



## **CHECKLIST FOR ORGANIZATIONS APPLYING FOR A CHARITABLE BINGO LICENSE**

Use this checklist to satisfy all of the **requirements** for you to obtain your bingo license.

You should submit any required documents to us by attaching them to an email and sending them to [CharitableBingo@OhioAttorneyGeneral.gov](mailto:CharitableBingo@OhioAttorneyGeneral.gov). If you are unable to submit the required documents via email, please mail them to the Ohio Attorney General's Office, Charitable Law Section 150 E Gay St, 23<sup>rd</sup> Fl, Columbus, OH 43215. Your application is not complete until you submit the required documents and comply with all other requirements.

1. Go to <https://coin.ag.state.oh.us> to create, complete and submit your bingo application. Instructions for getting started are located on the first page.
2. **Additional Items required based on Applicant's Organizational Type – PLEASE CAREFULLY READ EACH ITEM IN THE TABLES BELOW.** If you received a bingo license or temporary permit last year, please use Table 1. If you did not receive a bingo license or temporary permit last year, please use Table 2. In the applicable table, highlight the column that describes your organization. You must comply with each item marked with an X in the column that describes your organization.

If you have any questions, please contact a Bingo Compliance Examiner at 800-282-0515.

<b>Table 1 – Renewal Applicants Only:</b>						
501(c)(3)	Vol. Firefighters	Vol. Rescue Service	Sporting	Veteran's	Fraternal	
				X	X	Submit to us a copy of your certificate of good standing with your state organization, unless you are listed on our website as being in good standing ( <a href="http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Bingo-Operator/Business-License.aspx">http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Bingo-Operator/Business-License.aspx</a> ).
	X					Submit to us a copy of your Township, City or County letter of recognition or ratification.
X	X	X				For 501(c)(3) organizations that contract with a retail establishment to sell instant bingo tickets, you must keep a copy on file of each contract you have with each retail establishment. You will be required to submit a copy of the contracts to us upon our request.
			X	X	X	For organizations that are required to distribute a percentage of instant bingo proceeds, you must keep a copy on file of each contract you have with an Ohio charity or governmental entity. You will be required to submit a copy of the contracts to us upon our request.
X	X	X	X	X	X	If your organization rents the premises at which you conduct bingo, you must keep a copy of the lease on file at all times. You will be required to submit a copy of the lease to us upon our request.
X	X	X	X	X	X	You must be in compliance with registration requirements under Ohio Revised Code 109 and/or 1716. Check your organization's status at <a href="http://charitableregistration.ohioattorneygeneral.gov/Charities/Research-Charities.aspx">http://charitableregistration.ohioattorneygeneral.gov/Charities/Research-Charities.aspx</a> . If your organization is not in compliance with registration requirements, go to <a href="http://charitableregistration.ohioattorneygeneral.gov/">http://charitableregistration.ohioattorneygeneral.gov/</a> to complete the required filings.
X	X	X	X	X	X	Your organization must have appropriate tax exempt status, as determined by the IRS, and you must keep a copy on file of the determination letter from the IRS granting your organization tax exempt status. You will be required to submit a copy of the IRS exemption letter to us upon our request.

<b>Table 2 –Initial and New Renewal Applicants:</b>						
501(c)(3)	Vol. Firefighters	Vol. Rescue Service	Sporting	Veteran's	Fraternal	
X	X	X				For 501(c)(3) organizations that contract with a retail establishment to sell instant bingo tickets, you must submit a copy of each contract with each location to us.
			X	X	X	For organizations that are required to distribute a percentage of instant bingo proceeds, you must submit a copy of each contract you have with each Ohio charity or governmental entity.
X	X	X	X	X	X	Every initial and non-renewal applicant must submit either:  1 – the individual organization's IRS Determination Letter OR  2 - a group letter issued to the state or national organization AND a subsequent letter from the IRS to the individual organization verifying the organization is included in the group determination OR a letter or other verification from the state or national organization that the individual organization is included in the group determination (e.g. the certificate of good standing).
X	X	X	X	X	X	If your organization rents the premises at which you conduct bingo, you must submit a copy of the lease(s).
	X					Submit to us a copy of your Township, City or County letter of recognition or ratification.
				X	X	Submit to us a copy of your certificate of good standing with your state organization unless you are listed on our website as being in good standing ( <a href="http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Bingo-Operator/Business-License.aspx">http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Bingo-Operator/Business-License.aspx</a> ).
X	X	X	X			Submit to us documentation/verification events, seminars, programs, activities or services completed by your organization (e.g. schedule of activities, brochures, meeting minutes for the prior year, etc.)
X	X	X	X	X	X	Submit to us proof of continued existence in Ohio for the previous 2 years (e.g., Articles of Incorporation, Charter, By-laws, etc.)
			X			Submit to us proof of affiliation with a state or national sporting org.
X	X	X	X	X	X	You must be in compliance with registration requirements under Ohio Revised Code 109 and/or 1716. Check your organization's status at <a href="http://charitableregistration.ohioattorneygeneral.gov/Charities/Research-Charities.aspx">http://charitableregistration.ohioattorneygeneral.gov/Charities/Research-Charities.aspx</a> If your organization is not in compliance with registration requirements, go to <a href="http://charitableregistration.ohioattorneygeneral.gov/">http://charitableregistration.ohioattorneygeneral.gov/</a> to complete the required filings.