



Charitable Bingo Operations Division

Instructions – Texas Application for a Temporary License to Conduct Charitable Bingo / Non-Regular License Holder / Section 2

B-AP-117-T-2 (NA) (Rev. 9/09)

PUBLIC INSPECTION

This application and any attachments will be open to public inspection as required by the Texas Public Information Act.

WHO SHOULD SUBMIT THIS APPLICATION

This application should be submitted by every non-profit organization (religious society, medical research or treatment organization, fraternal organization, veteran's organization, volunteer fire department or volunteer emergency medical services provider) that intends to conduct a temporary charitable bingo game in a legalized area in Texas. An organization may conduct charitable bingo in the county in which it is principally located or an adjacent county.

Please be aware that this application consists of two (2) sections. You need only complete the section that applies to your organization.

Section 1 should be completed by an organization that does not hold a regular license to conduct charitable bingo, but has held a temporary license within the last three (3) years.

Section 2 should be completed by an organization that has never held a license to conduct charitable bingo, or if it has been more than three (3) years since its last temporary license.

FOR ASSISTANCE

For assistance in completing this application, please call the Charitable Bingo Operations Division (CBOD) toll free, at 1-800-BINGO-77 (800-246-4677).

GENERAL INSTRUCTIONS

- DO NOT leave any item on the application blank. If an item does not apply to your organization, enter "NA."
- Please type or print legibly all information.
- When entering a Social Security Number, Federal Employer Identification Number (EIN), or Texas Vendor Identification Number, do not enter dashes.
- The disclosure of information requested for individuals is authorized under the Bingo Enabling Act (BEA), Occupations Code, Chapter 2001 and is necessary to conduct a criminal history background investigation which may be required of the individuals associated with your organization. Failure to provide all information requested for each individual will delay the issuance of your license.
- This application must be complete and all required documentation submitted before it can be processed. Do not return the instructions or checklist with your application.
- An authorized organization may receive up to six (6) temporary licenses per calendar year (January 1 through December 31).
- The twenty-five dollar (\$25.00) license fee must be paid at the time the application is submitted. If you apply for more than one (1) license on this application, remember to submit the twenty-five dollar (\$25.00) license fee for **each** license.
- Organizations not holding a regular license to conduct charitable bingo may pay by cashier's check, money order, or personal check. All payments must be made payable to the **State Comptroller**.
- This application must have two (2) different signatures, one (1) by the Bingo Chairperson of the organization and one (1) by the operator.
- If licensed, your organization must file a Texas Bingo Occasion Report and collect and remit a 5% prize fee for all prizes awarded. Prizes of \$5 or less may be paid by the organization directly or collected from the prize winner.

SPECIFIC INSTRUCTIONS

This section should be completed by an organization that has never held a license to conduct charitable bingo, or if it has been more than three (3) years since the organization last obtained a temporary license.

Item 1 – Enter the legal name of the organization as it appears in the organizing instruments (i.e., Articles of Incorporation, bylaws, constitution, charter from parent organization, diocese directory, etc.).

NOTE: The name of the organization and/or the taxpayer number should be entered at the top of each page of the application for identification purposes.

Item 2 – Enter the organization's mailing address to which ALL bingo-related correspondence will be sent. Include the name and daytime telephone number and other contact information of the individual responsible for the completion of this application.

NOTE: Your temporary license will be mailed to this address.

Item 3 – Indicate the type of non-profit organization as established in the purpose of your organizing instrument.

- **Religious** – A church, synagogue, other organization, or association that has been organized primarily for religious purposes for at least eight (8) years.
- **Medical** – An organization that has been organized for the support of medical research or treatment programs for at least three (3) years.
- **Fraternal** – An organization that performs and engages primarily in performing charitable, benevolent, patriotic, employment-related, or educational functions. This category also applies to National Historical District Associations. Fraternal organizations must have been organized for at least three (3) years.
- **Volunteer Fire Department (VFD)** – An association or organization that operates fire-fighting equipment, actively provides fire-fighting services, and does not pay its members, other than nominal compensation. VFDs must have been organized for at least one (1) year.
- **Veterans** – An organization whose members are veterans or dependents of veterans of the armed services of the United States and that is chartered by the United States Congress. Veterans' organizations must have been organized for at least one (1) year.
- **National Historical District Association** – An organization representing the owners and lessees of a majority of the real property located with a "National Historical District" designation as defined in BEA Section 2001.002(11)(B), whose net proceeds are used for restoration, construction, maintenance, and/or security within the district.
- **Volunteer Emergency Medical Services Provider (VEMSP)** – A not for profit organization that provides out-of-hospital acute medical care and/or transport to definitive care, to patients with illnesses which the patient, or the medical practitioner, believes constitutes a medical emergency.

