



STATE OF WASHINGTON

GAMBLING COMMISSION

"Protect the Public by Ensuring that Gambling is Legal and Honest"

TRAINING REQUIREMENTS FOR ALL APPLICANTS

Organizations that are applying for a gambling license are required to take training for the gambling activities they are licensed to operate. Any new president or equivalent, or chief executive officer and activity managers must take training within 30 days of a new or renewal license being effective.

WAC 230-03-070 states:

1. You must complete a training course we establish if you:
 - a. Signed the licensing application; or
 - b. You are a manager; or
 - c. You are responsible for conducting gambling activities or completing records.
2. You must complete training within 30 days of the effective date of your license.
3. We do not require manufacturers or manufacturer representatives to complete training.

You can access the training materials, videos and reporting records on our website at '<https://www.wsgc.wa.gov/licensing/training-requirements>'

Non-profit Organization Training:

'Charitable / Nonprofit Gambling: Responsibilities of Officers and Board Members' videos are located on YouTube.

- Part 1: '<https://www.youtube.com/watch?v=SF03M3THxgo>'
- Part 2: '<https://www.youtube.com/watch?v=g219glnmZhM>'

'Management Guidelines for the Charitable/Nonprofit Gambling Licensee Handbook' GC5-008) is located at:

<https://www.wsgc.wa.gov/sites/default/files/public/forms/record-keeping/new-docs-july-2/5-008-nonprofit-management-guidelines.pdf>

If you are unable to view the video, contact us at 1-800-345-2529 and a CD will be sent.

WASHINGTON STATE GAMBLING COMMISSION

FEE SCHEDULE – BONA FIDE CHARITABLE / NONPROFIT ORGANIZATION / OTHER BUSINESSES

Per WAC 230-05-124, all licensed organizations must submit quarterly license fees and license reports to us for each licensed gambling activity beginning with the first quarter of their license year. The quarterly license fee is due with the quarterly license report.

WAC 230-05-160 Charitable or nonprofit organization fees. Bona fide charitable and nonprofit organizations must pay the following fees:

(1) Annual licenses:

| License Type | Base License Fee | Gross Gambling Receipts Rate | Maximum Annual License Fee |
|------------------------------------|--------------------------------------|------------------------------|----------------------------|
| Amusement games | \$65 plus \$65 per approved location | 0.730% | \$1,000 |
| Bingo | \$65 | 0.460% | \$11,000 |
| Card games - House-banked | \$10,000 | 1.462% | \$40,000 |
| Card games - Nonhouse-banked | \$65 | 0.430% | \$1,000 |
| Combination | \$125 | - | - |
| Fund-raising equipment distributor | \$270 | 1.430% | \$700 |
| Punch board / pull-tabs | \$650 | 1.430% | \$10,000 |
| Raffles | \$65 | 3.380% | \$2,000 |
| Enhanced raffles | \$5,000 | 0.430% | \$32,000 |

(2) Event licenses or permits:

| License Type | Base License Fee | Gross Gambling Receipts Rate | Maximum Annual License Fee |
|---|------------------|------------------------------|----------------------------|
| Fund-raising event | \$180 | 3.130% | \$1,000 |
| Recreational gaming activity | \$65 | - | - |
| Special property bingo / change of bingo premises | \$30 | - | - |

(3) Change fees:

| Change of: | Fee |
|--|-------|
| Name | \$100 |
| Location | \$100 |
| Fund-raising event location, date, or time | \$50 |

(4) Other fees:

| Transaction | Fee |
|--|--------------------------------|
| Add a new amusement game location | \$65 |
| Duplicate license | \$50 |
| Review, inspection, and/or evaluation of gambling equipment, supplies, services, games, or schemes | Deposit and cost reimbursement |

WAC 230-05-170 Fees for other businesses. All other business organizations must pay the following fees:

(1) Annual licenses or permits:

| License Type | Base License Fee | Gross Gambling Receipts Rate | Maximum Annual License Fee |
|--|---------------------------------------|------------------------------|----------------------------|
| Agricultural fair bingo (annual permit) | \$200 | - | - |
| Call centers for enhanced raffles | \$4,800 | - | - |
| Commercial amusement games | \$500 plus \$65 per approved location | 1.130% | \$11,000 |
| Distributor | \$700 | 1.430% | \$7,000 |
| Fund-raising event distributor | \$280 | 1.430% | \$1,000 |
| Linked bingo prize providers | \$1,500 | .046% | \$20,000 |
| Manufacturer | \$1,500 | 1.430% | \$25,000 |
| Manufacturer's special sales permit | \$250 | - | - |
| Punch board/pull-tab service business permit | \$250 | - | - |
| Gambling service supplier | \$300 | 1.430% | \$7,000 |

(2) Events or permits:

| License or Permit Type | Base License Fee | Gross Gambling Receipts Rate | Maximum Annual License Fee |
|------------------------------|------------------|------------------------------|----------------------------|
| Recreational gaming activity | \$65 | - | - |
| Special property bingo | \$30 | - | - |

(3) Change fees:

| Change of: | Fee |
|--|-------|
| Name | \$100 |
| Location | \$100 |
| Business classification (same owners) | \$100 |
| Corporate stock / limited liability company shares / units | \$100 |
| License transfers | \$100 |

