

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 affiliated with a school district
3. 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>.
4. Applications must be received 60 days prior to any bingo games.
5. 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).
6. Applicants must complete **Bingo Permit Application (BIN1)** and provide:
 - a. Certificate of determination of exemption from bank and corporation tax under the Revenue and Taxation Code
 - i. This is **only** applicable if applying as an exempt organization (see 2.a above)
7. 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.