Item 4 – Indicate if the organization is affiliated with a state or national organization by checking the corresponding box. If "YES," enter the name and address of the state or national organization.

Item 5 – Indicate if the organization holds a valid 501(c) exemption from the Internal Revenue Service (IRS). If the CBOD is unable to verify your current 501(c) exemption status, you may later be asked to provide a copy of the 501(c) exemption determination letter. If a 501(c) exempt group ruling has been issued, a letter of good standing from a parent organization that holds a Section 501(c) exemption for both the parent organization and its affiliate is adequate evidence of the affiliate organization's Section 501(c) exemption. All organizations applying for a license to conduct charitable bingo must have a current 501(c) exemption or be covered by a group exemption. This does not apply to VFD's, VEMSP's and Religious Societies.

Item 6 – Indicate if your organization has filed Form 990 with the Internal Revenue Service in the past by checking the corresponding box. As part of *Schedule A - Evidence of Eligibility*, organizations who have filed Form 990 in the past must submit a copy of their most recent filing.

Item 7 – Enter the nine (9) digit EIN assigned to your organization by the IRS. Enter the specific EIN assigned to your organization, chapter, post, or unit. DO

NOT enter the EIN assigned to your parent organization if you have answered yes to question 4. The EIN is the number on the Form 990 filed with the IRS or on the 501(c) exemption determination letter issued to your organization by the IRS. Organizations filing as Medical, Fraternal, Veteran, or National Historical District Association must supply this number. Note: For more information on the EIN number, contact the IRS at 1-877-829-5500. **NOTE:** An EIN will not start with a 3000 or a 4000 prefix.

Item 8 – Enter the eleven (11) digit TVIN assigned to your organization by the Texas Comptroller of Public Accounts. Your organization should have a TVIN if you have conducted charitable bingo in the past or ever paid any tax to the Comptroller of Public Accounts. Organizations filing as a Religious Society, VFD, or VEMSP must supply this number if Item 7 was not completed. For additional information on the TVIN, contact the Comptroller of Public Accounts at 1-800-531-5441.

Item 9 – If the organization is a corporation, enter: (1) the state where incorporated, (2) charter number or certificate of authority (COA) number issued by the Texas Secretary of State's Office, and (3) the date of incorporation or certification to do business in Texas. Submit copies of your charter or COA, articles of incorporation, and bylaws with your application.

Item 10 – Enter the type of document that establishes your organization such as its bylaws, its constitution, its charter, or its listing in the diocese directory, and the date your organization was first established. Your organizing instrument(s) should demonstrate: 1) the date your organization was established, 2) the purpose of your organization as it relates to the BEA, and 3) whether your organization has a membership. If your organization's organizing instrument(s) state that the organization has no members, you should contact the CBOD for suggestions on how to resolve this issue before you file your application.

Item 11 – Indicate if your organization distributes any of its income to its members, officers, or governing body except as reasonable compensation for services by checking the corresponding box. If "yes," please describe the compensation.

Item 12 – Enter the date(s) of the requested temporary bingo occasion. The application for the temporary license must be received at least thirty (30) working days prior to the first bingo occasion being requested.

NOTE: There are several factors you should be aware of when planning your temporary game(s).

- First, only when an authorized organization becomes licensed, they may advertise a bingo game.
- Secondly, only a licensed authorized organization may purchase bingo supplies.

You should keep these factors, as well as the thirty (30) day processing time, in mind when planning the start of your game.

Item 13 – Enter the day(s) and time(s) of the week charitable bingo will be conducted by the organization. A temporary bingo occasion may not exceed four (4) hours. When completing the times, 12:00 a.m. (midnight) is the first time available in a day, and the last available time for that day is 11:59 p.m., since 12:00 a.m. begins the next day. The times indicated will represent the temporary bingo occasion. Bingo must be conducted on the date, day, and times as specified on the license. Your organization cannot qualify for the third (3rd) occasion conducted at a location.

NOTE: Please make sure that the date(s) entered in Item 12 correspond with the day(s) entered in Item 13. Conflicting information will delay the processing of your application. See the BEA, Section 2001.419, for additional information regarding the frequency and times of occasions.

Item 14 – Enter the organization's primary business address where the regular meetings are held and business records are maintained. If the organization has no business office, the organization is principally located in the county of the principal residence of the chief executive officer (CEO). This address must be a physical address and cannot include a PO Box or directions (i.e., 5 miles north of I-20). Charitable bingo may be conducted only in the county in which the organization is principally located. Indicate whether the organization location entered is a business office or the principal residence of the CEO by checking the corresponding box.

Item 15 – Enter the name and physical address of the location where the charitable bingo game(s) are to be conducted. This information will be reflected on your license; therefore, it should be the same name and address of the bingo hall as printed on the lessor's license, if applicable. This address must be a physical address and cannot include a PO Box or directions (i.e., 5 miles north of I-20).

