

LINDA L. MARCHALK
County Treasurer



DIANA D. BASHINSKY
Deputy Treasurer

**ELIGIBLE ORGANIZATION
GAMES 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 Games of Chance license. Organizations that do not provide the required items noted below may be ineligible to receive a license.

1. **Payment enclosed:** Check, money order or cashier's check made payable to the "Schuylkill County Treasurer" must be enclosed with the application. **NO CASH PLEASE.**
2. **Incorporated:** Attach a copy of the applicant's Articles of Incorporation and By-Laws
3. **Non-incorporated:** Attach a copy of By-Laws, Certificate of Charter 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. **Federal EIN Number:** 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 agreements 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. (If premises are owned, please provide a copy of the deed.)
7. **Department of Revenue Annual Report:** Effective 2/1/15 -- Club applicants with liquor license only: attach the most recent annual report filed with the PA Department of Revenue.
8. **Sections 1-12 and Schedule A-E:** All parts must be completed in their entirety.
9. **Monthly License:** In Section 10, state the first day of the 30-day period for which you wish to have the license issued. (No activity can take place prior to this date, including ticket sales or promotions and all activity must end 30 days from the issue date.)
10. **Notarization:** The signature of the applicant must be affirmed by notarization. (There are no notaries available in the county's downtown campus.)

***Applications that do not include all necessary documentation will be held in the Treasurer's Office for 30 days in a pending status. After that time period, incomplete applications will be made inactive and payment will be returned to the organization. Any questions, please call 570-628-1434.*

LINDA L. MARCHALK
County Treasurer



DIANA D. BASHINSKY
Deputy Treasurer

TREASURER'S OFFICE
COUNTY OF SCHUYLKILL
401 NORTH SECOND STREET
POTTSVILLE, PENNSYLVANIA 17901-2520
Telephone 570-628-1433
Fax 570-628-1431

REMINDERS FOR ALL APPLICANTS

The Executive Officer/ President or Secretary is the only officer that should be filling out the Small Games of Chance Renewal Application. The application should then be notarized on Page 2, Section 12.

Schedule B, Page 3, the name, address, date of birth, title and telephone number of all officers, directors or trustees listed in your organization's by-laws is requested. Please write the information on a blank sheet if there is not enough room on the application.

Schedule C, Page 3, the name, address, date of birth, title and telephone number of the individuals responsible for the operation of small games of chance, including employees, bar personnel and organizational members or auxiliary members who will obtain and coordinate the use of games of chance is requested. Please write the information on a blank sheet if there is not enough room on the application.

Schedule D, Page 3, the name of the licensed distributor your organization anticipates doing business with is requested. This is necessary if you purchase punchboards, pull-tabs or race night games.

Yearly licenses are available to organizations that **own** or **lease** the premises on which the small games of chance will be conducted. The licensed premises must be indicated on the application. If you lease a specific location, details and copies of all written lease or rental agreements must be submitted annually with your Small Games of Chance renewal application.

Monthly licenses are available to organizations that **DO NOT own or lease** a specific location. A copy of the written rental agreement must be submitted for each monthly license purchased by the organization. In Section 10, state the first day of the 30-day period for which you wish to have the license issued. No activity can take place, including ticket sales or promotions and all activity must end 30 days from this date.

Please make your check payable to the **Schuylkill County Treasurer**.

To prevent delays in receiving your Small Games of Chance License, it is important that you carefully complete all applicable areas on the Application and follow the instructions provide by our office. Additional instructions are provided by the Department of Revenue on Page 4 of the Application