



**WASHINGTON STATE GAMBLING COMMISSION**  
LOCATION: 4565 7th Avenue SE, Lacey WA 98503  
MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400  
TELEPHONE: 360-486-3440 / FAX NUMBER: 360-486-3631  
IN-STATE TOLL-FREE: 1-800-345-2529 / WEB SITE: www.wsgc.wa.gov

## COMMERCIAL BUSINESS APPLICATION PACKET

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### THIS PACKET CONTAINS:

1. This summary sheet with general instructions and the *Additional Requirements for a Commercial Business* (GC5-030) form.
  2. The Commercial Business Application (GC4-025) with attachments and supporting forms including:
    - *Ownership / Organization Disclosure* (GC4-021)
    - *Authorization for Examination and Release of Information* (GC4-299)
    - *Personal / Criminal History Statement* (BLS-700-301)
    - *Financial Statement* (GC4-320)
    - *Source of Funds Statement* (GC4-321)
    - *Training Requirements for All Applicants* (GC5-017) letter
    - *Fee Schedule – Commercial Stimulant / Profit-Seeking Organization* (GC5-055K FS)
- 

### CHANGES MUST BE REPORTED

While your application is being processed, you must notify us of any changes within 10 days; such as:

- Organizational structure
  - Gambling related agreements
  - Source of Funds
  - Leases
  - Loans and asset contributions
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### IMPORTANT INSTRUCTIONS FOR ALL APPLICANTS – READ BEFORE PROCEEDING

1. All forms in this packet may be copied for your use. A copy of this application is also on our web site.
2. Washington Administrative Code (WAC) citations are noted throughout this application. When cited, refer to Title 230 WAC, Gambling Commission, for clarification.
3. You must register with SecureAccess Washington (SAW) and add our service prior to licensure.
4. The base license fees for this application are listed on the attached fee schedule (GC5-055K FS). In addition to the base license fee(s), you will have to submit Quarterly License Reports (QLR) with Quarterly License Fees (QLF), if required, based on your Gross Gambling Receipts (GGR).
5. The Commission may assess additional amounts to cover inspections and investigations necessary for licensing. See Revised Code of Washington (RCW) 9.46.070(5). These costs will be determined, and are payable, during the financial investigation phase of the application process.
6. The Commission cannot act on your application if proper fees have not been paid.
7. It takes about 60 to 90 days to process an application.
8. Each license applicant is evaluated on an individual basis. Even if you were licensed before, do **NOT** answer any question with the words "on-file".
9. If you have any questions about this application – please call us at 1-800-345-2529 (in-state only) or 360-486-3440, ext. 2332, to speak with a Licensing Specialist.

**NOTE:** You may be required to supply additional documentation based on information you previously supplied. See WAC 230-03-050.









## ADDITIONAL REQUIREMENTS FOR A COMMERCIAL BUSINESS

You must submit the following clean and legible documents for all substantial interest holders and their spouses.

A substantial interest holder is a person who has actual or potential influence over the management or operation of any organizations (WAC 230-03-045). Examples are:

- owning, operating, managing, or controlling an entity
- profiting from an entity
- assuming liability for debts or expenditures of the entity
- being an officer, director or managing member

Additional Documents Needed	Sole Proprietorship	Limited or General Partnership	LLC	Corporation
<i>A Personal/Criminal History Statement</i> (BLS-700-301).	✓	✓	✓	✓
A copy of valid identification (ex: driver's license, state ID, passport or alien registration).	✓	✓	✓	✓
Copies of any civil, criminal or administrative action.	✓	✓	✓	✓
<i>A Financial Statement</i> (GC4-320) for each individual and business (provided).	✓	✓	✓	✓
<i>A Source of Funds Statement</i> (GC4-321) for each individual and business along with documents proving where the financial sources came from. Examples are: <ul style="list-style-type: none"> <li>• loan agreement</li> <li>• promissory note</li> <li>• purchase/sales agreement</li> <li>• closing documents</li> <li>• other sales documents</li> <li>• copies of your personal/business bank statements for the last 12 months</li> <li>• copies of your personal/business IRS tax statements</li> </ul>	✓	✓	✓	✓
If the funds were not from a federal or state recognized financial institution such as a relative or friend, then each person must complete a <i>Personal/Criminal History Statement</i> (BLS-700-301), a <i>Financial Statement</i> (GC4-320) and a <i>Source of Funds Statement</i> (GC4-321) with supporting documents.	✓	✓	✓	✓
<i>Authorization for Examination and Release of Information</i> (GC4-299)	✓	✓	✓	✓
Fingerprinting required if lived out-of-state for more than 6 months in the past 10 years (GC5-231, GC5-232, and GC5-029).	✓	✓	✓	✓
<i>Ownership Disclosure</i> (GC4-021).		✓	✓	✓
Partnership agreement listing each partner, managing partners and dissolution procedures.		✓		
LLC agreement listing managing member, units issued, purpose, duration, capital, distributions and member withdrawal procedures.			✓	
LLC Certificate of Formation with verification it has been recorded with the Secretary of State's Office.			✓	
Articles of Incorporation listing name, officers, stockholders, stock authorized to issue, and verification it has been recorded with the Secretary of State's Office.				✓
Meeting minutes showing issuance of stock and election of officers.				✓