(4) Other fees:

| Transaction | Fee |
|--|--------------------------------|
| Add a new amusement game location | \$65 |
| Defective punch board / pull-tab cost recovery fees | Up to \$100 |
| Duplicate license | \$50 |
| Pre- and post-licensing investigations | Cost reimbursement |
| Review, inspection, and/or evaluation of gambling equipment, supplies, services, games, schemes, or group 12 amusement games | Deposit and cost reimbursement |

WASHINGTON STATE GAMBLING COMMISSION

FEE SCHEDULE – BONA FIDE CHARITABLE / NONPROFIT ORGANIZATION / OTHER BUSINESSES

WAC 230-05-175 Individuals license fees. Individuals must pay the following fees:

(1) Annual license and additional employer fees:

| License Type | New Application Fee | Annual Renewal Fee | Additional or Change of Employer Fee |
|---|--|--------------------|--------------------------------------|
| Call center for enhanced raffle representative | \$275 | \$170 | - |
| Card room employee license – Nonhouse-banked (Class A) | \$200 | \$95 | \$65 |
| Card room employee license – Class F and house-banked (Class B) | \$275 (in-state) \$340 (out-of-state) | \$170 | \$65 |
| Charitable or nonprofit gambling manager | \$200 | \$95 | \$95 |
| Commercial gambling manager | \$200 | \$95 | \$95 |
| Distributor representative | \$275 | \$170 | \$65 |
| Linked bingo prize provider representative | \$275 | \$170 | \$65 |

| License Type | New Application Fee | Annual Renewal Fee | Additional or Change of Employer Fee |
|--|---------------------|--------------------|--------------------------------------|
| Manufacturer representative | \$275 | \$170 | \$65 |
| Gambling service supplier representative | \$275 | \$170 | \$65 |

(2) Class B card room employees must pay the out-of-state application fee if over the last ten years the applicant lived outside of Washington for six non-consecutive months or more.

(3) Other service fees:

| Transaction | Fee |
|---|------|
| Change of name | \$30 |
| Card room employee emergency waiver request | \$65 |
| Duplicate license | \$30 |

(4) Military personnel returning from service

If a license expires while an individual is on active military service, the individual may apply to have their license reissued at the renewal fee. The application must be received within six months after completing their active military service. The applicant must provide evidence of the completion date of active military service.

NOTE: All fees are subject to change. The Commission will notify licensees of amended fee amounts by notice of rule-making. Per RCW 9.46.070, other fees on this schedule, the Commission will assess applicants all actual investigative and inspection costs.

OTHER HELPFUL WACs:

WAC 230-03-161 Applying for a combination license. (1) Charitable or nonprofit organizations may apply for a combination license to operate one or more of the following gambling activities:

- (a) Authorized nonhouse-banked card games without collection of a fee to play; and
- (b) Raffles with gross gambling receipts up to two thousand dollars during the license year; and
- (c) Bingo with gross gambling receipts up to twenty-five thousand dollars during the license year; and
- (d) Amusement games, owned and operated by the organization, with gross gambling receipts up to seven thousand five hundred dollars during the license year.

(2) You must apply for a separate license if any of the gambling activities in subsection (1)(b) through (d) of this section you operate will exceed the gross gambling receipt limits specified during your license year.

WAC 230-05-104 Defining "base license fee." (1) "Base license fee" is the fee you pay us when you:

- (a) Apply for an organization license or permit; or
- (b) Renew your organization's license or annual permit.

(2) "Base license fee" is the minimum annual license fee a licensed organization or permit holder will pay for operating an authorized activity.

WAC 230-05-106 Defining "maximum annual license fee." "Maximum annual license fee" is the most you will pay to operate an authorized activity for the license year, which includes the:

- (1) Base license fee; and
- (2) Quarterly license fees.

WAC 230-05-122 Calculating quarterly license fees. (1) The quarterly license fee is calculated based on the gross gambling receipts from the previous quarter as reported on your quarterly license report.

(2) Each license year, the quarterly license fees will be offset by the base license fee. (For example, if your base license fee is sixty-five dollars and your quarterly license fee is forty-five dollars for the first quarter, no additional amount is due for the first quarter. You would offset any future quarterly license fees by the remaining twenty dollars of your base license fee.)

WAC 230-05-124 Quarterly license fees and license reports.

All licensed organizations must submit quarterly license fees and license reports to us for each licensed gambling activity beginning with the first quarter of their license year. The quarterly license fee is due with the quarterly license report.

The quarterly license reports must be in the format we require and must:

| Cover the period: | Be received by us no later than: |
|-------------------------------|----------------------------------|
| January 1 through March 31 | April 30 |
| April 1 through June 30 | July 30 |
| July 1 through September 30 | October 30 |
| October 1 through December 31 | January 30 |

(2) Be received online at our administrative office or postmarked no later than the dates indicated in the table in subsection (1) of this section; and

(3) Be submitted even if there is no quarterly license fee payable to us; and

(4) Be accurate; and

(5) Be completed by the highest ranking executive officer or a designee. If someone other than the licensee or an employee prepares the report, the preparer must include his or her name and business telephone number on the report; and

(6) Be submitted for any period of time the license was valid even if there was no gambling activity or the gambling license was not renewed.