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INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A 2012 CHARITABLE BINGO LICENSE

Note: In order to receive a 2012 Charitable Bingo License, all applicants are required to complete and submit the "Application for a 2012 Charitable Bingo License". Any Applicant that was licensed to conduct some form of charitable bingo for any amount of time between January 1, 2011 and December 31, 2011 must have the application, appropriate attachments and fees submitted on-line or postmarked by January 3, 2012 in order to receive a temporary permit.

Bingo license applications for a festival or other special event should be submitted **AT LEAST sixty** days prior to the event, to allow time for processing.

FOLLOW THESE STEPS:

1. Before you begin to answer any questions, review:
 - Ohio Revised Code (ORC) § 2915.01 and § 2915.08;
 - These instructions; and
 - The Application and Attachments.
2. Determine which definition of a "charitable organization" matches the manner in which the Applicant is organized and operated (ORC § 2915.01).
3. Determine the type of bingo activity the organization would like to conduct.
4. Take the "**Checklist for Organizations Completing the Application for a Charitable Bingo License**" and determine which table should be used. Organizations completing renewal applications (on-line or paper) should use Table 1. Organizations completing Initial or "Previously licensed, but not last year" applications (on-line or paper) should use Table 2. Reading across the table, determine the applicant's appropriate type of charitable organization and highlight or mark the vertical column below it. These are the required documents to be submitted.

5. Assemble the documents and Attachments needed according to the Applicant's type and organizational type as indicated in the Checklist.
6. Complete the Attachments *before* completing the Application.
7. Complete the **Application for a 2012 Charitable Bingo License**.
8. Upon completion of all documents, make a copy of each item and keep it for the record of the Applicant.
9. Make checks payable to the **Treasurer – State of Ohio**.
10. Mail the original packet to:

Ohio Lottery
Office of Charitable Gaming
615 W Superior Ave, 4th Fl
Cleveland, OH 44113-1879

Part A – Identification of Applicant

Question 1 – Who is applying for this bingo license? Record the full name of the organization as shown in the official record that created the entity.

Question 2 – Provide the number assigned to the Applicant by the Internal Revenue Service.

Question 3 – Any previous name used by the Applicant.

Question 4 – The address given should be the street address (not a post office box number) of the location that is Applicant's primary business location, principal place of business or headquarters.

Question 5 – Provide the Applicant's business telephone number. It should be the daytime telephone number to reach the Applicant's officers or other representatives.

Question 6 – Give the street address or post office box address where Applicant wishes to receive all mail related to the bingo file.

Question 7 – Every organization that has applied for a bingo license in the State of Ohio at any time has been assigned a bingo license number. It is a six-digit number containing a hyphen between the fourth and fifth digits (e.g. 0001-00).

Question 8 – Indicate the type of Applicant as defined below:

- **Initial Applicant** – All Applicants applying for the first time for a Charitable Bingo License.
- **Previously Licensed, but not last year** – All Applicants that have been licensed in prior years but did not apply for or receive a 2011 Charitable Bingo License or 2011 Temporary Permit.
- **Renewal Applicants** – All Applicants that received a 2011 Charitable Bingo License or 2011 Temporary Permit.

Part B – Licenses Requested

Question 1 – Indicate if the Applicant applied for days, hours, or locations on Attachment A and B that are not the same as what is indicated on the 2011 Charitable Bingo License.

Question 2 – Indicate if Applicant applied for a festival license (which includes bingo being played at a fish fry, basket bingo, etc.) on Attachment A and/or B, Part A Question 2.

Questions 3, 4, and 5 – From the three types of bingo licenses, an Applicant must mark each type of license requested and pay the applicable fee for that particular license.

Question 3 – **Calculating the Type I Bingo License Fee** – During Type I bingo participants cover spaces that correspond to letters and numbers announced by a bingo game operator. A detailed description of this type of bingo is given in O.R.C. §2915.01(S)(1).
 Question 3A – Mark this box if Applicant wishes to conduct Type I Traditional Bingo.

TYPE I FEES FOR ALL APPLICANTS – Using Table 1 record, in Question 3B, the fee that corresponds with the number of weeks that Type I bingo will be conducted.

