



**DAVE YOST**  
OHIO ATTORNEY GENERAL

# How To Complete An Initial Bingo License Application

- ▶ Ohio Attorney General's  
Charitable Web Portal

# <http://charitable.ohioago.gov>



**DAVE YOST**  
OHIO ATTORNEY GENERAL



CHARITABLE OHIO

CHARITY REGISTRATION

CHARITABLE BINGO

RESEARCH CHARITIES

FILE A COMPLAINT

## Charitable Bingo



Electronic Instant Bingo



Register for Bingo Training



View Authorized Bingo Locations



Bingo Manufacturer and Distributor Licensing



Bingo Financials



Bingo Enforcement

# http://charitable.ohioago.gov



**DAVE YOST**  
OHIO ATTORNEY GENERAL

Search



CHARITABLE OHIO

CHARITY REGISTRATION

CHARITABLE BINGO

RESEARCH CHARITIES

FILE A COMPLAINT

Instant bingo

- Electronic instant bingo

**Bingo license applications, amendments and renewals must be submitted online via the [Charitable Account Management Portal](#).** A license fee will be assessed at the time of submission. Members of the Charitable Law Section are available to assist with any questions about conducting bingo and the online application process. Call 800-282-0515 or email [CharitableBingo@OhioAGO.gov](mailto:CharitableBingo@OhioAGO.gov) for assistance.

BINGO  
APPLICATION



Charitable Account  
Management Portal



Click on "Bingo  
Application."

# https://charitableportal.ohioago.gov

## LOGIN

Username

Password

Show Password

LOG IN

Stay signed in

[Forgot your password?](#)  
[Forgot your username?](#)

New user? [Register here.](#)



New users  
register here.

# Add Your Contact Information



## USER REGISTRATION STEP 1: NAME AND CONTACT INFO

Enter your personal email address and phone number.

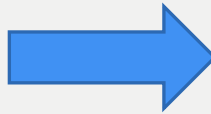
First Name

Last Name

Email

Phone

Check "I'm not a robot."



I'm not a robot



reCAPTCHA  
Privacy - Terms


REGISTER

Already have an account? [Log in.](#)

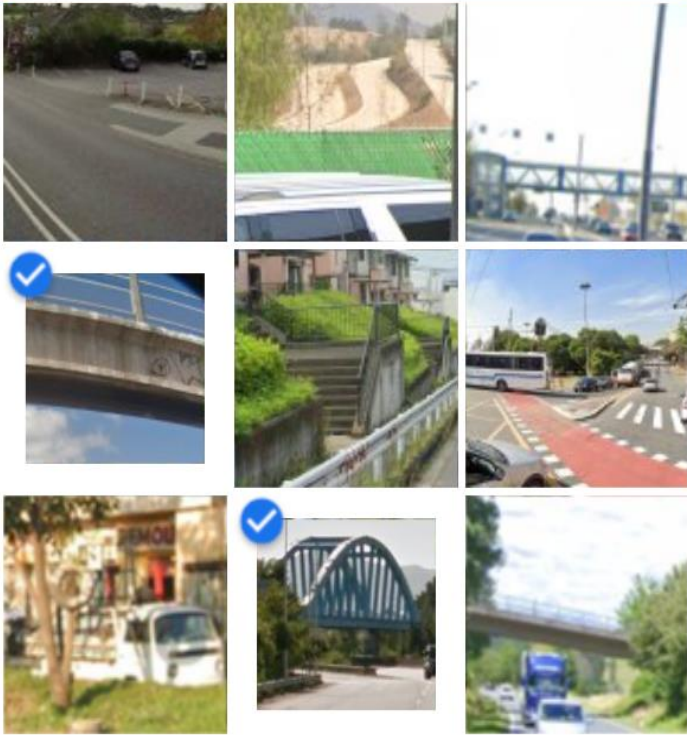



# Captcha Screen

CHARITABLE ACCOUNT MANAGEMENT



Select all images with **bridges**



✓

✓

⌂ 🎧 ⓘ

**VERIFY**

Complete the verification screen.

Last Name

Ringo

Phone

(614) 202-2222

I'm not a robot

reCAPTCHA  
Privacy - Terms

**REGISTER**

represent a charitable organization that

For help or additional information about bridge services, contact us at 800-393-0515

# Check Your Email For A Confirmation Code

CHARITABLE ACCOUNT MANAGEMENT PORTAL



## USER REGISTRATION STEP 2: CONFIRM EMAIL ADDRESS

Keep this browser window open and check your email!

We sent a 6 character confirmation code to moseypunkin@gmail.com. It will expire at 10:01 AM, so enter it soon. Keep this window open while checking for your code.

Code

CONFIRM

Didn't get the email? Make sure you check your spam folder, and if you still can't find it, [click here to resend the email.](#)

Code expired or something not working? [Start over.](#)



### Confirm Your Email Address

Office of the Ohio Attorney General

Sammy Ringo,

Thank you for signing up for a Charitable Account Management Portal user account with the Office of the Ohio Attorney General.