Item 16 – Indicate if the location entered in Item 15 is inside the city limits.

Item 17 – Indicate if the location entered in Item 15 is in the same or adjacent county as the authorized organization's primary business office address where business records are maintained. If "NO," the temporary license cannot be issued.

Item 18 – Indicate how the location is controlled by the organization. If the location is owned, enter the date the location was acquired. If the location is not owned by the organization, check the "Lease" box. Use of facilities free of charge would be considered leasing if the playing location is not owned by the organization. If this location is not owned, the organization, at a regular meeting of membership, must have voted to conduct bingo as a fundraising activity. Attach a copy of these minutes which reflect the exact playing location name and/or address. The minutes should be signed by an officer and certified to be true and correct.

Item 19 – Enter the name, mailing address, and eleven (11) digit taxpayer number of the entity from whom you are leasing the premises. If you are unable to obtain this number, complete all information except the taxpayer number.

Item 20 – Enter the name and requested information requested of an active member of the organization who will serve as the operator at the bingo game(s). This is a non-paid position. This individual serves as the supervisor of the bingo occasion on behalf of the licensed organization.

Item 21 – Enter the name and all requested information for the officer or member of your board of directors that will serve as the Bingo Chairperson for your organization. This individual is responsible for overseeing the organization's bingo activities and reporting back to the membership about those activities.

NOTE: For religious societies, the priest, pastor, rabbi, or other head of the church would be eligible to serve in this capacity.

Item 22 – Check all positions that the Bingo Chairperson entered in Item 21 serves in for your organization. To serve as the Bingo Chairperson, the individual must also serve as an officer or member of your board of directors.

Item 23 – The temporary license fee is twenty-five dollars (\$25.00) for each license applied for and may be paid by cashier's check, money order, or personal check. Failure to submit the appropriate license fee will delay the processing of your application. All payments must be made payable to the **State Comptroller**.

Item 24 – Indicate if a license to conduct charitable bingo has ever been held at your proposed playing location. If "YES," proceed to Item 26. If "NO," proceed to Item 25.

Item 25 – If a current bingo license is or has been held at the proposed playing location, it has been previously certified as legal to conduct bingo and re-certification is not required. If a bingo game has never been licensed at this location, Item 25 must be completed by the county clerk or city secretary, when applicable, to determine that the proposed playing location address has been legalized for bingo by a local option election. Please contact our office before certifying any proposed playing location in Tarrant, Dallas, or Harris Counties.

Item 26 – The Certification of Responsibility must be signed by the Bingo Chairperson of the organization listed in Item 21 and the operator listed in Item 20.

SUMMARIES OF SCHEDULES AND FORMS

Review these schedules and forms to determine if they apply to your organization.

Schedule A Evidence of Eligibility.

Use to summarize the evidence you are submitting to confirm that you are authorized to hold a license to conduct bingo.

Schedule E Authorization of Representation.

Use if your organization desires to designate an individual to serve as an authorized representative. This gives the Commission the authority to discuss any aspects of your organization's bingo activities with your authorized representative.

Schedule G Verification by Parent Organization.

Use if your organization is a subordinate to a central or parent organization. This schedule should be completed by your organization and the central or parent organization.

APPLICATION SUBMISSION

PLEASE SUBMIT YOUR COMPLETED APPLICATION, ALL SUPPLEMENTAL INFORMATION AND THE APPROPRIATE LICENSE FEE TO:

by mail:

**CHARITABLE BINGO OPERATIONS DIVISION
TEXAS LOTTERY COMMISSION
P.O. BOX 16630
AUSTIN, TEXAS 78761-6630
1-800-BINGO-77 (1-800-246-4677)**

for delivery:

**CHARITABLE BINGO OPERATIONS DIVISION
TEXAS LOTTERY COMMISSION
611 E. 6TH STREET
AUSTIN, TEXAS 78701-3715
1-800-BINGO-77 (1-800-246-4677)**

Please retain these instructions and a copy of your completed application for your files.

CHECKLIST

REQUIRED FORMS AND PAPERWORK TO INCLUDE AS PART OF YOUR APPLICATION:

Please ensure that all of the following forms, fees and documents are submitted when applying for an original license to conduct bingo:

1. **Application**
2. **License Fee** – Submit a check made payable to the State Comptroller in the amount calculated in Item 23.
3. **Schedule A – Evidence of Eligibility** – Submit all documents requested based on the type of organization you are applying as.
4. **Meeting Minutes** – Submit a copy of the meeting minutes where your organization voted as a whole to conduct bingo if the playing location is not owned by your organization. The meeting minutes should indicate the name and address of the playing location and be signed by an officer who certified them to be true and correct.
5. **Filing Deadline** – File your application at least thirty (30) days prior to your first scheduled occasion.