**TABLE 1
For Calculating Type I Traditional
Bingo License Fee for ALL Applicants**

Number of Weeks	Fee
1-3	\$50
4-25	\$150
26-52	\$200

Question 4 – **Calculating the Type II Instant Bingo License Fee** – Type II instant bingo always takes place at a **Type I bingo session** and involves the sale of tickets or papers with covered spaces on them. These covered spaces conceal data that identifies pre-determined prizewinners. The definition of Instant Bingo is provided in O.R.C. §2915.01(FF).

Question 4 – Mark this box if Applicant wishes to conduct Type II Instant Bingo during Type I traditional bingo sessions.

Question 4A – Indicate the number of weeks that Type II instant bingo will be conducted during calendar year 2011.

TYPE II FEES FOR INITIAL AND “PREVIOUSLY LICENSED, BUT NOT LAST YEAR” APPLICANTS – Using Table 2 record, in Question 4B, the fee that corresponds with the number of weeks that Type II bingo will be conducted. This must correspond to the number of weeks that Type I bingo will be conducted.

**TABLE 2
For Calculating Type II Instant Bingo License
Fee for *Initial* and *New Renewal* Applicants**

Number of Weeks	Fee
1-4	\$200
5-25	\$450
26-52	\$500

TYPE II FEES FOR RENEWAL APPLICANTS – Renewal Applicants must use Table 3 and 4 to determine the fee that corresponds with the number of weeks that Type II bingo will be conducted. This must correspond to the number of weeks that Type I bingo will be conducted.

**TABLE 3
Calculating Type II or Type III Instant Bingo License Fee When Instant Bingo Is Conducted for 26 to 52 Weeks**

Gross Profits	Formula for Calculating Fee
\$50,000 or less	\$500
\$50,001 to \$250,000	\$1,250 + (Gross Profits X .0025)
\$250,001 to \$500,000	\$2,250 + (Gross Profits X .0050)
\$500,001 to \$1,000,000	\$3,500 + (Gross Profits X .01)
\$1,000,001 or more	\$5,000 + (Gross Profits X .01)

**TABLE 4
Calculating Type II or Type III Instant Bingo License Fee When Instant Bingo Is Conducted for 0 to 25 Weeks**

Gross Profits	Formula For Calculating Fee
\$50,000 or less	\$450
\$50,001 to \$250,000	.90 X [\$1,250 + (Gross Profits X .0025)]
\$250,001 to \$500,000	.90 X [\$2,250 + (Gross Profits X .0050)]
\$500,001 to \$1,000,000	.90 X [\$3,500 + (Gross Profits X .01)]
\$1,000,001 or more	.90 X [\$5,000 + (Gross Profits X .01)]

Question 4B – Follow the instructions in 1-4 below to determine the Type II fee for RENEWAL Applicants:

1. A reduced fee of \$200 is available if:
 - Applicant is submitting a request to conduct Type II instant bingo for events or activities lasting four weeks or less in a calendar year and,
 - Applicant is a charitable organization that had gross profits from instant bingo of Fifty Thousand Dollars or less for the bingo year from November 1, 2010 through October 31, 2011. If Applicant wishes to conduct Type II instant bingo at a festival, record \$200 as the Type II

Instant bingo license fee on the line to the right of Question 4B in Part B.

2. The fee for Type II instant bingo not conducted at a festival must be calculated using Table 3 or 4 for every **Renewal** Applicant. Use Table 3 for calculating the fee if Type II bingo will be conducted for 26 weeks or more. Use Table 4 for calculating the fee if Type II bingo will be conducted for less than 26 weeks.
3. Using the amount of the gross profits from Type II instant bingo as shown in Attachment D-1 or E-2, determine the fee amount or formula in the right hand column of the appropriate Table. If a formula is in the right hand column, calculate the fee using the formula provided.
4. Record the Type II instant bingo license fee on the line to the right of Question 4B in Part B of the Charitable Bingo License Application.

NOTE: Refer to the “Fee Calculation Example” for additional help.

Question 5 – **Calculating the Type III Instant Bingo Fee** – Type III instant bingo involves the sale of tickets or papers with covered spaces on them. These covered spaces conceal data that identifies pre-determined prizewinners. The definition of Instant Bingo is provided in O.R.C. §2915.01(FF).

Question 5 – Mark this box if Applicant wishes to conduct Type III instant bingo.

Question 5A – Indicate the number of weeks that Type III instant bingo will be conducted during calendar year 2012.