Enter the following code in the window where you began to create your user account:

**X9BNF2**

This code expires 08/31/2023 10:01 AM. If your code has expired you can [start over.](#)

Call us at 800-282-0515 if you have any questions.

Please do not reply to this message. We are unable to respond to emails sent to this address.

The code is case sensitive.

# Create A Username And Password



## USER REGISTRATION STEP 3: CREATE LOGIN

Now, let's add a username and password

Your password must meet these rules:

- Must be at least 12 characters
- Must not match Username

Username

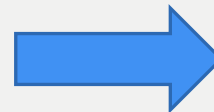
Password

Confirm Password

Please send me an informational non-profit e-newsletter from the Ohio Attorney General's Office

The password must be at least 12 characters.

Click to save the information.




SAVE ACCOUNT



# Find Your Charitable Organization

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS

 FIND ORGANIZATION

Find your charitable organization

EIN  Organization Name


[LOOK UP ORGANIZATION](#)

Can't find your organization? [Start by creating it.](#)

Search by EIN or Organization Name.



CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

 MY ORGANIZATIONS

My Organizations +  Type to Search By Organization Name

Organization DBA	EIN Tax Status	Principal Person	Primary Business Location	Name from Application Email from Application
Sample Organization	00-0000000 501(c)(19)		1240 US Rt 22, Washington Court H... Fayette	Jennifer Walters charitablebingo@ohioago.gov
Sample Organization - Veteran	00-3000000 501(c)(19)	Kristi Hostutler	277 Magenta Ave, Conneaut, OH 44... Ashtabula	Jennifer Walters charitablebingo@ohioago.gov

Click on the Organization Name to access.

# Begin The Application Here



## Sample Organization

EIN: 00-0000000

### LICENSES & APPLICATIONS

### ORGANIZATION & PEOPLE

### FILES

### TASKS

## Open Applications

APPLY FOR A LICENSE



Click here to apply.

## Licenses

Organization does not have any licenses.

## Past Licenses

No past licenses.

# IRS Tax Exempt Status And Category

Sample Organization

EIN: 00-0000000

Open Application

APPLY FOR A LICENSE

Verify the information.

Verify Organization

Sample Organization

EIN: 00-0000000

Please verify this information for your organization.

IRS Tax Exempt Status

501(c)(19)

Category

Veteran

CANCEL

BEGIN 2024 APPLICATION

Check carefully as this information cannot be edited once submitted.

Licenses

Organization does not have any licenses

Past Licenses

License

2019 Bingo

# Drop Downs

Verify Organization

Sample Organization

EIN: 00-0000000

Please verify this information for your organization.

IRS Tax Exempt Status

- 501(c)(3)
- 501(c)(4)
- 501(c)(7)
- 501(c)(8)
- 501(c)(10)
- 501(c)(19)

Please verify this information for your organization.

IRS Tax Exempt Status

Category


- Fraternal
- Sporting
- Veteran
- Volunteer Firefighter Organization
- Volunteer Rescue Service

The Sporting Category applies to hunting and fishing type clubs.




# Organization Information

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

 202X BINGO INITIAL APPLICATION FINISH LATER  
SAMPLE ORGANIZATION 00-0000000

**ORGANIZATION INFORMATION**

ORGANIZATION INFORMATION (CONTINUED)  
BINGO LOCATIONS  
NET PROFIT DISTRIBUTIONS  
PEOPLE  
DOCUMENTS  
AFFIRMATION

1. What is the name of your organization?
2. What is your organization's Employer Identification Number (EIN)?
3. Does your organization do business as or advertise under any other name? Add all that apply.  
**Doing Business As**  
D.B.A's have not been entered.
4. What is your organization's IRS tax exempt status? 




Click if you need to save your application and finish later.

Fields with an orange tab indicate a required response.

1. What is the name of your organization?

# More Organization Information

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

 **202X BINGO INITIAL APPLICATION** SAMPLE ORGANIZATION 00-0000000 Saved FINISH LATER

**ORGANIZATION INFORMATION**

- ORGANIZATION INFORMATION (CONTINUED)
- BINGO LOCATIONS
- NET PROFIT DISTRIBUTIONS
- PEOPLE
- DOCUMENTS
- AFFIRMATION

5. Which of the following categories applies to your organization? ?  
Veteran

7. Please explain the reason for the changes in your organization ?

8. In what year was your organization established?

If a yellow triangle appears, hover over it to see a message.


8. In what year was your organization established?  
  
Response to this item is required

The year your organization formed.



