



STATE OF WASHINGTON
GAMBLING COMMISSION

“Protect the Public by Ensuring that Gambling is Legal and Honest”

November 4, 2014

TO: All Licensees

FROM: Tina Griffin, Assistant Director Licensing Operations Division

SUBJECT: **Notice of Proposed Rule Changes Filing all Renewals, 2nd Half-Payments, and Activity Reports Online**

The Washington State Gambling Commission has entered into the initial stage of rule making for a few new and existing rules. These rules would:

- Require all licensees to renew their licenses and file their activity reports online unless they can show good cause why they should be granted a waiver from this requirement; and
- Require all participants in the two-part payment plan to renew online and pay their second payment online.

We currently have over 80% of our licensees reporting their gambling activity online. Enclosed is “Frequently Asked Questions about My Account and Online Processes”, which you may find helpful.

The rules will be discussed at the Study Session at the November 14, 2014, commission meeting. The Study Session will begin at 9 a.m. The meeting will be held at the Comfort Inn Conference Center, 1620 74th Avenue S.W., Tumwater, Washington 98501.

We are interested in hearing from you. You can submit your comments **by December 15, 2014**, on these rule changes as follows:

Mail:
Tina Griffin
Gambling Commission
P.O. Box 42400
Olympia, WA 98504-2400

E-mail:
Tina.Griffin@wsgc.wa.gov

FAX:
(360) 486-3629

For questions, please feel free to contact me at my e-mail address listed above or at (360) 486-3546.

Amended Sections:

WAC 230-05-015 Two-part payment plan for licenses ((fees)) – online filing required.

(1) If you are renewing an annual license or applying for an additional license, you may pay the license fee in two payments if:

- (a) You elect to participate; and
- (b) The license fee is at least eight hundred dollars; and
- (c) You renew your annual license online and pay your second-half payment online;
- (d) Within the last three license years:
 - (i) Your license has not lapsed pursuant to subsection (2)(b) below; and
 - (ii) You have not had a returned check or electronic fund transaction.

(e) You pay an administrative processing fee as set out in WAC 230-05-020 or 230-05-030, plus one-half of the annual license fee at the time of application or renewal.

(2) We issue licenses under the two-part payment plan with an expiration date of not more than one year and a second-half payment due date.

(a) If we receive your second-half payment on or before the due date, the license will remain in effect until the expiration date.

(b) If you do not submit the second-half payment on or before the due date, the license expires and gambling activities must stop. You must pay us the second-half payment regardless if you stop operating the gambling activity, close your business, surrender your license, or your license is revoked. If you do not pay the second-half payment, we may take action against other licenses you hold or refer the debt to collections, or both.

WAC 230-06-125 Renew your license in a timely manner.

(1) You must renew online, unless you have received a waiver, as outlined in WAC 230-XXX and allow for enough time to:

- a) Print the license prior to midnight before the license expires; or
- b) Have us print the license and mail it to you so you receive it before your license expires.

(2) If you have a waiver and are not renewing your license online, you ((Licensees)) must ensure a properly completed renewal application and all applicable fees are received at our administrative office in Lacey at least fifteen days before the expiration date on ((their)) the license.

~~((2))~~ (3) If licensees do not submit a properly completed application and all fees and their license expires, they must immediately stop the gambling activity covered by their license.

~~((3))~~ (4) If your license expires, you must submit an application and you must not operate any gambling activity until a new license is issued.

New Section:

WAC 230-06-XXX Online filing and payments required with waivers available upon request for good cause.

- (1) All licensees must submit the following online:
 - (a) Renewal application and fees, as referenced in this Title 230 WAC and
 - (b) Activity reports, as referenced in Title 230 WAC.
- (2) We may waive these requirements if you can show good cause. The reasons for good cause include:
 - (a) You do not have access to the internet using your own computer or similar equipment; or
 - (b) You do not have a bank account or credit card; or
 - (c) Your bank is unable to send electronic fund transactions; or
 - (d) Some other circumstance or condition exists that, in our judgment, prevents you from submitting online.
- (3) You need to request, in writing, a waiver no later than 60 days prior to your activity report due date or license expiration date. A waiver will cover both subsections (1)(a) and (b) of this section.

Frequently Asked Questions About My Account and Online Processes

1. How will I get my license renewal application?

We will send you reminders via email about 30 days before your license expires. You will need to update your email address in My Account to ensure you receive your notice. You can have multiple users for the same My Account. Each user can set up their own email address for notification. You could have multiple people for the same organization receiving renewal notices.

The due date will also show on the calendar in My Account for your reference as well.

2. How can I pay online?

We accept electronic checks. You would go to My Account and fill out your renewal application. To submit the renewal application, you would input the routing number for your bank and account number along with your authorization for payment.

Credit cards are only accepted for individual license renewals because of the processing costs for higher dollar transactions. We do not accept wire transfers.

We are considering accepting bill pay transactions in the future. A bill pay transaction is when the payer initiates the payment of funds from their account and the funds are transferred immediately.

If you are interested in having us pursue this method of payment, please contact Tina Griffin at Tina.Griffin@wsgc.wa.gov or at 360-486-3546.

3. What if I don't have a printer to print my own license once I renew online?

Part of renewing online is printing your own license at the completion of the transaction. If you don't have a printer, you will be able to have us print and mail your license. You will need to allow enough time prior to your expiration date for us to print and mail your license.

4. How will I be notified when my second-half payment is due?

We will send you an email reminding you to go to My Account and make your payment. The due date will also show on the calendar in My Account for your reference as well. You need to keep your email updated in My Account to ensure you receive notices.

5. What if my organization does not allow electronic check transactions?

We are considering making bill pay transactions available as an alternative. A bill pay transaction is when the payer initiates the payment of funds from their account and the

funds are transferred immediately. The difference is with an electronic check we pull the funds from your account once you initiate and approve the transaction through My Account.

If you are interested in having this type of payment option available, please contact Tina.Griffin@wsgc.wa.gov or at (360) 486-3546.

6. *What if I want my accountant to file my activity report for me?*

With My Account, each organization can have multiple users with their own email addresses and log-ons. The licensee has to give each additional user access to set up their own log-on. If you need assistance, please contact us at (360) 486-3440 ext. 2331 and we will assist you.

7. *What if I don't have my log-in information?*

You can renew you license, file your activity reports, and pay your second-half payment online right now in your My Account. If you unable to locate your log-in information, or if you need assistance with your My Account, please contact us at (360) 486-3440 or (800) 345-2529.