TYPE III FEES FOR INITIAL AND “PREVIOUSLY LICENSED, BUT NOT LAST YEAR” APPLICANTS – Using Table 5, record, in Question 5B, the fee that corresponds with the number of weeks that Type III bingo will be conducted. This activity must take place at a time and location that is separate from Type I bingo sessions.

TABLE 5
For Calculating Type III Instant Bingo License Fee for *Initial* and “Previously licensed, but not last year” Applicants

Number of Weeks	Fee
1-4	\$200
5-25	\$450
26-52	\$500

TYPE III FEES FOR RENEWAL APPLICANTS – Renewal Applicants must use Table 3 and 4 (on page 3) to determine the fee that corresponds with the number of weeks that Type III bingo will be conducted.

Question 5B – Follow the instructions in 1-4 below to determine the Type III fee for RENEWAL Applicants:

1. A reduced fee of \$200 is available if:
 - Applicant is submitting a request to conduct Type III instant bingo for events or activities lasting four weeks or less in a calendar year and,
 - Applicant is a charitable organization that had gross profits from instant bingo of Fifty Thousand Dollars or less for the bingo year from November 1, 2010 through October 31, 2011. If Applicant wishes to conduct Type III instant bingo at a festival, record \$200 as the Type III instant bingo license fee on the line to the right of Question 5B in Part B.

2. The fee for Type III instant bingo not conducted at a festival must be calculated using Table 3 or 4 for every **Renewal** Applicant. Use Table 3 for calculating the fee if Type III bingo will be conducted for 26 weeks or more. Use Table 4 for calculating the fee if Type III bingo will be conducted for less than 26 weeks.

3. Using the amount of the gross profits from Type III instant bingo, shown in Attachment D-1 or E-2, determine the fee amount or formula in the right hand column of the appropriate Table. If a formula is in the right hand column, calculate the fee using the formula provided.

4. Record the Type III instant bingo license fee on the line to the right of Question 5B in Part B of the Charitable Bingo License Application.

Note: Refer to the “Fee Calculation Example” for additional help.

Question 5C:

- A 501(c)(3) charitable organization not created by a veterans or fraternal organization may conduct Type III bingo at no more than 5 separate locations. A separate license is required for each location. Enter the number of locations where Type III instant bingo will be conducted on behalf of the Applicant. Complete Attachment B for each location Applicant is requesting. Each location must be in the same county as the Applicant’s principal place of business.

- A 501(c)(3) charitable organization created by a veterans or fraternal organization is not limited in the number of separate locations where Type III bingo may be conducted. However, the Applicant must list the number of locations where Type III instant bingo will be conducted on behalf of the Applicant and a separate license is required for each location. Complete Attachment B for each location Applicant is requesting. Each location must be in the same county as the Applicant’s principal place of business.

Question 6 – Add the fee amount for each type of bingo license requested and enter the sum of these fee amounts on the line provided.

**TYPE II INSTANT BINGO
Fee Calculation Example:**

Applicant's Gross Profit from Type II instant bingo is \$87,950 (same amount as indicated on either Attachment D-1 or E-2).

Applicant wishes to conduct Type II instant bingo for 52 weeks in 2011.

Since Applicant wishes to conduct Type II instant bingo for more than 26 weeks, Table 3 must be used to calculate the Type II license fee.

TABLE 3

Gross Profits	Formula for Calculating Fee
\$50,000 or less	\$500
\$50,001 to \$250,000	\$1,250 + (Gross Profits X .0025)
\$250,001 to \$500,000	\$2,250 + (Gross Profits X .0050)
\$500,001 to \$1,000,000	\$3,500 + (Gross Profits X .01)
\$1,000,001 or more	\$5,000 + (Gross Profits X .01)

Step 1. Locate the line on Table 3 that includes the amount of gross profits from Type II instant bingo as shown in Attachment D-1 or E-2. Use the formula in the right hand column of that line to calculate the fee.

Step 2. In this example, the calculation would be $\$1,250 + (\$87,950 \times .0025)$

Step 3. $(\$87,950 \times .0025) = \219.88
 $\$1,250 + \$219.88 = \$1,469.88$

Applicant's Type II instant bingo license fee will be \$1,469.88.

Step 4. Record the fee on the appropriate line adjacent to Question 4B of Part B.

**TYPE III INSTANT BINGO
Fee Calculation Example:**

Applicant's Gross Profit from Type III instant bingo is \$1,297,000 (same amount as indicated on either Attachment D-1 or E-2).