# Physical Address

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

 202X BINGO INITIAL APPLICATION  
SAMPLE ORGANIZATION 00-0000000

**ORGANIZATION INFORMATION**

- ORGANIZATION INFORMATION (CONTINUED)
- BINGO LOCATIONS
- NET PROFIT DISTRIBUTIONS
- PEOPLE
- DOCUMENTS
- AFFIRMATION

9. What is the primary address where your organization conducts business?

Principal Address

Street  
441 Vine Street

Zip City State  
45202 Cincinnati Ohio

County Country  
Hamilton United States

Principal Phone Principal Email  
(513) 852-3497 charitablebingo@ohioago.gov

Mailing Address  Same as Principal Address  
Street

**Principal address cannot be a P.O. Box.**

**Check here if your Principal and Mailing address are the same.**

Save FINISH LATER

# IRS And Secretary Of State



## 202X BINGO INITIAL APPLICATION SAMPLE ORGANIZATION 00-0000000

Saved



FINISH LATER

### ORGANIZATION INFORMATION

ORGANIZATION INFORMATION (CONTINUED)

BINGO LOCATIONS

NET PROFIT DISTRIBUTIONS

PEOPLE

DOCUMENTS

AFFIRMATION

Zip: 45202 City: Cincinnati State: Ohio

County: Hamilton Country: United States

Principal Phone: (513) 852-3497 Principal Email: [Redacted]

Mailing Address  Same as Principal Address

10. Does your organization fall under an IRS group exemption?  
 Yes  No

IRS Group Exemption Number <sup>?</sup>  
001

11. Are you organized as a non-profit with the Ohio Secretary of State?  
 Yes  No

What is the expiration date of the organization's current registration with the Ohio Secretary of State?

This information can be found by searching for your organization on the Ohio Secretary of State's website.

[Date input field]

All bold items are required.  
Required items answered: 9%

If Yes, click here and the IRS Group Exemption Number Box will open.

This is NOT your EIN.

Link to website to search for your organization's information.

# Mission Statement

12. Please provide a brief description of how your organization serves others and the community.

This must be an accurate statement of the organization's purpose or mission and how that purpose or mission has been accomplished.

NEXT

What is your organization's purpose/mission? How is it being accomplished?

# Rejected, Revoked Or Suspended Applications

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

202X BINGO INITIAL APPLICATION  
SAMPLE ORGANIZATION 00-0000000 Saved FINISH LATER

ORGANIZATION INFORMATION

**ORGANIZATION INFORMATION (CONTINUED)**

BINGO LOCATIONS

NET PROFIT DISTRIBUTIONS

PEOPLE

DOCUMENTS

AFFIRMATION

13. Has the organization ever had a bingo application rejected by the State of Ohio?  
 Yes  No  
Please explain.  
Explanation of bingo application rejected by the State of Ohio:

14. Has the organization ever had a bingo license revoked or suspended?  
 Yes  No  
Please explain.  
Explanation of bingo license revoked or suspended:

If your answer is Yes, please explain.

# Charitable Registration

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

 202X BINGO INITIAL APPLICATION Save FINISH LATER  
SAMPLE ORGANIZATION 00-0000000

ORGANIZATION INFORMATION

**ORGANIZATION INFORMATION (CONTINUED)**

BINGO LOCATIONS

NET PROFIT DISTRIBUTIONS

PEOPLE

DOCUMENTS

AFFIRMATION

13. Has the organization ever had a bingo application rejected by the State of Ohio?  
 Yes  No

14. Has the organization ever had a bingo license revoked or suspended?  
 Yes  No

15. What is your organization's charitable registration status with the Ohio Attorney General's Office? ?  
 Organization has not registered, filed annual reports, paid fees and is not exempt from registration with the Attorney General. ?  
 Organization has registered, filed annual reports, and paid all applicable fees with the Attorney General.  
 Organization has been determined to be exempt from registration, filing annual reports and/or paying applicable fees.


All organizations are required to register and file annual reports (unless determined exempt from registration requirements).

Please visit:

<https://charitableregistration.ohioattorneygeneral.gov>

# Bank Information

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

 202X BINGO INITIAL APPLICATION  
SAMPLE ORGANIZATION 00-0000000 Saved FINISH LATER

ORGANIZATION INFORMATION

**ORGANIZATION INFORMATION (CONTINUED)**

BINGO LOCATIONS

NET PROFIT DISTRIBUTIONS

PEOPLE


DOCUMENTS

AFFIRMATION

15. What is your organization's charitable registration status with the Ohio Attorney General's Office? ?

- Organization has not registered, filed annual reports, paid fees and is not exempt from registration with the Attorney General. ?
- Organization has registered, filed annual reports, and paid all applicable fees with the Attorney General
- Organization has been determined to be exempt from registration, filing annual reports and/or paying applicable fees.

16. Please provide the bank account(s) where bingo proceeds will be deposited. ?

+ Add New 

Bank Name	City
No rows have been entered.	

