

Instructions for Completion of Biennial License Renewal Applications (Bingo, Lottery by Pickle Card, and Lottery/Raffle)



General Instructions

This document contains the instructions for completion of your license renewal applications for bingo, lottery by pickle card (pickle card), and lottery/raffle.

To simplify the renewal process, we have preprinted a portion of the information that you have submitted on previous applications. **Carefully review all of the preprinted information.** If any of this information is incorrect, mark through it and fill in the correct information. Please type or print legibly.

Information like bank account information and the location of records for your organization has not been preprinted on the applications. If any of that information has changed, please make the appropriate changes on your renewal applications.

You must retain a copy of the renewal applications for your records. In addition, [Neb. Rev. Stat. § 9-237](#) of the Nebraska Bingo Act, requires a bingo license applicant to file a copy of the completed application with the local city or county clerk.

Please Note: An individual licensed as a utilization of funds member of your organization must sign the first page of the application. All applications to renew bingo and pickle card licenses must be submitted no later than August 15, unless the application is only for a limited period bingo occasion or special function pickle card activity. An application for renewal of a lottery/raffle license must be submitted at least 30 days prior to the date the organization intends to begin selling tickets. **If you are not renewing your license, please indicate “Not Renewing” on the license application and return it to our office.**

Applications postmarked by the due date will receive priority. Any organization whose applications are postmarked after the August 15 due date may not receive its licenses by October 1. Any organization not holding a license on October 1 must cease all gaming activity until it has physical possession of a license. An administrative fine of up to \$1,000, plus any financial benefit gained, may be imposed on applicants not filing their license renewal applications on time. **The required license fees to be remitted are printed on each application. Please verify that the correct amounts have been included with your license applications.**

For All Licensees

Type of License. Preprinted in this area are the type of licenses currently held by your organization. If you intend to renew the licenses, please check the **Renew** box. If you do not intend to renew the licenses, please check the **Not Renewing** box. If you renew a lottery/raffle license, please complete and attach the [Lottery/Raffle Supplemental Questionnaire](#).

Type of License	Renew	Not Renewing
Class I Bingo (\$30 License Fee)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class II Lottery by Pickle Card (\$300 License Fee)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lottery/Raffle (\$30 License Fee).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lottery/Raffle Special Permit (\$10 Fee for each Permit).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Complete and attach Lottery/Raffle Supplemental Questionnaire

An organization may obtain one special permit for each 12-month period commencing October 1 of each year. If you are applying for a lottery/raffle special permit, you must renew your lottery/raffle license. Indicate below the beginning and ending dates for each lottery/raffle special permit, not to exceed three consecutive calendar months. If the dates for the special permit have not been finalized, you may apply for the special permit at a later date. It must be at least 30 days prior to the date ticket sales will begin.

Beginning Date 10/15 , 2012 Ending Date 12/19 , 2012
 Beginning Date 10/15 , 2013 Ending Date 12/19 , 2013

If you intend to upgrade your bingo or pickle card license from Class I to Class II, or if you want to apply for another gaming activity license for which you are not currently licensed, you must contact the Charitable Gaming Division (Division) to obtain the necessary applications, or visit revenue.nebraska.gov/gaming. This application is for renewal purposes only.

Utilization of Funds Members. Each individual currently licensed as a utilization of funds member for your organization is printed on the Form 50H application. Please note that individual signatures are not required. If you intend to renew the license, please check the **Renew** box. If you are not renewing that individual's license, please check the **Not Renewing** box.

Utilization of Funds Members	Renew	Not Renewing
Jones/Mary 1234 South 85th Omaha, NE 69853	<input checked="" type="checkbox"/>	<input type="checkbox"/>

An applicant for a utilization of funds member license must be an active and bona fide member of your organization for at least one year prior to applying for this license. **If you intend to license a new individual as a utilization of funds member, a [Nebraska Application for Utilization of Funds Member, Form 50H](#), must be completed and submitted.** Please contact the Division to obtain the application, or visit revenue.nebraska.gov/gaming. There is a \$40 license fee for each utilization of funds member license.

Organization Officers. In the space provided, indicate the Social Security number (optional), name, address, date of birth, title, and daytime phone number of each individual currently holding an executive or administrative office within your organization. If additional space is required, please attach a list with all of the necessary information. **Please provide the names of at least three officers.**

Organization Officers	Social Security Number <u>444-44-4444</u>	Name, Address City, State, Zip Code <u>Sanchez/Jose</u> <u>123 Fourth St.</u> <u>Omaha, NE 68000</u>	Date of Birth <u>9/3/1953</u>
	Title <u>President</u>		
Organization Officers	Social Security Number <u>333-22-4444</u>	Name, Address City, State, Zip Code <u>Doe/Jane</u> <u>456 Seventh St.</u> <u>Omaha, NE 68000</u>	Date of Birth <u>8/5/1972</u>
	Title <u>Secretary</u>		

At least one of the officers identified on this application must sign the application in the space provided.

For Bingo License Renewals Only

Bingo License Information Form. Preprinted on this application is the information that is on file with the Division regarding your organization's bingo occasions. If any of the preprinted information has changed, please mark through the incorrect information and fill in the new information.

Any changes in bingo location or in days/times of your bingo occasions that occur during the license period must be approved by the Division. Thirty days' written advance notification of the changes must be provided to the Division.

Bingo Chairperson. An organization licensed to conduct bingo must designate one member of the organization as its bingo chairperson. In the space provided on the renewal application, provide the Social Security number, name, address, and date of birth of the individual you have chosen to be your bingo chairperson. You must also indicate the number of years that this individual has been a member of your organization.

