## Profit/Nonprofit Recreational Gaming Activity Permit

$\square$ Application
$\square$ Fees

## 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: 360-486-3630
IN-STATE TOLL-FREE: 1-800-345-2529 / WEB SITE: www.wsgc.wa.gov

## RECREATIONAL GAMING ACTIVITY PERMIT

## SUBMIT APPLICATION 14 DAYS PRIOR TO THE EVENT.

This application is available for online submission. Visit SecureAccess Washington (SAW) at 'https://secureaccess.wa.gov/myAccess/saw/select.do' and register for access to My Account.

## Mark $\begin{aligned} & \text { 区 appropriate box for permit type you are applying for: }\end{aligned}$

Commercial Stimulant / Profit-Seeking Organization (see GC5-055K FS for fee)
Bona Fide Charitable / Nonprofit Organization (see GC5-055 FS for fee)

BASE LICENSE FEE
\$
\$ _ ___

Before you complete and submit this application there are three (3) different options to sponsor or conduct a Recreational Gaming Activity (RGA). (See WAC 230-03-005.)

1. Your organization may conduct the RGA and use professional gambling equipment obtained from a licensed equipment distributor. You must complete this application prior to conducting the RGA.
2. Your organization may sponsor and contract with a licensed equipment distributor and have the distributor conduct the RGA for you. You will NOT need an RGA permit because the distributor is licensed.
3. Your organization may conduct the RGA and use non-professional homemade devices. You will NOT need an RGA permit, nor need to notify our agency, but you must notify your local law enforcement agency.
If you have any questions, please call us at our number 1-800-345-2529 (in-state toll-free) or 360-486-3440.

## * * * GENERAL INFORMATION / INSTRUCTIONS * * *

1. Please type or print with black ink.
2. Complete ALL portions of the application.
3. Mail or deliver the completed application and the fee to the Washington State Gambling Commission.
4. Ensure that the application is signed and dated by the highest-ranking organizational official.

## GENERAL INFORMATION


Organization Name / Chapter


2. E-Mail Address: $\mid \mathrm{H}: \mathrm{P}, \mathrm{C}: \mathrm{D}$ @| $\mathrm{H}, \mathrm{O}: \mathrm{T}, \mathrm{M}, \mathrm{A}, \mathrm{I}, \mathrm{L}: \cdot \mathrm{C}, \mathrm{O}, \mathrm{M}$,
3. Telephone:


5. Has your organization been previously licensed by the commission? $\square$ Yes $\boxtimes$ No

## Business Office Use Only:

## ACTIVITY INFORMATION

1. Date of Activity: NOTE: Date and Time Must be Exact

FROM: Date: $|$| 0 | 5 |  |
| :--- | :--- | :--- | :--- |
| $\mathrm{MM} / \mathrm{DD} / \mathrm{YYYY}$ | 0 | 2 |


Time: $\underset{\text { (Mark if } \square}{\square} \quad \underset{\text { Noon or } \square}{ } \square$ Midnight)
2. Name of Premises to


Premises
Street Address: 1 1:2:3:4: M:A:I:N:_S:T:_
City: $\mid$ L:A:C E:Y:________
City Limits: $\boxtimes$ Inside $\square$ Outside
3. Does the jurisdiction in which you plan to operate allow the gambling activities you are applying for? $\boxtimes$ Yes $\square$ No
4. Owner of Gambling

Devices / FRE Equipment


City: $\mid$ L:A:C:E:Y:____
What was the cost of the lease / rental? $\$$

## YOUR APPLICATION AND THE PUBLIC RECORDS ACT

From the moment we receive your application, it becomes a public document subject to disclosure under the Public Records Act (RCW 42.56) and other Washington laws. The Commission may disclose to the public, other state or federal agencies, or discuss at a public meeting all information set forth in this application and all supplemental information submitted.

## OATH OF HIGHEST-RANKING INDIVIDUAL OR DESIGNEE

I declare under penalty of perjury, under the laws of the State of Washington, that all information provided on this application is true and complete to the best of my knowledge. I understand that untruthful, misleading, or incomplete answers whether through misrepresentation, concealment, inadvertence, or mistake, are cause for suspension or revocation of any gambling license(s) currently held, or denial of any future applications for a new license.
I understand that I am responsible to know and comply with all rules and laws, RCW 9.46 and WAC 230, which can be found on the Internet websites of the Washington State Gambling Commission (https://www.wsgc.wa.gov/regulationenforcement) or the Washington State Legislature (http://leg.wa.gov/). In the event I am the Designee, I also acknowledge that the Highest-Ranking Individual is also responsible to know and comply with all previously referenced rules and laws.
Full Legal Name and signature of Highest-Ranking Individual or Designee:
Last Name:


Signature: $\frac{\text { /s/Jane Doe }}{\text { Sole Proprieto / Chief Executive Officer / LLC Manager / Partner / Designee }}$


## APPLICATION PREPARED BY:



 E-Mail Address:


| Standard Fund-Raising Event (FRE) | Limited FRE | Recreational Gaming Activity (RGA) |
| :---: | :---: | :---: |
| Purpose is to raise money for charitable / nonprofit organization's purposes | Purpose is to raise money for charitable / nonprofit organization's purposes | Purpose is purely entertainment, not fundraising (i.e. fun raising) Purely nongambling. |
| Conducted by charitable nonprofit organization | Conducted by charitable / nonprofit organizations | Conducted by any organization that has been in existence for at least six months |
| Participants may purchase their chips for cash. | Participants may be required to pay a fee to participate, which may include being given chips, and they may purchase additional chips | There is no value to the chips, and additional chips may not be purchased. Only cost to participant is to defray costs of meal, entertainment, and rental of premises / equipment. |
| Participants may redeem their chips for cash and / or merchandise. | Participants may use their chips to redeem for ONLY merchandise prizes by participating in an auction, raffle or other similar activity. | There is no value to the chips, and therefore no value to redeemed chips, except that there may be an auction from donated prizes. |
| The event may be open to the public. | Only members or guests of sponsoring organization may participate. NOT open to the public. | Only members or guests of the sponsoring organization may participate. NOT open to the public. |
| ONLY members may operate gaming stations. | FRE equipment distributor staff may operate gaming stations. Only members of the nonprofit may be involved in money handling. | Anyone can operate the NONgambling stations. If the FRE equipment distributor provides the staff, the organization doesn't need a permit. |
| Equipment must be leased from a FRE equipment distributor. Licensee responsible to make good faith effort to ensure profitability of event when signing contracts for equipment rental. (See WAC 230-09-145.) | Equipment may be leased or purchased from a FRE equipment distributor or FRE licensee. Licensee responsible to make good faith effort to ensure profitability of event when signing contracts for equipment rental. (See WAC 230-09-145.) | Equipment can be leased from a FRE equipment distributor. No limitations on cost of equipment or premises rental. NOTE: If homemade equipment is used, no RGA license is necessary. |
| The organization may use its own facility or rent one. | The organization may use its own facility or rent one. The FRE equipment distributor may NOT provide the facility. | The organization may use its own facility or rent one. |
| The members operating the gaming stations may not be paid for their services. No tipping. | Staff from the FRE equipment distributor may be paid by the distributor, but not tipped by the participants. Members of the nonprofit may not be paid or tipped. | No limitations on payment for those operating the gambling stations. |
| Any proceeds in excess of $\$ 10,000$ must be given to a nonprofit eligible to receive funds from gambling activity. | Any proceeds in excess of $\$ 10,000$ must be given to a nonprofit eligible to receive funds from gambling activity. | No funds generated therefore no excess proceeds. |
| There is no limit on the value of redeemed chips. | The value of any purchased prizes used for redemption of chips must not exceed $10 \%$ of the gross revenue less cost of equipment rental for the event. | There is no value to the chips and all prizes offered are donated. |
| The organization may not deduct the cost of rental equipment from the yearly maximum $\$ 10,000$ limit | The organization MAY deduct the cost of rental equipment and services and purchased prizes from the yearly \$10,000 maximum. | No limitations |
| FRE equipment distributor must be paid a fixed fee, not a percentage of the receipts. | FRE equipment distributor must be paid a fixed fee, not a percentage of the receipts. | No receipts earned, so no percentage issues presented. |