**Details**

Bank Name

City

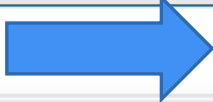
Account Number

Bingo Account Type

CANCEL FINISH SAVE & NEW

**Bingo Account Type**

- Traditional Bingo
- Paper Instant Bingo
- Electronic Instant Bingo



Select the bingo account type from the drop down.

Click "Add New" and a details box will appear-Add bank info and click Finish.

Select the bingo account type from the drop down.



# Bingo Supplies

NET PROFIT  
DISTRIBUTIONS

PEOPLE

DOCUMENTS

AFFIRMATION

All bold items are  
required.

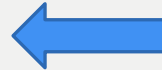
Required items answered:  
19%

17. Where does your organization purchase bingo supplies?

Be sure to indicate whether you purchase traditional/paper bingo supplies and/or electronic bingo supplies from each distributor selected below. To add this information for a distributor you've already selected, hover your cursor over the name of the distributor, click the three vertical dots that appear to the left of the distributor license number, then select "Edit". The bingo supply options appear as a dropdown under the "What are you buying from this distributor?" question.

Distributors

 Add Distributor



Click "Add Distributor."

Distributor Name	License No.	Products
Click the button above to add a distributor.		

BACK

NEXT

A list of  
distributors will  
appear. Click the  
circle next to your  
distributor.



## Distributor Search

Name	License No.
<input type="radio"/> Ace Toys & Festival Supplies, Ltd	D-00046
<input type="radio"/> AEY Inc	D-00082
<input type="radio"/> BB Marketing	D-00036
<input type="radio"/> Buckeye Ticket's LLC	D-00076
<input type="radio"/> Buddys Gaming	D-00056
<input type="radio"/> Bump Worldwide Inc.	D-00074
<input type="radio"/> ComBi Enterprises, Inc.	D-00021

# Is Your Distributor Not Listed? Fill In The Name And License Number Of Your Distributor

<input type="radio"/>	Professional Gaming Services	D-01012
<input type="radio"/>	SMAC Distributing LLC	D-01006
<input type="radio"/>	T&M Merchandising, Inc.	D-00073
<input type="radio"/>	Tri-State Vending and Service DBA Tri-State Coin and Wholesale	D-00066

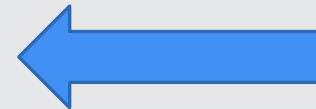
Name

License No.

Ace Toys & Festival Supplies, Ltd

D-00046

What are you buying from this distributor?



- Select All
- Electronic Bingo Supplies
- Traditional/Paper Bingo Supplies

Be sure to select what supplies you buy.

CANCEL

SELECT

# Bingo Locations

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

202X BINGO INITIAL APPLICATION Saved FINISH LATER  
SAMPLE ORGANIZATION 00-0000000

18. List all of the locations where your organization intends to conduct bingo. ?

Locations + Add Location Filter by keyword

Name / Address	Types
No locations found. Click <span>+ Add Location</span> to create a new location.	

0 Locations - 0 Complete, 0 New, 0 Reapplied, 0 Deactivated, 0 Pending

BACK NEXT

Click "Add Location" and a pop up box will appear.

### New Location

**Address** Licenses Premises

Is this the Organization's Principal Address Location?  Yes  No

Street

Zip  City  State

County  Phone

Doing Business As or Advertised As  
D.B.A's have not been entered.

# When Yes Is Clicked, These Fields Automatically Populate

441 Vine Street, Cincinnati, OH 45202, Hamilton County

**Address** Licenses Premises

Is this the Organization's Principal Address Location?  Yes |  No

**Location Name**  
Sample Organization

**Street**  
441 Vine Street

**Zip** **City** **State**  
45202 Cincinnati Ohio

**County** **Phone**  
Hamilton (513) 852-3497

**Doing Business As or Advertised As**  
D.B.A's have not been entered.

# Choose The Type Of Bingo Your Organization Wishes To Play

441 Vine Street, Cincinnati, OH 45202, Hamilton County

Address

Licenses

Premises

**Type I: Traditional Bingo - Type II: Instant Paper/Electronic at Traditional Bingo - Type III: Instant Paper/Electronic**

If you are applying for a Type II or Type III Instant Bingo License for five or fewer days total, select 1 week below as the total number of weeks to be played, even if the days played are spread across multiple weeks.

Does the organization want to conduct Type I Bingo at this location?

Yes |  No

Does the organization want to conduct Type III **Paper Bingo** at this location?

Yes |  No

Does the organization want to conduct Type III **Electronic Bingo** at this location?

Yes |  No

U... ang

This question will only appear on Veteran and Fraternal organization applications.

CLOSE

BACK

NEXT

# Choose The Number Of Weeks Your Organization Wishes To Play Bingo

Does the organization want to conduct Type I Bingo at this location?

Yes |  No

Does the organization want to conduct Type III **Paper Bingo** at this location?

