



**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  
WEBSITE: [www.wsgc.wa.gov](http://www.wsgc.wa.gov)

## **CHARITABLE / NONPROFIT ADD AN ACTIVITY PACKET**

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### **THIS PACKET CONTAINS:**

- The *Charitable / Nonprofit Add an Activity* (GC4-029);
- *Training Requirements for All Applicants* (GC5-017) letter (See WAC 230-03-070); and
- *Fee Schedule – Bona Fide Charitable / Nonprofit Organization / Other Businesses* (GC5-055 FS).

### **GENERAL INFORMATION:**

- Should you fail to respond to a written request for additional information, documentation, and / or fees within thirty (30) days, we may begin administrative closure of your application. In that case, we will close your file without further action.
- If you decide to voluntarily withdraw your application, or the commission staff administratively closes or denies your application, your base license fee(s) may not be refunded. See WAC 230-05-136.
- Remember, it is your responsibility to report any changes to the information filed with your original or renewal applications. For reporting requirements, please review *License Application Reporting Summary* (GC5-018).

### **BASIC APPLICATION INSTRUCTIONS:**

1. It is important that you read and understand all instructions and questions.
2. Mail or deliver the completed application, all required attachments, and appropriate fee(s) to the address on the front page.
3. If you have any questions about this application – please call a Licensing Specialist at 1-800-345-2529 (in-state only) or 360-486-3440, ext. 2334.









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.

*P.O. Box 42400, Olympia, WA 98504 | (360) 486-3440  
901 N. Monroe St., Suite 240, Spokane, WA 99201 | (509) 325-7900  
[wsgc.wa.gov](http://wsgc.wa.gov)*



## Washington State Gambling Commission License Reporting Requirements

This information is to be used only as a reference to assist applicants and licensees with the reporting timelines for records relating to gambling license applications as they pertain to WAC 230-03 and 230-06 only. This information should not be used in place of the WACs cited below. Licensees are responsible for knowing and following all WACs and RCWs.

<b>PRE-LICENSING or APPLICATION PROCESS</b>				
	WAC Reference	10 Days	30 Days	Other
FRE Equipment Distributors	WAC 230-03-010			Monthly schedule of RGA contracts
Incomplete application	WAC 230-03-035		X	
Additional information required from applicants for licensing	WAC 230-03-050		X	Or within the timeframe we provide
Changes to information required on application or provided during application process	WAC 230-03-055	X		
Complete training	WAC 230-03-070		X	
Information required under commission rules	WAC 230-03-085(7)		X	Or within the timeframe we provide
Service Supplier Representative must report conflicts of interest	WAC 230-03-340			See rule

<b>POST-LICENSURE</b>				
	WAC Reference	10 Days	30 Days	Other
Information required under commission rules	WAC 230-03-085(7)		X	Or within the timeframe we provide
Conducting underage compliance test programs with minors	WAC 230-06-012			Before conducting the test
Changes to any information filed with application (original or renewal)	WAC 230-06-080(1)		X	

**POST-LICENSURE**

	WAC Reference	10 Days	30 Days	Other
<p>Changes to information on original or renewal application, to include but not limited to:</p> <ul style="list-style-type: none"> <li>Articles of incorporation or bylaws, or any other documents which set out the organizational structure and purposes; and</li> <li>Oral and written contracts and agreements which relate to gambling activities or alter the organizational structure of the licensee’s organization or business activities in Washington; and</li> <li>All cash or asset contributions, draws from lines of credit, and loans (except those from recognized financial institutions) during any calendar year which by themselves or totaled together are more than \$10,000. Cash or asset contributions do not include donations to licensed charitable or nonprofit organizations; and</li> <li>Internal Revenue Service tax deductible status of contributions for charitable and nonprofit organizations.</li> </ul>	WAC 230-06-080(2)		<p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	
Termination of employees	WAC 230-06-082 WAC 230-06-083	X		
Criminal actions	WAC 230-06-085		X	
<p>Civil and administrative actions to include, but not limited to,</p> <ul style="list-style-type: none"> <li>Actions filed against them by other gambling regulatory agencies, including those from other countries and Indian Tribes, and</li> <li>Divorces, and</li> <li>Bankruptcy, and</li> <li>Tax liens, and</li> <li>Business dissolutions, and</li> <li>Patent infringement on gambling equipment</li> </ul>	WAC 230-06-090		<p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	

## POST-LICENSURE

	WAC Reference	10 Days	30 Days	Other
Name change <ul style="list-style-type: none"> <li>• Organizations changing their trade name or corporate name report at least 30 days prior to change;</li> <li>• Individuals report at least 30 days after the change</li> </ul>	WAC 230-06-095		X	
Changing the business location	WAC 230-06-100			X
Changes made to management, directors, officers, or any other position that makes management decisions	WAC 230-06-105		X	Nonprofit only reports at renewal time.
Changing of In-state Resident Agent	WAC 230-03-052		X	
Change of stock	WAC 230-06-107		X	
New Games/Equipment	WAC 230-06-050 WAC 230-15-040		X	Or within the timeframe we provide
Transfers of gambling equipment as part of a sale of a business	WAC 230-06-110(6)			X
Transferring gambling equipment when no longer licensed	WAC 230-06-120(2)	X		
Service Suppliers: Changing gambling related services	WAC 230-06-080(2)		X	
File Quarterly License Report at the end of each quarter for each licensed gambling activity even if there was no gambling activity	WAC 230-05-124		X	
Pay a Quarterly License Fee at the end of each quarter based on a percentage of gross gambling receipts	WAC 230-05-124 WAC 230-05-106 WAC 230-05-165 WAC 230-05-170 WAC 230-05-112		X	



# 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.