Applicant wishes to conduct Type III instant bingo for 20 weeks in the year.

Since Applicant wishes to conduct Type III instant bingo for 20 weeks, Table 4 must be used to calculate the Type III license fee.

TABLE 4

Gross Profits	Formula For Calculating Fee
\$50,000 or less	\$450
\$50,001 to \$250,000	$.90 \times [\$1,250 + (\text{Gross Profits} \times .0025)]$
\$250,001 to \$500,000	$.90 \times [\$2,250 + (\text{Gross Profits} \times .0050)]$
\$500,001 to \$1,000,000	$.90 \times [\$3,500 + (\text{Gross Profits} \times .01)]$
\$1,000,001 or more	$.90 \times [\$5,000 + (\text{Gross Profits} \times .01)]$

Step 1. Locate the line on Table 4 that includes the amount of gross profits from Type III instant bingo as shown in Attachment D-1 or E-2. Use the formula in the right hand column of that line to calculate the fee.

Step 2. In this example, the calculation would be $.90 \times [\$5,000 + (\$1,297,000 \times .01)]$

Step 3. $(\$1,297,000 \times .01) = \$12,970.$
 $[\$12,970 + \$5,000] = \$17,970.$

$\$17,970 \times .90 = \$16,173.$

Applicant's Type III instant bingo license fee is \$16,173.

Step 4. Record the fee on the appropriate line adjacent to Question 5B of Part B.

Part C – Applicant’s Organizational Information

Key information about the organization is requested in this section. Answer completely and accurately.

If additional space is needed for a complete response to any question, use Attachment F or insert additional documentation.

Question 1 – The 14 types of charitable organizations that are eligible for a bingo license in the State of Ohio are listed. Mark the box in front of the type of organization that corresponds to the way the Applicant is organized and operated.

Question 2 – Every Applicant must be exempt from income tax by the Internal Revenue Service.

Question 3 – Some Applicants may be covered by a group tax-exemption. If so, mark an “X” in the box in front of the “Yes.” The group exemption number should be recorded on the line provided.

Question 4 – Indicate if the items described in each section have changed since the 2011 application was filed. If “yes” the amended information must be sent to the Ohio Lottery with the application.

Question 5 - Records must be maintained at the principal place of business or headquarters; provide that address.

Question 6 – Applicant must make an accurate statement of its purpose or mission. Applicant must also explain how its purpose or mission is and has been accomplished for the two years before the date the application is completed and submitted.

Question 7 – Record the date that marks the beginning of the current uninterrupted time period that the Applicant has operated in the State of Ohio.

Question 8 – Mark the box in front of the word that best describes the type of business model that Applicant uses. If the Applicant is a Corporation, indicate whether or not applicant is in good standing with the Secretary of State.

Question 9 – Indicate if Applicant was formed by a veteran or fraternal organization and write the full name of the organization that created Applicant. Also state how the veteran or fraternal organization is involved in the operation and control of Applicant.

Final 10/22/10

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Question 10 – If Applicant has applied for a charitable bingo license in Ohio, indicate whether or not that license application was rejected. Has the attorney general ever refused to issue or renew a Charitable Bingo License for this organization following an administrative hearing? If so, please indicate the year and reason for the rejection or refusal following Question 12.

Question 11 – If Applicant has never been licensed to conduct charitable bingo (Initial Applicant), the response to this question is “N/A.” If Applicant was ever licensed to conduct charitable bingo in Ohio, indicate whether or not that license was revoked or suspended following an administrative hearing.

Question 12 – If Applicant has ever applied for a license or received a license, indicate if Applicant signed a settlement agreement with the Attorney General to receive or maintain the license.

Question 13 – Indicate all gambling charges that have been made against Applicant at any time by any authority over the last 10 years. Applicant must research the organization’s history for violations and include violations that are personally known by current members or leaders. Provide details about the charge including a description of the charge, the name of the law enforcement agency, division or unit that made the charge, the date the charge occurred, a file number and the outcome of the case.

Question 14 – Every bingo Applicant must account for the use of bingo proceeds annually. If Applicant conducted bingo or instant bingo at any time between November 1, 2010 and October 31, 2011 – use of these proceeds must be reported here. Identify every organization that received bingo proceeds from Applicant’s bingo activity during this time period, including the Applicant. Provide the complete address for each organization that received bingo proceeds and state the source (Type I bingo, Type II bingo, Type III bingo, or raffles) of the bingo proceeds.