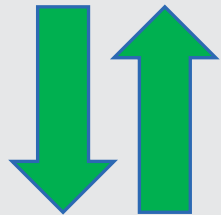
Yes |  No

Does the organization want to conduct Type III **Electronic Bingo** at this location?

Yes |  No

How many weeks will you be playing Type III bingo at this location?

Please list the number of electronic bingo devices currently installed at this location (not to exceed 10 in total)



These questions will only appear for Veteran and Fraternal organizations that apply for electronic bingo.


Consoles:

Handheld devices:

Total: 0

Does the organization have a kiosk?

Yes |  No

 Undo Changes

CLOSE

BACK

NEXT



# Enter Days And Times Bingo Will Be Conducted

Type III Play Times

Days	Start Time	End Time	
Select days to play Type III			

**+ Add Type III Play Time**

Type III Play Times

Days

All Days

- Select All
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Start Time

12:00 PM

12 : 00 PM

End Time

12:00 AM

12 : 00 AM

# Remember To Complete The Premises Tab

441 Vine Street, Cincinnati, OH 45202, Hamilton County

Address

Licenses

**Premises**

Does this location have a liquor permit?

Yes |  No

What is the Permit Number?


1234

Do any other organizations use this location to conduct bingo or sell instant/pull tab tickets?

Yes |  No

Does your organization own or lease this location?

Dropdown menu with a downward arrow.

 Undo Changes

If your organization leases its location, you will be asked additional questions about the lease.

Own

Lease

# The Number Of Weeks Entered On Question 18 Must Match The Number Of Weeks That Were Entered On The Licenses Tab

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

202X BINGO INITIAL APPLICATION Saved FINISH LATER  
SAMPLE ORGANIZATION 00-0000000

ORGANIZATION INFORMATION  
ORGANIZATION INFORMATION (CONTINUED)  
**BINGO LOCATIONS**  
NET PROFIT DISTRIBUTIONS  
PEOPLE  
DOCUMENTS  
AFFIRMATION

18. List all of the locations where your organization intends to conduct bingo. ?

Locations + Add Location Filter by keyword

Name / Address	Types
Sample Organization 441 Vine Street, Cincinnati, OH 45202, Hamilton County	Illpe

1 Location - 0 Complete, 1 New, 0 Reapplied, 0 Deactivated, 0 Pending

If you are applying for a Type II or Type III Instant Bingo License for five or fewer days total, select 1 week below as the total number of weeks to be played, even if the days played are spread across multiple weeks.

How many total weeks during the year would your organization like to conduct Type III Bingo?

**Enter the number of weeks.** BACK NEXT

# Enter The Net Profit Distribution Information

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

202X BINGO INITIAL APPLICATION SAMPLE ORGANIZATION 00-0000000 Saved FINISH LATER

19. List the other organization(s) that will receive a percentage of your net profit; DO NOT LIST YOUR OWN ORGANIZATION.

Net Profit Distribution Enter/Edit Net Profit Distribution Information

Organization Name	EIN	Address	2024 Contracted Charities	Percent to be Distributed
No organizations have been entered.				

0 organizations

202X Contracted Charities

Add the organizations you intend to contract with for the upcoming bingo year.

2024 Contracted Charities  
Charities have not been entered.

Add Charity

Have you finished listing contracted charities in the table above?  Yes |  No

*Note: a completed contract MUST be uploaded for each entity that your organization intends to distribute the required 25% (and 50% when necessary) of net profit.*

Undo Changes CLOSE

BACK NEXT

Click "Enter/Edit Net Profit Distribution Information."

Click "Add Charity."

Only Veteran, Fraternal and Sporting Organizations need to report their Net Profit Distribution.

# Enter Charity Information. Complete ALL Fields

Only Veteran, Fraternal and Sporting Organizations need to add a contracted charity.

## 202X Contracted Charities

Upload a contract for each charity listed.

Add the organizations you intend to contract with for the upcoming bingo year.

### 202X Contracted Charities

Organization Name	EIN	Address	Percent to be Distributed	Upload Contract
<input type="text"/>	<input type="text"/>	street, zip -or- street, city, s	<input type="text"/>	<input type="button" value="Upload (.pdf)"/>


 Add Charity

When finished, click Yes.

Have you finished listing contracted charities in the table above?

Yes |  No

*Note: a completed contract MUST be uploaded for each entity that your organization intends to distribute the required 25% (and 50% when necessary) of net profit.*

 Undo Changes

CLOSE

# Volunteer Information

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

202X BINGO INITIAL APPLICATION SAMPLE ORGANIZATION 00-0000000 Saved FINISH LATER

ORGANIZATION INFORMATION

ORGANIZATION INFORMATION (CONTINUED)

BINGO LOCATIONS

NET PROFIT DISTRIBUTIONS

**PEOPLE**

DOCUMENTS

AFFIRMATION

Electronic Instant Bingo Operator

If your charitable organization is applying for an electronic instant bingo license, you must list all Electronic Instant Bingo Operators. This is any person(s) with access to electronic bingo game machines and anyone handling cash, or with key access or bank account access for electronic instant bingo.

