

# TREASURER'S OFFICE

County of Butler



## Eligible Organization GAME OF CHANCE APPLICATION CHECKLIST

*Please review all items prior to submitting your application to avoid a delay in processing.*

The following items must be provided in order to obtain a Small Games of Chance license. Organizations that do not provide the required items noted below may be ineligible to receive a license. If the organization is applying for a renewal license some of the items below may already be on file and do not need to be resubmitted.

1. \_\_\_\_\_ **Payment enclosed:** Check, money order or cashier's check made payable to the "Butler County Treasurer" must be enclosed with the application. Cash will be accepted if the application is carried into the office.
2. \_\_\_\_\_ **Incorporated:** Attach a copy of the organizations Articles of Incorporation along with a copy of bylaws
3. \_\_\_\_\_ **Non-Incorporated:** Attach a copy of the organizations bylaws or other legal documents that define the organization's structure and purpose.
4. \_\_\_\_\_ **One-year service:** Attach documentation indicating the organization has been fulfilling its purpose for one year prior to applying for a license.
5. \_\_\_\_\_ **Non-profit status:** Attach a copy of the applicant's Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit charitable organization.
6. \_\_\_\_\_ **Lease or rental agreement:** Attach copies of all written lease or rental agreement between the applicant and the owner of the premises upon which the games of chance will be conducted, if such premises are rented or leased.
7. \_\_\_\_\_ **Dept. of Revenue Annual Report:** Effective 2/1/2015—Club applicants with liquor license only: attach the most recent annual report filed with the PA Department of Revenue.
8. \_\_\_\_\_ **IRS Form 990:** Club applicants: Please include a copy of your filed 990 Form as we are now required to verify filings.
9. \_\_\_\_\_ **Sections 1-12 and Schedule A-E:** All parts must be completed in entirety.
10. \_\_\_\_\_ **Monthly License:** In Section 2 beside the check box, state the 30-day period for which your organization wishes to have the license issued. (No activity can take place prior to this date, including ticket sales or promotions and all activity must end prior to the expiration date listed on the license.)
11. \_\_\_\_\_ **Notarization:** The signature of an executive officer in Section 11 must be notarized. The notarization may take place outside of the courthouse. If you wish to use our in staff notary, please have the executive officer that will be signing Section 11 bring the completed application into the office with proper identification.

***\*\*Applications that do not include all necessary documentation will be held in the Treasurer's Office for 14 days in a pending status. After that time period, incomplete applications will be made inactive and payment will be returned to the organization.***