

INITIAL APPLICATION FOR REGISTRATION OF BINGO DISTRIBUTOR

KANSAS DEPARTMENT OF REVENUE
Charitable Gaming - Room 214
915 SW Harrison Street
Topeka, Kansas 66625-3512
Phone: 785-296-6127

FOR OFFICE USE ONLY
FEE: **\$500.00 Reg. Fee + \$1,000 Tax Bond**
DISTR. NO.: _____
APPR.: _____ /ISSUED _____

1. Business name and **mailing address** for notices and tax forms:

Name

Street, Route or PO Box

City State Zip

2. **Actual business location address:**

3. Federal Employer Identification Number (FEIN). If none, then so indicate. _____

4. Type of business entity: Sole Proprietorship Partnership Corporation If incorporated, enter the date and state of incorporation: _____ Enclose a copy of the Articles of Incorporation if this is your initial application or if you have incorporated since the last time you renewed.

5. List names and addresses of all offices, manufacturing and storage locations where your bingo records of sales to Kansas licensees are kept and locations which will be involved in distributing disposable paper bingo cards or instant bingo tickets in Kansas. Use a separate sheet if necessary.

6. Full name, mailing address, and telephone number of person who will maintain records of sales of disposable paper cards and instant bingo tickets in Kansas:

Name _____ Telephone No. () _____
Address _____ City _____ ST _____ Zip _____

7. If owner(s) or corporate officers are not residents of Kansas, list name and address of the person within the state of Kansas authorized to receive service of legal process:

Name _____ Telephone No. () _____
Address _____ City _____ ST _____ Zip _____

8. Ownership Information - List the name, address, social security number, **complete** date of birth, home telephone number and title of all owners, partners, corporate officers or directors. Enclose a separate sheet if necessary.

a) Name _____ SSN _____ - - _____ DOB ____ / ____ / ____
Home Address _____ City _____ ST _____ Zip _____
Home Telephone () _____ Ownership Title _____

b) Name _____ SSN _____ - - _____ DOB ____ / ____ / ____
Home Address _____ City _____ ST _____ Zip _____
Home Telephone () _____ Ownership Title _____

c) Name _____ SSN _____ - - _____ DOB ____ / ____ / ____
Home Address _____ City _____ ST _____ Zip _____
Home Telephone () _____ Ownership Title _____

d) Name _____ SSN _____ - - _____ DOB ____ / ____ / ____
Home Address _____ City _____ ST _____ Zip _____
Home Telephone () _____ Ownership Title _____

Kansas Department of Revenue
Docking State Office Building, Room 214
915 SW Harrison Street
Topeka, KS 66625-3512



Charitable Gaming

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**INSTRUCTIONS FOR INITIAL APPLICATION FOR
REGISTRATION OF BINGO DISTRIBUTOR**

The Initial Application for Registration of Bingo Distributor (Form BI-158) must be submitted to the Kansas Department of Revenue and a Registration Certificate issued by the Department before any person or business may sell or distribute any disposable paper bingo cards or instant bingo tickets (pull-tabs) to nonprofit organizations licensed to conduct bingo games in Kansas. Manufacturers and other suppliers, which merely sell or distribute these items to other distributors, should not register. The law prohibits registration of any business if any owner, manager or employee thereof has, within five years prior to registration, been convicted of or pleaded guilty or no contest to any felony or illegal gambling violation in this or any other jurisdiction.

All items on the application must be completed and the signature of the owner, partner or corporate officer signing at the bottom of the reverse side must be properly notarized. Each application must be accompanied by a \$500 registration fee. You must also enclose a \$1,000 bond to secure payment of the excise tax on the disposable paper bingo cards and instant bingo tickets, which you will be required to collect and remit to the Department. Payment of the fee and the bond should be made in the form of one check or money order made payable to the "Kansas Department of Revenue." Please do not send cash. If your application is approved, a Registration Certificate will be mailed to you. If your application is not approved, the fee and bond will be returned to you with an explanation for the disapproval.

Enclosed is a booklet of Kansas bingo laws and regulations. You should review and become familiar with all of the laws and regulations, but particularly the provisions which apply to bingo distributors, as follows:

- K.S.A. 79-4701, subsections (i) and (j) - definitions.
- K.S.A. 79-4704, subsections (b), (c) and (d) - collection of tax; payment of bond.
- K.S.A. 79-4705, subsections (c) and (d) - filing of tax returns.
- K.S.A. 79-4706, subsections (w), (x) and (y) - requirements for instant bingo tickets and packaging.
- K.S.A. 79-4712a - registration of bingo distributors.
- K.S.A. 79-4713 - fines for violation of laws and regulations.

Before you sell disposable paper bingo cards or instant bingo tickets to anyone in the State of Kansas, you should require that person to provide proof that they are an official representative of a nonprofit organization which is currently licensed to conduct bingo games by the Kansas Department of Revenue. If a person claims to be exempt from licensing, you should verify this fact with the Administrator of Charitable Gaming before selling to that person.

If you have questions regarding the Initial Application for Registration of Bingo Distributor or need additional information, please write to the Administrator of Charitable Gaming at the address above or call in Topeka 785-296-6127.