Question 15 – Every bingo Applicant must give the names of those organizations it intends to give bingo proceeds to during the upcoming year. List this information based upon Applicant’s current intentions. If this information changes during the course of the year, the changes should be reported to the Ohio Lottery.

Question 16 – Every bingo Applicant is responsible for inquiring into the criminal background of persons who will be listed in the application as bingo game operators [see ORC §2915.01(U) for a definition of a bingo game operator]. If an individual is an officer that is not involved in any way with bingo and is not a bingo game operator, Applicant does not have an obligation to ask questions about the officer’s criminal background. A charitable organization must not permit a person that has been convicted of a felony or gambling offense to be a bingo game operator. [See ORC §2915.09(C)(8) and §2915.091(A)(4).] Please list any person included in the application that has been convicted of a felony or gambling offense and how you confirmed an individual was not convicted of a felony or gambling offense.

Question 17 - If any bingo game operator in this application has volunteered at the bingo game of another charitable organization, the individual’s name and the name and address of the charitable organization should be listed.

Question 18 – Any name used by the Applicant that is different from the name shown in Part A Question 1 must be listed here. This should include any name used to advertise the bingo game. Example: “Winners Street Bingo.”

Question 19 – Applicant must provide information about bank accounts where any of its bingo proceeds are deposited. For the “type of accounts”, list the names and addresses of banks where Applicant maintains the applicable bank accounts and the account numbers. If the “type of accounts” listed are not applicable, or a “type of account” is not provided, please use Attachment F.

Question 20 – Every applicant must give the name of the police agency that has jurisdiction for the location where bingo will be played. In most instances this is the local or county agency that responds to emergency service requests. Provide the name of the agency. State the name of the person that supervises, manages or is the leading official in the agency. Give the street address, city, county, state, zip code and non-emergency telephone number for the agency.

Question 21 – Every applicant that has paid security at any bingo location must provide the name, address, contact person, telephone number, and permit number for the agency/company. Paid security at a bingo location requires certified agencies/companies that are identified by a permit number. If more than one agency/company provides security, please use Attachment F.

Question 22 – Every Applicant with a Charitable Bingo License or temporary permit in 2011, should indicate if the November 1, 2011 inventory was completed as required by 2915.10(D).

Part D – Registration and Filing Requirements

ORC § 2915.08(B)(2)(a) states that the bingo application of an organization may be rejected if that organization has not registered, or filed annual financial reports, or paid the fees required by ORC Chapter 1716 (Charitable Solicitation Act) and Chapter 109 (Charitable Trust Act).

Question 1 – Indicate whether or not Applicant is registered under the Charitable Solicitation Act. Note that bingo games where the public is invited to participate for the benefit of a charitable organization are “solicitations” under this Act. Registration is required for these charitable organizations. Therefore, Applicants seeking a license to conduct charitable bingo may be required to register, pay a fee and file annual financial reports. Some organizations are exempted from the registration and filing requirements of the Charitable Solicitation Act (see the exemption codes on following page). If one of the exemptions applies to Applicant, answer “NO” in response to Question 1. If the Applicant is currently registered or required to register under the Charitable Solicitation Act, answer “YES” to question 1.

Question 1A – If Applicant answered “NO” to question 1, state the code section for the exemption. If “NO”, skip question 1B and proceed to Question 2.

Question 1B – If Applicant has registered with the Attorney General, as indicated with a “YES” to Question 1, indicate if Applicant has submitted the annual registration statements, financial reports and fees that may be required. If Applicant has previously submitted the financial reports and fees due, check the box in front of the “YES” in response to Question 1B. If Applicant has not submitted financial reports and fees, check “NO” and forward all registration statements, financial reports and fees to:

Ohio Attorney General's Office
Charitable Law Section
150 East Gay Street – 23rd Floor
Columbus, OH 43215.

Note: The reports and fees should not be sent with this application.

Before a bingo license can be issued, all Applicants must complete registration and filing requirements, if applicable.

Question 1B1 – If Applicant is not required to pay fees or file financial records annually under the Charitable Solicitation Act, state the exemption claimed.

