

BINGO PERMIT: CUSTOMER INSTRUCTIONS

- 1. All Bingo Permits will expire one year from date of issuance.
- 2. The following organizations are eligible for Bingo Permits:
 - a. Organizations exempt from the payment of the bank and corporation tax
 - b. Mobile home park associations
 - c. Senior citizen organizations
 - d. Charitable organizations affilitated with a school district
- 3. The fee for a Bingo Permit is \$50 (new and renewal).
- 4. The company must have a valid Business Operations Tax Certificate with the City, unless otherwise exempt, which can be obtained here:
 http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Apply-for-a-Business-Operation-Tax-Account.
- 5. Applications must be received 60 days prior to any bingo games.
- The Application must include information on, at least, two presiding officers in the organization and two people responsible for the bingo games (i.e., bingo manager and assistant manager).
- 7. Applicants must complete **Bingo Permit Application (BIN1)** and provide:
 - Certificate of determination of exemption from bank and corporation tax under the Revenue and Taxation Code
 - This is *only* applicable if applying as an exempt organization (see 2.a above)
- 8. Applications with payment may be submitted by person or mail, with payment, to:

City of Sacramento, Revenue Division Attn: Permits & Taxes 915 I St., Room 1201 Sacramento, CA 95814

9. The applicant will be notified when the permit is ready and it may be picked up or mailed.