

## PA Bingo License Renewal Information Sheet

In order to process your application and/or renewal for a PA Bingo License, it is necessary for you to provide the following information and/or documents.

1. Copy of your written constitution, charter, and articles of incorporation or by-laws.
2. Is your organization the sole or joint owner with a licensed association of the equipment which will be used in playing bingo? If applicable provide the name of joint owner.
3. If you are not the owner of the equipment, will you or have you leased the equipment from another licensed association under a written agreement? If so, provide a copy of the lease.
4. Is your association the owner of both the premises upon which bingo is to be played and the personal property used in the conduct of the game?
5. If not the owner are you leasing the premises and personal property from the owner? Please provide a copy of the lease.
6. How many days a week do you plan on operating the game? Which days?
7. Which bonafide members of your association will manage, set up, supervise and participate in the operation of the association's bingo game? Please provide their names, addresses, social security numbers, and number of years each has been a member.
8. What will be the compensation of the employee?
9. How many days a week will each employee work?
10. Who will supply merchandise used as prizes?
11. With which financial institution will you deposit the proceeds for each day's bingo game? Please provide the account number and the identification of custodians of these funds.
12. Who will maintain written records of monies and merchandise collected and distributed for each day you conduct bingo? These records shall indicate the total proceeds collected, total prize money distributed, total value of all merchandise awarded as a prize and amounts paid as rental or wages and to whom such rentals or wages were paid. All prizes awarded having a value greater than \$250.00 will be specifically described in your associations' records. Please provide an example of the records which will be maintained.
13. Please provide a copy of the Internal Revenue Services' determination letter (501-3C) which grants tax exempt status to your organization.

**If you are renewing your Bingo License and there are no changes in the required information that was submitted last year, you can indicate "SAME AS LAST YEAR" for the specific item or items.**

**NOTE:** Notice is hereby given that the **DISTRICT ATTORNEY'S OFFICE** may investigate your application for a license to conduct the game of Bingo. Therefore, your cooperation with the District Attorney's Office is a pre-requisite in the processing and issuance of your Bingo License renewal and/or application.