Washington State Gambling Commission

**AUTHORIZATION FOR EXAMINATION AND RELEASE OF INFORMATION**

**NOTE:** All individual substantial interest holders of the applicant / licensee, and their spouses, must complete this form. This form is **not** required to be completed for the business organization(s).

I, \_\_\_\_\_, do hereby authorize a review, full disclosure and release of any and all records concerning myself, or any organization of which I am an owner, officer, or have signature authority on accounts, to any duly authorized officer, agent, or employee of the Washington State Gambling Commission whether the records are of a public, private, or confidential nature with the following understandings:

1. The information reviewed, disclosed, or released may be used by the state of Washington to determine suitability for licensure / certification of:  
 \_\_\_\_\_ dba \_\_\_\_\_ and for any other lawful purpose.
2. I release the providers and users of the information collected pursuant to this authorization from liability under any state or federal privacy laws. I further release the state of Washington, its officers, agents, and employees from any liability that may be incurred as a result of the collections and use of the information.
3. If this authorization is not sufficient to obtain access to certain records, it is understood that I may be requested to execute some other appropriate authorization or release, and that any failure to do so may be taken into consideration by the Washington State Gambling Commission in its determination of suitability for licensure.
4. I understand that I may revoke this authorization in writing at any time and the Washington State Gambling Commission may take any such revocation of this authorization into consideration in its determination of suitability for licensure.
5. A photocopy of this authorization will have the same force and effect as the original.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Name (Print)

**NOTARY PUBLIC**

State of Washington

County of \_\_\_\_\_

Signed or attested before me on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Title

My commission expires \_\_\_\_\_



**STATE OF WASHINGTON  
BUSINESS LICENSING SERVICE**

PO Box 9034  
Olympia, WA 98507-9034  
Telephone: 1-800-451-7985

LICENSE NUMBER \_\_\_\_\_

UBI NUMBER \_\_\_\_\_

**Personal/Criminal History Statement**

**(For Liquor, Lottery, Gambling and Cigarette/Tobacco Wholesaler/Retailer Endorsements )**

Please type or print clearly in dark ink. Complete all spaces or print N/A in spaces that do not apply.

Type of Endorsements(s) you are applying for: (Provide a copy of this form to each agency. See page 2)  **LOTTERY** (complete page 1 only)

**LIQUOR**  **GAMBLING**  **CIGARETTE/TOBACCO Wholesaler/Retailer**  **VAPOR PRODUCTS Delivery/Retailer/Sales**

BUSINESS NAME: (DBA or trade name)				
BUSINESS LOCATION ADDRESS: Street or Route	City	County	State or Country	Zip Code

**I AM A:**  SOLE PROPRIETOR  CORPORATE OFFICER  STOCKHOLDER  FINANCIER  LLC MEMBER/MGR  SPOUSE  
(Check all that apply)  PARTNER Title: \_\_\_\_\_ 10% or more  MANAGER  OTHER: \_\_\_\_\_

