



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 ADD AN ACTIVITY PACKET

Only complete this application if you want to add a new gambling activity to your current license.

THIS PACKET CONTAINS:

The *Commercial Business Add an Activity* (GC4-030) application with attachments and supporting forms including:

- *Training Requirements for All Applicants* (GC5-017) letter
 - *Fee Schedule – Commercial Stimulant / Profit-Seeking Organization* (GC5-055K FS)
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CHANGES MUST BE REPORTED

While your application is being processed, you must notify us of any changes to this application within 10 days (See WAC 230-03-055).

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 and addendums. When cited, refer to Title 230 WAC, Gambling Commission, for clarification.
3. The base license fees for this application are listed on the *Fee Schedule – Commercial Stimulant / Profit-Seeking Organization* (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 applicable, based on your Gross Gambling Receipts (GGR).
4. 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.
5. The Commission cannot act on your application if proper fees have not been paid.
6. 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".
7. 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. See WAC 230-03-050.



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.