occasions will be conducted.

**SECTION 12e - LIMITED PERIOD BINGO OCCASION DATES AND STARTING TIME OF OCCASIONS**

If your organization will be conducting limited period bingo occasions, list each limited period bingo occasion date during the license period in which your organization intends to conduct bingo. Also list the starting time of each occasion.

**SECTION 13 - SUPERVISING MEMBERS**

Bingo law requires that at least ONE supervising member be present at each occasion at all times. The supervising member is in charge of the bingo occasion itself.

**IMPORTANT:** It is strongly advised that you have more than one supervising member listed, even if you are only conducting one event. If you only have one supervising member and that person, for any reason, cannot be in attendance, your bingo occasion **must** be canceled.

This form provides space for information on three supervising members. If you have more than three supervising members, photocopy page three of the application, add your additional supervising members, and submit it with this application.

Print clearly the complete name, address, daytime and alternate telephone numbers, date of birth, and email address for each supervising member.

Each supervising member must sign and date his or her section.

**SECTION 14 - DESIGNATED MEMBER RESPONSIBLE FOR THE PROPER UTILIZATION OF GROSS RECEIPTS**

The member designated responsible for the proper utilization of gross receipts must sign this section in the presence of a notary public.

Your organization can have only ONE designated member responsible for the proper utilization of gross receipts. The license fee is \$5.00. This individual is responsible for the appropriate disbursement of bingo profits, record keeping, and preparation and filing of the semiannual reports.

Print clearly the complete name, address, daytime and alternate telephone numbers, date of birth, email address, and number of years this individual has been an active member of the organization.

**SECTION 15 - AUTHORIZED AGENT WHO HAS PREPARED THIS APPLICATION**

The authorized agent must sign this section in the presence of a notary public.

The authorized agent is responsible for the overall conduct of the bingo occasions.

Print clearly the complete name, address, daytime and alternate telephone numbers, date of birth, and email address of the authorized agent.

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If you have any questions regarding the completion of this form, please contact the Gaming Division's Office of Charitable Gaming at (608) 270-2530 or (800) 791-6970.

**Your organization is required to collect sales tax on all bingo cards and supplies sold or rented to the players. Please contact the Wisconsin Department of Revenue at (608) 266-2776 for information on seller's permits and sales tax.**