NAME: (Last, First, Middle)		Maiden	SOCIAL SECURITY NUMBER:	
HOME MAILING ADDRESS: (Street or PO Box)		City	County	
State or Country:	Zip Code:	HOME PHONE:	WORK/CELL PHONE:	
HOW LONG LIVING AT HOME ADDRESS ABOVE:	HEIGHT:	WEIGHT:	EYE COLOR:	HAIR COLOR:
BIRTHDATE: (Month, Day and Year)	SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE:	DRIVER'S LICENSE NUMBER & STATE OF ISSUE:	
ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, give alien registration/entry visa/work permit number(s):	PORT OF ENTRY:	DATE OF ENTRY: (Month, Day and Year)	
SPOUSE'S NAME: (Last, First, Middle)		Maiden	DATE OF MARRIAGE: (Month, Day and Year)	

**LICENSE HISTORY**

List any business licenses that you have ever held, currently applied for, or have been denied/revoked/suspended in any state.

TYPE	LICENSE NUMBERS	BUSINESS NAME	STATE	LAST YEAR HELD
GAMBLING				
LIQUOR				
LOTTERY				
OTHER				

**CRIMINAL HISTORY STATEMENT**

**Have you EVER:** 1. Been arrested or cited? 3. Been convicted? 5. Been placed on probation?  **YES**  **NO**  
2. Been charged with a crime? 4. Been Jailed? 6. Forfeited bail or paid a fine over \$25 (Include traffic fines)?

You must answer "YES" if any of the above have occurred, **even if charges were dismissed, deferred or changed**. Explain each charge fully below and attach additional sheets as needed. False or incomplete information may result in denial, suspension or revocation of a license. **You must include events that occurred while you were a juvenile.**

OFFENSE DATE	OFFENSE	CITY	COUNTY	STATE	DISPOSITION AND DATE

**CERTIFICATION**

I certify under penalty of perjury that all answers and statements on page 1 and 2 are true, correct and complete. I understand that untruthful or misleading answers are cause for denial of a license and/or revocation of any license granted. **I hereby authorize investigation of my criminal history, financial records and other sources as necessary for licensing.**

SIGNATURE: **X**

PRINT NAME:	DATE SIGNED:	PLACE SIGNED: (City, County and State)
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*If applying for gambling license, elected chief executive officer or employer must also sign this form.*

SIGNATURE: **X**

PRINT NAME:	DATE SIGNED:	PLACE SIGNED: (City, County and State)
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**Continue on to the backside of this form.**

# Personal/Criminal History Statement (Page 2)

LICENSE NUMBER \_\_\_\_\_

UBI NUMBER \_\_\_\_\_

## ADDITIONAL PERSONAL HISTORY

PLACE OF BIRTH: <i>City</i>	County	State or Country		
OTHER NAMES USED:		PREVIOUS SOCIAL SECURITY NUMBER:		
PLACE OF MARRIAGE: <i>City</i>	County	State or Country	Zip Code	
MILITARY SERVICE: <i>(Branch and dates of service)</i>	COUNTRY OF MILITARY SERVICE:	TYPE OF DISCHARGE:		
E-MAIL ADDRESS:		FAX NUMBER:		

## EMPLOYMENT HISTORY

List employment, self-employment, military, unemployment and school attendance for the **last 10 consecutive years** (including foreign residences). **If more space is needed, attach additional sheets in the same format.**

Dates From - To:	TITLE:	SUPERVISOR:		
EMPLOYER/SCHOOL:				
ADDRESS: <i>(Street or Route)</i>	City	County	State or Country	Zip Code
Dates From - To:	TITLE:	SUPERVISOR:		
EMPLOYER/SCHOOL:				
ADDRESS: <i>(Street or Route)</i>	City	County	State or Country	Zip Code
Dates From - To:	TITLE:	SUPERVISOR:		
EMPLOYER/SCHOOL:				
ADDRESS: <i>(Street or Route)</i>	City	County	State or Country	Zip Code

## RESIDENCE INFORMATION

You must list all places of residence for the **last 10 consecutive years** (include foreign residences). List current residence first. **If more space is needed, attach additional sheets in same format.**

Dates From - To:	STREET ADDRESS:			
	CITY:	COUNTY:	STATE or COUNTRY:	ZIP CODE:
Dates From - To:	STREET ADDRESS:			
	CITY:	COUNTY:	STATE or COUNTRY:	ZIP CODE:

**APPLICANT: YOU MUST MAKE COPIES FOR EACH OF THE AGENCIES YOU HAVE CHECKED ON PAGE 1 OF THIS FORM**

**LIQUOR CONTROL BOARD**  
PO BOX 43098  
OLYMPIA WA 98504-3098

**LOTTERY COMMISSION**  
PO BOX 43027  
OLYMPIA WA 98504-3027

**GAMBLING COMMISSION**  
PO BOX 42400  
OLYMPIA WA 98504-2400

**CIGARETTE/TOBACCO**  
PO BOX 43094  
OLYMPIA WA 98504-3098



Washington State Gambling Commission  
 Licensing Division  
 P.O. Box 42400  
 Olympia, WA 98504-2400

UBI NUMBER
LICENSE NUMBER

# FINANCIAL STATEMENT

AS OF (SPECIFY DATE): \_\_\_\_\_

**NOTE: This financial statement form must be completed for each organization and individual required to be backgrounded as part of this license application.**

BUSINESS NAME (DBA or trade name) \_\_\_\_\_

**THIS FINANCIAL STATEMENT IS FOR:** (Choose either No. 1 or No. 2)

**1. AN INDIVIDUAL (can be joint for husband and wife)**

I AM A: (Check appropriate boxes)  SOLE PROPRIETOR  SPOUSE  LIMITED PARTNER  FINANCIER  LLC MEMBER  
 CORP. OFFICER Title: \_\_\_\_\_  STOCKHOLDER (10% or more)  OTHER: \_\_\_\_\_

NAME: Last First Middle

HOME MAILING ADDRESS: Street or Route City County State or Country Zip Code

HOME/CELL PHONE ( )	WORK PHONE ( )	FAX NUMBER ( )
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**2. A BUSINESS ENTITY**

BUSINESS ENTITY IS A:  CORPORATION  LIMITED PARTNERSHIP  LIMITED LIABILITY COMPANY  LIMITED LIABILITY PARTNERSHIP

NAME OF BUSINESS ENTITY: \_\_\_\_\_

HOME MAILING ADDRESS: Street or Route City County State or Country Zip Code

HOME/CELL PHONE ( )	WORK PHONE ( )	FAX NUMBER ( )
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A ANNUAL INCOME (all household)	AMOUNT	B PERSONAL INFORMATION
Salary (include spouse & other household salaries)		Other Business Interests (list all over 5% ownership):
Dividends, Bonus and Commissions		
Other Income (rental, investment interest)		
TOTAL INCOME		

**ASSETS (If additional space is required, attach separate sheet)**

**C CHECKING ACCOUNTS**

BANK NAME	ACCOUNT TYPE	ACCOUNT NUMBER	BALANCE	AUTHORIZED SIGNERS
<b>Total</b>			<b>\$</b>	

**D SAVINGS ACCOUNTS**

BANK NAME	ACCOUNT TYPE	ACCOUNT NUMBER	BALANCE	AUTHORIZED SIGNERS
<b>Total</b>			<b>\$</b>	

**E STOCKS, BONDS, MUTUAL FUNDS, IRA's, 401K's**

COMPANY	INVESTMENT TYPE (mutual fund, stock, IRA, etc.) & ACCT #	DATE ACQUIRED	# OF SHARES/FACE VALUE	MARKET VALUE	AUTHORIZED SIGNERS
<b>Total</b>				<b>\$</b>	

**F NOTES AND ACCOUNTS RECEIVABLE (monies owed to you or your business)**

FROM WHOM (Full name, address and phone number)	CURRENT BALANCE	MONTHLY PAYMENT	DATE ACQUIRED	DUE DATE
<b>Total</b>				<b>\$</b>

**G BUSINESS AND OTHER INVESTMENTS**

BUSINESS INVESTMENT NAME	FAIR MARKET VALUE	ANNUAL REVENUES	DATE ACQUIRED
<b>Total</b>			<b>\$</b>

**H REAL ESTATE OWNED**

ADDRESS OF PROPERTY	DATE ACQUIRED	PURCHASE PRICE	NAME ON TITLE	LAND/BUILDING VALUE	MORTGAGE BALANCE
<b>Total</b>					<b>\$</b>