20. Please provide information about the organization's associates and volunteers. ?

Include all officers, custodians of bingo records, primary bingo game operators, and location volunteers.

People + Add New

Name Title	Phone Date of Birth	Address	Role - Location
Burns, Roger Treasurer	(800) 252-0515 09/01/1975	88 E. Broad Street Columbus, OH 43215	Officer Electronic Instant Bingo Game Operator – 441 Vine Street
Hamilton, Joseph Vice President	(800) 252-0515 06/01/1950	22 N. Fourth Street Columbus, OH 43215	Officer Primary Bingo Game Operator – 441 Vine Street
Rouke, Nathan Secretary	(800) 252-0515 05/01/1980	1 Capitol Square Columbus, OH 43215	Custodian of Bingo Records
Walters, Jennifer President	(800) 252-0515 01/01/1990	30 E Broad St Columbus, OH 43215	Principal Person of Charitable Organization

BACK NEXT

Click "Add New."





# Adding New Volunteer Information

**Details**

Name: Walters, Jennifer Title: President

Relationship to Organization ?  
Principal Person of Charitable Organization

Bingo Volunteer  
 Custodian of Bingo Records  
 Director

State: [Dropdown]

Country: [Dropdown]

Phone: [Dropdown] Email: [Dropdown]

Has this person ever been convicted of a felony or gambling offense?  Yes |  No

Undo Changes

CANCEL CREATE PERSON

Click the arrow for the list of roles and check all boxes that apply.

If Bingo Volunteer, Primary Bingo Game Operator, or Electronic Instant Bingo Game Operator is selected, the location must be added.

Be sure to answer.

# Editing The People Page

20. Please provide information about the organization's associates and volunteers. ?

Include all officers, custodians of bingo records, primary bingo game operators, and location volunteers.

People [+ Add New](#)

Name Title	Phone Date of Birth	Address	Role - Location
Burns, Roger Treasurer	(800) 252-0515 09/01/1975	88 E. Broad Street Columbus, OH 43215	Officer Electronic Instant Bingo Game Operator – 441 Vine Street
Hamilton, Joseph Vice President	(800) 252-0515 06/01/1950	22 N. Fourth Street Columbus, OH 43215	Officer Primary Bingo Game Operator – 441 Vine Street
Rouke, Nathan Secretary	⋮ (800) 252-0515 05/01/1980	1 Capitol Square Columbus, OH 43215	Custodian of Bingo Records
Walters, Jennifer President	(800) 252-0515 01/01/1990	30 E Broad St Columbus, OH 43215	Principal Person of Charitable Organization



Click on the 3 dots to edit or delete information.

BACK

NEXT

# Volunteers And Required Roles

## 20. Please provide information about the organization's associates and volunteers. ?

Include all officers, custodians of bingo records, primary bingo game operators, and location volunteers.

People [+ Add New](#)

Name Title	Phone Date of Birth	Address	Role - Location
Burns, Roger Treasurer	(800) 252-0515 09/01/1975	88 E. Broad Street Columbus, OH 43215	Officer Electronic Instant Bingo Game Operator – 441 Vine Street
Hamilton, Joseph Vice President	(800) 252-0515 06/01/1950	22 N. Fourth Street Columbus, OH 43215	Officer Primary Bingo Game Operator – 441 Vine Street
Rouke, Nathan Secretary	(800) 252-0515 05/01/1980	1 Capitol Square Columbus, OH 43215	Custodian of Bingo Records
Walters, Jennifer President	(800) 252-0515 01/01/1990	30 E Broad St Columbus, OH 43215	Principal Person of Charitable Organization

NEXT

The following roles and people must be included:  
Principal Person, Custodian of Bingo Records, Primary Bingo Game Operator,  
Electronic Instant Bingo Game Operator (if conducting electronic instant  
bingo), volunteers, board members and trustees.

# Uploading Documents



## 202X BINGO INITIAL APPLICATION SAMPLE ORGANIZATION 00-0000000

Saved FINISH LATER

- ORGANIZATION INFORMATION
- ORGANIZATION INFORMATION (CONTINUED)
- BINGO LOCATIONS
- NET PROFIT DISTRIBUTIONS
- PEOPLE

### DOCUMENTS

AFFIRMATION

21. Please upload the following documents.

#### Verification of your organization's IRS group exemption

Select one of the following and upload the corresponding documents:

- Group exemption letter issued by the IRS
- Verification from the state or national organization that your individual organization is included in the group exemption

#### Group exemption letter from the IRS or state/national organization

Upload a letter from the IRS to your organization verifying that the organization is included in the group determination OR a letter or other verification from the state or national organization that your organization is included in the group determination.