## WASHINGTON STATE GAMBLING COMMISSION

 FEE SCHEDULE - COMMERCIAL STIMULANT / PROFIT-SEEKING ORGANIZATIONPer 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 <br> License <br> Fee | Gross <br> Gambling <br> Receipts Rate | Maximum <br> Annual <br> License Fee |
| :---: | :---: | :---: | :---: |
| Card Games- <br> Nonhouse-Banked | $\$ 65$ | $1.462 \%$ | $\$ 20,000$ |
| Card Games - <br> House-Banked | $\$ 10,000$ | $1.462 \%$ | $\$ 40,000$ |
| Punch Boards / <br> 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 <br> 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 | License <br> Fee | Bross <br> Receipts <br> Rate | Maximum <br> Annual <br> License <br> Fee |
| :---: | :---: | :---: | :---: |
| Agricultural Fair <br> Bingo (Annual <br> Permit) | $\$ 200$ | - | - |
| Call Centers for <br> Enhanced Raffles | $\$ 4,800$ | - | - |
| Commercial <br> Amusement Games | $\$ 500$ plus $\$ 65$ <br> per approved <br> location | $1.130 \%$ | $\$ 11,000$ |
| Distributor | $\$ 700$ | $1.430 \%$ | $\$ 7,000$ |
| Fund-Raising Event <br> Distributor | $\$ 280$ | $1.430 \%$ | $\$ 1,000$ |
| Linked Bingo Prize <br> Providers | $\$ 1,500$ | $.046 \%$ | $\$ 20,000$ |
| Manufacturer | $\$ 1,500$ | $1.430 \%$ | $\$ 25,000$ |
| Manufacturer's <br> Special Sales Permit | $\$ 250$ | - | - |
| Punch Board/Pull- <br> Tab Service <br> Business Permit | $\$ 250$ | - | - |
| Gambling Service <br> Supplier | $\$ 300$ | $1.430 \%$ | $\$ 7,000$ |


| License Type | Base <br> License <br> Fee | Gross <br> Gambling <br> Receipts <br> Rate | Maximum <br> Annual <br> License <br> Fee |
| :---: | :---: | :---: | :---: |
| Major Sports <br> Wagering Vendor | $\$ 65,000$ |  |  |
| Mid-Level Sports <br> Wagering Vendor | $\$ 10,000$ |  |  |
| Ancillary Sports <br> Wagering Vendor | $\$ 5,000$ |  |  |

(2) Events or permits:

| License or Permit Type | Base <br> License <br> Fee | Gross <br> Gambling <br> Receipts <br> Rate | Maximum <br> Annual <br> License <br> 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 <br> Shares / Units | $\$ 100$ |
| License Transfers | $\$ 100$ |

(4) Other fees:

| Transaction | Fee |
| :---: | :---: |
| Add a New Amusement Game Location | $\$ 65$ |
| Defective Punch Board / Pull-Tab <br> Cost Recovery Fees | Up to $\$ 100$ |
| Duplicate License | $\$ 50$ |
| Pre- and Post-Licensing Investigations | Cost reimbursement |
| Review, Inspection, and/or Evaluation <br> of Gambling Equipment, Supplies, <br> Services, Games, Schemes, or <br> Group 12 Amusement Games | Deposit and cost <br> reimbursement |

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

$\left.$| (1) Annual license and additional employer fees: |
| :--- |
| License Type | | New |
| :---: |
| Application |
| Fee |$\quad$| Annual |
| :---: |
| Renewal |
| Fee |$\quad$| Additional |
| :---: |
| or Change |
| of Employer |
| Fee | \right\rvert\,


|  | New <br> Licensention Type <br> Fee | Annual <br> Renewal <br> Fee | Additional <br> or Change <br> Employer <br> Fee |
| :---: | :---: | :---: | :---: |
| Charitable or Nonprofit <br> Gambling Manager | $\$ 200$ | $\$ 95$ | $\$ 95$ |
| Commercial Gambling <br> Manager | $\$ 200$ | $\$ 95$ | $\$ 95$ |
| Distributor <br> Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Linked Bingo Prize <br> Provider Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Manufacturer <br> Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Gambling Service <br> Supplier Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Major Sports Wagering <br> Vendor Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Mid-Level Sports <br> Wagering Vendor <br> Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Ancillary Sports <br> Wagering Vendor <br> 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 230-05-104 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 <br> no later than: |
| :---: | :---: |
| January 1 through March 31 | April 30 |
| April 1 through June 30 | July 31 |
| July 1 through September 30 | October 31 |
| October 1 through December 31 | January 31 |

(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.

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 <br> License <br> Fee | Gross <br> Gambling <br> Receipts <br> Rate | Maximum <br> Annual <br> License <br> Feee |
| :---: | :---: | :---: | :---: |
| Amusement Games | \$65 plus $\$ 65$ <br> per approved <br> location | $0.730 \%$ | $\$ 1,000$ |
| Bingo | $\$ 65$ | $0.460 \%$ | $\$ 11,000$ |
| Card Games - House- <br> Banked | $\$ 10,000$ | $1.462 \%$ | $\$ 40,000$ |
| Card Games - <br> Nonhouse-Banked | $\$ 65$ | $0.430 \%$ | $\$ 1,000$ |
| Combination | $\$ 125$ | - | - |
| Fund-Raising <br> Equipment Distributor | $\$ 270$ | $1.430 \%$ | $\$ 700$ |
| Punch Board / <br> Pull-Tabs | $\$ 650$ | $1.430 \%$ | $\$ 10,000$ |
| Raffles | $\$ 65$ | $3.380 \%$ | $\$ 2,000$ |
| Raffles - Credit Union | $\$ 65$ | $3.380 \%$ | $\$ 2,000$ |
| Enhanced Raffles | $\$ 5,000$ | $0.430 \%$ | $\$ 32,000$ |
| Electronic Raffles | $\$ 5,000$ | $0.430 \%$ | $\$ 32,000$ |