**I MORTGAGES, LEASES AND CONTRACTS OWNED (paid to you/receivable)**

DESCRIPTION OR ADDRESS	FULL NAME OF DEBTOR	PHONE	PAYMENT SCHEDULE	AMOUNT PAST DUE	ORIGINAL BALANCE	PRESENT BALANCE	INTEREST RATE
<b>Total</b>						<b>\$</b>	

**J AUTOMOBILES, BOATS AND OTHER VEHICLES (industrial, recreational, farm)**

MAKE, MODEL, DESCRIPTION	YEAR	DATE ACQUIRED	NAME ON TITLE	PURCHASE PRICE	FAIR MARKET VALUE
<b>Total</b>					<b>\$</b>

**K MISCELLANEOUS PROPERTY (jewelry, collections, gae/kye)**

DESCRIPTION	DATE ACQUIRED	PURCHASE PRICE	CURRENT BALANCE	FAIR MARKET VALUE
<b>Total</b>				<b>\$</b>

**LIABILITIES (If additional space is required, attach separate sheet)**

**L NOTES AND TAXES PAYABLE (owed by you)**

TO WHOM (Full name, address and phone number)	ORIGINAL DATE OBLIGATED	CURRENT BALANCE	MONTHLY PAYMENT	DUE DATE
<b>Total</b>			<b>\$</b>	

<b>M ACCOUNTS AND BILLS PAYABLE (owed by you)</b>				
TO WHOM (Full name, address and phone number)	ORIGINAL DATE OBLIGATED	CURRENT BALANCE	MONTHLY PAYMENT	DUE DATE
<b>Total</b>		<b>\$</b>		

<b>N CONSUMER DEBTS/STUDENT LOANS (credit cards, auto, other)</b>					
TYPE OF DEBT	NAME OF LENDER	ORIGINAL BALANCE	INTEREST RATE	MONTHLY PAYMENT	CURRENT BALANCE
<b>Total</b>					<b>\$</b>

<b>O LEASES, MORTGAGES AND CONTRACTS OWING (paid by you/payable) Include Rent Payments</b>							
PROPERTY ADDRESS	FULL NAME OF LENDER/LANDLORD	PHONE	CURRENT BALANCE	AMOUNT PAST DUE	MONTHLY PAYMENT	ORIGINAL BALANCE	INTEREST RATE
<b>Total</b>			<b>\$</b>				

<b>P COURT ORDERED PAYMENTS</b>				
TO WHOM	ORIGINAL ORDERED AMOUNT	DATE OF ORDER	MONTHLY PAYMENT	CURRENT BALANCE
<b>Total</b>				<b>\$</b>

<b>GENERAL INFORMATION</b>	
<b>*Attach additional pages to fully explain any "YES" answers to the questions below. Attach copies of documents and court papers.</b>	
1) Is anyone a guarantor, endorser or co-signer on any of your personal or business debts, contracts, leases or other liabilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2) Are there any outstanding judgments against you or any business in which you had 5% or more ownership or financial interest?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3) Have you or any business in which you had 5% or more ownership or financial interest been directly or indirectly obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgments?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4) Are you or any business in which you had 5% or more ownership or financial interest presently delinquent or past due on any federal debt or any other loans or financial obligations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5) Have you or any business in which you had 5% or more ownership or financial interest ever been required to make court-ordered payments?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6) Have you or any business in which you had 5% or more ownership or financial interest been a defendant in any suits or legal actions regarding financial matters within the last five years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7) Have you ever filed for personal bankruptcy, or been part of a business in which you had 5% ownership or financial interest that has filed for bankruptcy?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**CERTIFICATION**

I certify that this Financial Statement (pages 1, 2 and 3) represents my true financial status as of this date. I hereby authorize investigation of my financial records and other sources as necessary for licensing.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

TITLE (if corporate officer)

\_\_\_\_\_

DATE

<b>FOR AGENCY USE ONLY</b>	
<b>TOTAL ASSETS (ITEMS C-K):</b>	_____
<b>TOTAL LIABILITIES (ITEMS L-P):</b>	_____
<b>NET WORTH (NET WORTH = ASSETS – LIABILITIES):</b>	_____



Washington State Gambling Commission  
 Licensing Division  
 P.O. Box 42400  
 Olympia, WA 98504-2400

UBI NUMBER
LICENSE NUMBER

# SOURCE OF FUNDS STATEMENT

AS OF: \_\_\_\_\_

**NOTE:** A separate Source of Funds Statement must be completed by the business and each individual who has provided funds to the business.