Upload (.pdf, .docx) Drop files here or click upload to browse.



**Upload (.pdf, .docx)** Drop files here or click upload to browse.

# Complete All Four Required Uploads

CHARITABLE ACCOUNT MANAGEMENT PORTAL

HELP MY ORGANIZATIONS JENNIFER WALTERS

202X BINGO INITIAL APPLICATION  
SAMPLE ORGANIZATION 00-0000000

ORGANIZATION INFORMATION

ORGANIZATION INFORMATION (CONTINUED)

BINGO LOCATIONS

NET PROFIT DISTRIBUTIONS

PEOPLE

**DOCUMENTS**

AFFIRMATION

21. Please upload the following documents.

Verification of your organization's IRS group exemption

Select one of the following and upload the corresponding documents:

Group exemption letter issued by the IRS

Verification from the state or national organization that your individual organization is included in the group exemption

Group exemption letter from the IRS or state/national organization

Upload a letter from the IRS to your organization verifying that the organization is included in the group determination OR a letter or other verification from the state or national organization that your organization is included in the group determination.

blank.docx ✕

Upload (.pdf, .docx) Drop files here or click upload to browse.

Need to delete? Click the X.

Proof of continued existence in Ohio for the previous 2 years. Examples include Articles of Incorporation, Certificate from Ohio Secretary of State, etc.

Upload (.pdf, .docx) Drop files here or click upload to browse.

Documentation/verification of programming and services completed by your charitable organization. Examples include brochures, a schedule of activities, a list of events, etc. Additional information may be requested.

If you have more than one document to upload, please upload the additional documents on the FILES page.

Upload (.pdf, .docx, .xlsx) Drop files here or click upload to browse.

The past 12 months of board meeting minutes. Additional minutes/information may be requested.

Board meeting minutes are records that describe when and where your organization's meeting was held, who attended, any actions members took, and what's ahead.

Upload (.pdf, .docx, .xlsx) Drop files here or click upload to browse.

22. You are not required to upload the following documents to complete your application. If you choose not to upload, you may be required to submit copies upon request.

If no documents appear below, there are currently no required documents for your organization to keep on file for the purpose of applying for your bingo license. However, we suggest keeping important bingo-related documents on file for your own recordkeeping purposes.

Certificate of Good Standing

Submit a copy of your certificate of good standing with your state organization.

Upload (.pdf, .docx) Drop files here or click upload to browse.

On Initial Applications, all organizations must upload the following documents:

- 1) IRS Determination Letter
- 2) Proof of continued existence
- 3) Documentation of programming and services
- 4) 12 months of meeting minutes

# Certificate of Good Standing

The Certificate of Good Standing applies to Veteran Organizations only.

22. You are not required to upload the following documents to complete your application. If you choose not to upload, you may be required to submit copies upon request.

If no documents appear below, there are currently no required documents for your organization to keep on file for the purpose of applying for your bingo license. However, we suggest keeping important bingo-related documents on file for your own recordkeeping purposes.

Certificate of Good Standing

Submit a copy of your certificate of good standing with your state organization.



**Upload (.pdf, .docx)**

Drop files here or click [upload to browse](#).



BACK

NEXT



# Affirmation Page

CHARITABLE ACCOUNT MANAGEMENT PORTAL      HELP    MY ORGANIZATIONS    JENNIFER WALTERS ▾

 **202X BINGO INITIAL APPLICATION**      Saved       FINISH LATER

ORGANIZATION INFORMATION

ORGANIZATION INFORMATION (CONTINUED)

BINGO LOCATIONS

NET PROFIT DISTRIBUTIONS

PEOPLE

DOCUMENTS

**AFFIRMATION**

**READ CAREFULLY**

**The attorney general may refuse to grant a license to an organization, may revoke or suspend the organization's license, or may place limits, restrictions, or probationary conditions on the organization's license for a limited or indefinite period for violations of Ohio Revised Code Chapters 2915, 109 and 1716.**

**Application fees are not refundable. Please be certain that your organization meets all eligibility requirements to conduct charitable bingo before submitting your application.**

**Instructions: The Application must be submitted by the organization. Third Party Representatives may not submit the Application/Renewal/Amendment on behalf of the organization.**

**Check every statement that is true. Everyone completing this form must complete statements 1-5. Statements 6-8 are only required if the Applicant/Organization intends to conduct Electronic Instant Bingo.**