Charitable Solicitation Act Exemptions – Organizations that are exempt from registration and filing requirements of the Charitable Solicitation Act are:

Description of Organization	Code Section
Religious agencies and organizations	1716.03(A)
Organizations registered with the Attorney General as a charitable trust	1716.03(B)
Educational institutions when solicitations are confined to alumni, faculty, trustees, or the student membership and their families	1716.03(C)
Organizations that confine their solicitations to existing membership, present or former employees, or present or former trustees	1716.03(D)

Public primary and secondary schools when solicitations are confined to alumni, faculty, or the general population of the local school district	1716.03(E)
Booster clubs organized and operated in conjunction with primary and secondary public schools	1716.03(F)
Charitable organizations with gross revenue less than \$25,000, if the organization does not compensate any person primarily to solicit.	1716.03(G)

Question 2 – Only Applicants that are exempt from taxation under Internal Revenue Code Subsection 501(c)(3) are required to answer this question. Unless a 501(c)(3) organization is listed in the exemptions outlined in Administrative Code § 109:1-1-02 (see the exemption codes on the following page), the organization must complete a registration statement, pay an annual fee and file annual financial reports with the Attorney General.

In general, a bingo license Applicant that is a 501(c)(3) organization must be registered with the Attorney General under the Charitable Trust Act. The organization’s annual reports must be filed and fees must be current. If Applicant has registered for the current year, check the box in front of the “YES” at Question 2.

Question 2A – If Applicant does not file and pay fees as indicated with a “NO” in Question 2, please state the reason for exemption in the space provided (see the list of exemptions on the following page).

Question 2B – If Applicant has registered with the Attorney General as indicated with a “YES” In Question 2, indicate if Applicant has submitted all of the financial reports and fees that are due. If Applicant has not submitted registration statements, financial reports and fees, check “NO” in Question 2B and forward these items to:

Ohio Attorney General's Office
Charitable Law Section
150 East Gay Street – 23rd Floor
Columbus, OH 43215.

Note: The reports and fees should not be sent with this application.

All Applicants must complete this registration and filing requirement, if applicable, before a bingo license will be issued.

Question 2B1 – If Applicant is not required to pay fees or file financial records annually under the Charitable Trust Act, state the exemption claimed.

Charitable Trust Act Exemptions - Organizations that are exempt from the Charitable Trust Act's registration and filing requirements are:

Description of Organization	Code Provision
Governmental units of the United States, any state or political subdivision	Ohio Administrative Code Section 109:1-1-02(B)(1)
Parent-teacher associations, fraternities, alumni, booster or social clubs organized and operated in conjunction with primary and secondary schools and educational institutions	Ohio Administrative Code Section 109:1-1-02(B)(2)
Organizations that are organized and operated exclusively for religious purposes	Ohio Administrative Code Section 109:1-1-02(B)(3)
Educational institutions that maintain a regular faculty, curriculum and body of students	Ohio Administrative Code Section 109:1-1-02(B)(4)
Organizations that operate a hospital	Ohio Administrative Code Section 109:1-1-02(B)(5)
Charitable trusts that have neither assets nor a governing body located in Ohio	Ohio Administrative Code Section 109:1-1-02(B)(8)
Charitable trusts that are controlled by charitable trusts exempted from registration	Ohio Administrative Code Section 109:1-1-02(B)(9)
Organizations that had gross receipts of less than \$5,000 and gross assets of less than \$15,000	Ohio Revised Code Section 109.31(C). This section applies to the requirement for filing of annual financial reports only.

Part E – Verification and Attestation by Principal Person

The person who has the overall responsibility for operation and control of the organization in the bingo application is the *principal person*. Typically, the *principal person* is the President, Executive Director, Commander or other key officer or employee of the organization. The principal person should review the Application, all Attachments and all supporting documentation that is submitted with the application. The accuracy and completeness of the application, attachments and supporting documentation should be confirmed. Then, the principal person should review the statement in Part E of the application.

The principal person should sign the Verification and Attestation statement in the presence of a notary and the notary must complete the Acknowledgement Clause.

Mailing Instructions The original application, attachments and supporting documentation should be copied before mailing. Keep a complete copy of the application and other items that are mailed. Make sure checks are made payable to Treasurer – State of Ohio. Mail to:

Ohio Lottery
Office of Charitable Gaming
615 W Superior Ave, 4th Fl
Cleveland, OH 44113-1879

Questions should be directed to the Office of Charitable Gaming (216) 774-5681 or (800) 686-4208 Extension 4.