BUSINESS NAME (DBA or trade name)

**THIS SOURCE OF FUNDS STATEMENT IS FOR:** (Choose **either** No. 1 or No. 2)

**1. AN INDIVIDUAL (can be joint for husband and wife)**

I AM A: (Check appropriate boxes)  SOLE PROPRIETOR  SPOUSE  PARTNER  FINANCIER  LLC MEMBER  
 CORP. OFFICER Title: \_\_\_\_\_  STOCKHOLDER (10% or more)  OTHER: \_\_\_\_\_

NAME: Last First Middle

HOME MAILING ADDRESS: Street or Route

City State or Country Zip Code

HOME / CELL PHONE WORK PHONE FAX NUMBER  
 ( ) ( ) ( )

**2. A BUSINESS ENTITY**

BUSINESS ENTITY IS A:  CORPORATION  LIMITED PARTNERSHIP  LIMITED LIABILITY COMPANY

NAME OF BUSINESS ENTITY:

MAILING ADDRESS: Street or Route

City State or Country Zip Code

HOME / CELL PHONE WORK PHONE FAX NUMBER  
 ( ) ( ) ( )

**OUTLINE OF COSTS**

Please disclose ALL COSTS involved in opening the business. If you are making a change to your current business that already has a license, outline only the costs involved with this change to your business.  
 Attach additional sheets if needed.

COSTS	DOLLAR AMOUNT
Real property purchase amount OR lease deposit plus first month's rent	\$
Stock / Shares	\$
Business assets (to include equipment, inventory, trade name, good will, etc.) OR the cost associated with opening the new business.	\$
Remodeling costs OR costs to change your currently licensed premise.	\$
Miscellaneous fees (such as license/gambling, legal/architectural, health/city-county permit, etc.) / Other	\$
<b>GRAND TOTAL OF COSTS</b>	<b>\$</b>

## SOURCE OF FUNDS AND CERTIFICATION

Please explain carefully ALL funds used to get into business or change your current license. Your explanation needs to include all costs outlined on page 1 and should equal or exceed the Grand Total of Costs. Attach additional sheets if needed.

DOLLAR AMOUNT	INSTRUCTIONS	EXPLANATION (Attach documentation of the following source of funds)
CASH PAID / CONTRIBUTION  \$ _____	Explain the original source of the cash used (checking, savings, investment accounts, trust funds, money on hand, etc.). Explain where the cash is or was kept and the account number.	
CASH BORROWED / RECEIVED  \$ _____	Explain where the cash was borrowed or received from (bank, finance company, credit card, insurance fund, personal loan or gift of money, etc.). Provide the name and address of the lender and the account loan number.	
DEFERRED CONTRACT  \$ _____	Explain any amounts being carried on a contract (such as a purchase and sale agreement or seller carried promissory note).	
NON-CASH CONTRIBUTIONS  \$ _____	Explain any non-monetary contributions, such as labor or equipment.	
TOTAL OF FUNDS  \$ _____	This amount should equal or exceed the grand total of costs from Page 1.	

## CERTIFICATION

I certify, under penalty of perjury, that this Source of Funds Statement represents my true source of funds status as of this date, and my contribution to this business. I hereby authorize investigation of my financial records and other sources as necessary for licensing.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_





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 – COMMERCIAL STIMULANT / PROFIT-SEEKING ORGANIZATION**

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 230-05-165 Commercial stimulant organization fees.** All commercial stimulant organizations must pay the following fees:

**(1) Annual licenses:**

License Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Card games - Nonhouse-banked	\$65	1.462%	\$20,000
Card games - House-banked	\$10,000	1.462%	\$40,000
Punch boards / pull-tabs	\$700	1.430%	\$13,000

**(2) 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

**(3) Other fees:**

Transaction	Fee
Duplicate License	\$50

**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

**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
Manufacturer representative	\$275	\$170	\$65

**WASHINGTON STATE GAMBLING COMMISSION  
FEE SCHEDULE – COMMERCIAL STIMULANT / PROFIT-SEEKING ORGANIZATION**

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

**Other service fees:**

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

**(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) 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 230-05-104 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:

(1) 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.