**I Affirm or Swear as Follows:**

1. I am a representative of the Applicant/Organization and have authority to submit this application and all attachments on behalf of the Organization.  
 **Check here to acknowledge**
2. I have actual knowledge of the facts underlying this application and I know that Applicant has been in continuous existence as a charitable organization as required by Ohio Revised Code (ORC) Section 2915.08(C)(2).  
 **Check here to acknowledge**
3. To the best of my knowledge, information and belief, the statements made in this application and its attachments are true and accurate. Further, these documents are originals or true and accurate copies of the originals.  
 **Check here to acknowledge**
4. I understand that making false statements or submitting any incorrect or false information relating to this application constitutes grounds for denying this application for a Bingo License.  
 **Check here to acknowledge**
5. I understand that if a license is issued under ORC 2915, it is valid during the calendar year and will expire on December 31 of that year.  
 **Check here to acknowledge**
6. I acknowledge that Applicant is a veteran's organization described in ORC 2915.01(J), or is a fraternal organization described in ORC 2915.01(L), and the organization qualified as a veteran's organization or fraternal organization on or before June 30, 2021.  
 **Check here to acknowledge**
7. I acknowledge that Applicant is a veteran's organization or fraternal organization that has received from the Internal Revenue Service a determination letter that is currently in effect stating that the organization is exempt from federal income taxation under subsection 501(c)(4), (c)(7), (c)(8), (c)(10), or (c)(19) of the Internal Revenue Code.  
 **Check here to acknowledge**
8. I acknowledge that Applicant does not intend to conduct a raffle in violation ORC 2015.092(B) using an electronic raffle machine, as described in Ohio Veterans and Fraternal Charitable Coalition v. DeWine, Case No. 13-CV-13610 (C.P. Franklin Co. February 23, 2018), at any time on or after January 1, 2022.  
 **Check here to acknowledge**

**Sign by typing your name.**

BACK      NEXT


Sign and click  
"Next."



# Review Your Application For Accuracy

Review Application Confirmation

202X Bingo Initial Application 1 / 7 100%



## 202X Bingo Initial Application

Sample Organization 00-0000000 (Initial)

### Organization Information

1. What is the name of your organization?  
Sample Organization
2. What is your organization's Employer Identification Number (EIN)?  
00-0000000
3. Does your organization do business as or advertise under any other name? Add all that apply.  
Doing Business As

Amount Due \$450.00

After review, click "Submit & Pay." → CANCEL SUBMIT & PAY

# Paying The Application Fee



## Enter New Account

Checking  Savings

Personal  Corporate

Select the appropriate fields.

A new window will pop up to enter your banking information. Complete all fields.

Drivers Military ID SSN Tax ID

Select Tax ID.

Address Line 1

Address Line 2

# This notification is confirmation that your application has been successfully submitted.

Review Application

Confirmation

The fee of \$450.00 has been paid and your application has been submitted. Click [here](#) for a receipt.

Thank you,

Office of the Ohio Attorney General,  
Charitable Law Section

Submitted by:  
Jennifer Walters  
charitablebingo@ohioago.gov  
9/28/2023 11:02:51 AM

CLOSE

# Your Application Is Pending Approval

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

**Sample Organization**  
EIN: 00-0000000

**LICENSES & APPLICATIONS**

ORGANIZATION & PEOPLE

FILES

TASKS

## Open Applications

Application Type	First Submitted	Last Submitted	Fees Paid	Balance Due
Initial	Mar 22, 2024, 12:51PM By Jennifer Walters (800) 252-0515	Mar 22, 2024, 12:51PM By Jennifer Walters (800) 252-0515 <a href="#">View</a>	\$500.00	\$0.00

**Pending Approval**

We are processing your application. [UPDATE APPLICATION](#)

## Licenses

Organization does not have any licenses.

# Your Application Has Tasks to Complete

CHARITABLE ACCOUNT MANAGEMENT PORTAL HELP MY ORGANIZATIONS JENNIFER WALTERS

**Sample Organization**  
EIN: 00-0000000

**LICENSES & APPLICATIONS**

ORGANIZATION & PEOPLE

FILES

**TASKS**

## Open Applications

202X Bingo Initial Application Pending Approval

Application Type	First Submitted	Last Submitted	Fees Paid	Balance Due
Initial	Mar 22, 2024, 12:51PM By Jennifer Walters (800) 252-0515	Mar 22, 2024, 12:51PM By Jennifer Walters (800) 252-0515 <a href="#">View</a>	\$500.00	\$0.00

**You have outstanding tasks to complete:**

**Page 2 Q16** - Bank account information is missing. Once updates have been made, please resubmit for review. [Mark Complete](#)

We are processing your application. UPDATE APPLICATION

## Licenses

Organization does not have any licenses.

## **Please Note:**

- 1) Application fees are not refundable.
- 2) Applications must be submitted by a member of the organization who is in good standing.
- 3) Third Party Representatives may not submit applications.



# How to contact us:

Charitable Law Section  
30 East Broad St., 25th Floor  
Columbus, OH 43215-3130  
(800) 282-0515 or (614) 466-3181

<https://charitable.ohioago.gov>



**DAVE YOST**

OHIO ATTORNEY GENERAL