(2) Event licenses or permits:

| License Type | Base <br> License <br> Fee | Gross <br> Gambling <br> Receipts <br> Rate | Maximum <br> Annual <br> License Fee |
| :---: | :---: | :---: | :---: |
| Fund-Raising Event | $\$ 180$ | $3.130 \%$ | $\$ 1,000$ |
| Recreational Gaming <br> Activity | $\$ 65$ | - | - |
| Special Property <br> Bingo / Change of <br> 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 <br> of Gambling Equipment, Supplies, <br> Services, Games, or Schemes | Deposit and cost <br> 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 <br> License <br> Fee | Gross <br> Gambling <br> Receipts <br> Rate | Maximum <br> Annual <br> License <br> Fee |
| :---: | :---: | :---: | :---: |
| Agricultural Fair Bingo <br> (Annual Permit) | $\$ 200$ | - | - |
| Call Centers for <br> Enhanced Rafles | $\$ 4,800$ | - | - |
| Commercial <br> Amusement Games | $\$ 500$ plus $\$ 65$ per <br> approved location <br> Distributor | $1.130 \%$ | $\$ 11,000$ |
| Fund-Raising Event <br> Distributor | $\$ 280$ | $1.430 \%$ | $\$ 7,000$ |
| Linked Bingo Prize <br> Providers | $\$ 1,500$ | $.046 \%$ | $\$ 20,000$ |
| Manufacturer | $\$ 1,500$ | $1.430 \%$ | $\$ 25,000$ |
| Manufacturer's Special <br> Sales Permit | $\$ 250$ | - | - |
| Punch Board/Pull-Tab <br> Service Business <br> Permit | $\$ 250$ | - | - |
| Gambling Service <br> Supplier | $\$ 300$ | $1.430 \%$ | $\$ 7,000$ |
| Major Sports <br> Wagering Vendor | $\$ 65,000$ |  |  |
| Mid-Level Sports <br> Wagering Vendor | $\$ 10,000$ |  |  |
| Ancillary Sports <br> Wagering Vendor | $\$ 5,000$ |  |  |

(2) Events or permits:

| License or Permit Type | Base <br> License <br> Fee | Gross <br> Gambling <br> Receipts <br> Rate | Maximum <br> Annual <br> License <br> 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 <br> reimbursement |
| Review, Inspection, and/or Evaluation of <br> Gambling Equipment, Supplies, Services, Games, <br> Schemes, or Group 12 Amusement Games | Deposit and <br> cost <br> reimbursement |

WAC 230-05-175 Individuals license fees. Individuals must pay the following fees:
(1) Annual license and additional employer fees:

| License Type | New <br> Application <br> Fee | Annual <br> Renewal <br> Fee | Additional or <br> Change of <br> Employer <br> Fee |
| :---: | :---: | :---: | :---: |
| Call Center for Enhanced <br> Raffle Representative | $\$ 275$ | $\$ 170$ | - |
| Card Room Employee <br> License - Nonhouse- <br> Banked (Class A) | $\$ 200$ | $\$ 95$ | $\$ 65$ |
| Card Room Employee <br> License - Class F and <br> House-Banked (Class B) | $\$ 275$ (in- <br> state) <br> $\$ 340$ <br> (out-of-state) | $\$ 170$ | $\$ 65$ |
| Charitable or Nonprofit <br> Gambling Manager | $\$ 200$ | $\$ 95$ | $\$ 95$ |
| Commercial Gambling <br> Manager | $\$ 200$ | $\$ 95$ | $\$ 95$ |
| Distributor Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Linked Bingo Prize <br> Provider Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Manufacturer <br> Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Gambling Service <br> Supplier Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |


| License Type | New <br> Application <br> Fee | Annual <br> Renewal <br> Fee | Additional or <br> Change of <br> Employer <br> Fee |
| :---: | :---: | :---: | :---: |
| Major Sports Wagering <br> Vendor Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Mid-Level Sports Wagering <br> Vendor Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Ancillary Sports Wagering <br> Vendor 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 reports and license fees. Licensed organizations must submit quarterly license reports. Licensed organizations must also submit quarterly license fees to us, if applicable, 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 <br> no later than: |
| :---: | :---: |
| January 1 through March 31 | April 30 |
| April 1 through June 30 | July 31 |
| July 1 through September 30 | October 31 |
| October 1 through December 31 | January 31 |

(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.