Bingo Chairperson	Social Security Number	Name, Address	Date of Birth	Years a Member
	<u>123-45-6789</u>	<u>Smith/Ann</u> <u>111 Bingo Blvd.</u> <u>Omaha, NE 69888</u>	<u>1/2/55</u>	<u>10 yrs.</u>

Gaming Managers. Each individual currently licensed as a gaming manager for your organization is printed on the Form 50C application. Please note that individual signatures are not required. If you intend to renew the license, please check the **Renew** box. If you are not renewing that individual's license, please check the **Not Renewing** box.

There is a \$100 license fee for each gaming manager license renewed. **If you intend to license a new individual as a gaming manager, a [Nebraska Application for Gaming Manager, Form 50C](#), must be completed and submitted.** Gaming managers are required to be fingerprinted. Please contact the Division for the proper filing procedures.

For Class II Pickle Card Licensees Only

Pickle Card Sales Agents. Each individual currently licensed as a sales agent for your organization is printed consecutively on the Form 50E application. Please note that individual signatures are not required. If you intend to renew the license, please check the **Renew** box. If you are not renewing that individual's license, please check the **Not Renewing** box. There is a \$100 license fee for each sales agent license renewed. **If you intend to license a new individual as a sales agent, a [Nebraska Application for Sales Agent, Form 50E](#), must be completed and submitted.** Sales agents are required to be fingerprinted. Please contact the Division for the proper filing procedures.

Authorization For Pickle Card Operators. Each pickle card operator currently authorized to sell pickle cards for your organization is printed on the [Form 50, Schedule II](#). Please note that no signatures are required. If you intend to renew the authorization, please check the **Renew** box. If you are not renewing the authorization, please check the **Not Renewing** box.

Mail the applications, all required attachments, and appropriate fees to the
Nebraska Department of Revenue, Charitable Gaming Division,
PO Box 94855, Lincoln, NE 68509-4855.

Licensing Restrictions

The [Nebraska Bingo Act](#), the [Nebraska Lottery and Raffle Act](#), and the [Nebraska Pickle Card Lottery Act](#) establish various licensing restrictions which are intended to prevent an individual from having different licensing responsibilities within the same organization or among several different organizations. Included are the following restrictions:

Gaming Manager

An individual licensed as a gaming manager cannot be designated as a bingo chairperson or alternate bingo chairperson, nor can he or she hold any other type of license issued under the Nebraska Bingo Act, the Nebraska Lottery and Raffle Act, or the Nebraska Pickle Card Lottery Act [[Neb. Rev. Stat. § 9-232.01\(6\)](#)].

Utilization of Funds Member and Sales Agent

An individual licensed as a utilization of funds member cannot be licensed as a sales agent, nor can he or she hold any other type of license issued under the Nebraska Bingo Act, the Nebraska Lottery and Raffle Act, or the Nebraska Pickle Card Lottery Act. However, an individual licensed as a utilization of funds member may be designated as a bingo chairperson or alternate bingo chairperson for the same organization [[Neb. Rev. Stat. § 9-232.01\(7\)](#)].

An individual licensed as a utilization of funds member or sales agent cannot be an owner, partner in a partnership, member in a limited liability company, or corporate officer or director of a corporation licensed as a pickle card operator. An individual licensed as a sales agent shall not have any interest, directly or indirectly, in a business licensed as a pickle card operator [[Neb. Rev. Stat. §§ 9-329.01\(3\)](#) and [9-329.03\(3\)](#), and [Reg-35-309.10](#) of the Pickle Card Regulations].

An individual licensed as a sales agent who is a trustee, on the board of directors, or on the governing committee of the licensed organization for which he or she will be licensed as a sales agent cannot receive any commission, salary, or other compensation for his or her work as a sales agent. However, reimbursement for reasonable and necessary expenses incurred by the sales agent is permissible to the extent the licensed organization does not exceed the overall expense limitation on an annual basis [[Neb. Rev. Stat. § 9-329.01](#) and [Reg-35-308.07A](#) of the Pickle Card Regulations].

Please contact the Division to determine the options you have to resolve any potential conflicts. Failure to disclose a material fact to the Division relative to your license application may be considered grounds for denial of your license application.

Contact List

Annual and Quarterly Reports, Audits, and Inspections

Mike Haverman	402-471-6119	mike.haverman@nebraska.gov
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Bingo, Pickle Card, and Lottery/Raffle Game Conduct

Deb Weber	402-471-5944	deb.weber@nebraska.gov
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County/City Lottery Game Conduct

Nicholas Bussey	402-471-5943	nicholas.bussey@nebraska.gov
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Investigations and Fingerprinting

Mike Olsen	402-471-5948	mike.olsen@nebraska.gov
Steve Anderson	402-471-5941	steve.anderson@nebraska.gov

Legal Proceedings

Nicholas Bussey	402-471-5943	nicholas.bussey@nebraska.gov
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Licenses, Authorizations, Permits, Device Decals, Tax Returns, and Forms

Carri Fitzgerald	402-471-5949	carri.fitzgerald@nebraska.gov
Gail Ross	402-471-5955	gail.ross@nebraska.gov

Pickle Card Receipt Books

Nancy Conley	402-471-5937	nancy.conley@nebraska.gov
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revenue.nebraska.gov/gaming, 877-564-1315, 402-471-5937, Fax 402-471-5600