

# TABLE OF CONTENTS

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## PAGE 1 - INTRODUCTION

PURPOSE

LOTTERY CONTACT INFORMATION



## PAGE 2 - MANUFACTURER & DISTRIBUTOR

DEFINITIONS

LICENSING PROCESS



## PAGE 3 - CHARITABLE ORGANIZATIONS

DEFINITION

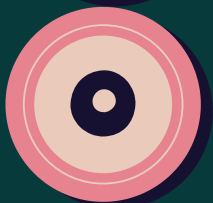
ELIGIBILITY REQUIREMENTS



## PAGE 4 - CHARITABLE ORGANIZATION APPLICATIONS

ANNUAL LUCKY 7 APPLICATION

SPECIAL EVENT LUCKY 7 APPLICATION



## PAGE 5 - CHARITABLE ORGANIZATION APPLICATIONS

MONTHLY LUCKY 7 APPLICATIONS

MONTHLY BINGO APPLICATION

-&-

## PAGE 6 - APPROVED LOCATIONS

APPROVED LOCATIONS BY LICENSE TYPE

*Lucky 7*

## PAGE 7 - COMMERCIAL BINGO HALLS & CONSULTANTS

MONTHLY FINANCIAL REPORTS BY LICENSE TYPE

DUE DATE CHARTS

GUIDE

## PAGE 8 - FINANCIAL REPORTING

MONTHLY FINANCIAL REPORTS BY LICENSE TYPE

DUE DATE CHARTS

# INTRODUCTION

## PURPOSE

This guide was created to assist domestic nonprofit organizations in understanding how to comply with the Bingo & Lucky 7 regulations. It provides information on where to find the most recent applications and forms related to Bingo & Lucky 7. It also provides information regarding the duties of bingo workers, game conduct, licensing requirements, record retention, and organization responsibilities.

This document serves as a guide and does not replace or supersede the regulations. As such, it is imperative to review state statute and administrative rules prior to utilizing this packet. If additional assistance is required, please contact the Investigation and Compliance Division.

## CORRESPONDING WITH NH LOTTERY COMMISSION

When corresponding or submitting documents to Investigation & Compliance Division, be sure that each document is filled out in full, including all organization information (i.e. organization's name, number and/or license number, email, etc.) to assure the proper handling of your request. If an application is deemed to be incomplete, illegible, or is missing correct payment, all documents will be returned, which will delay processing.

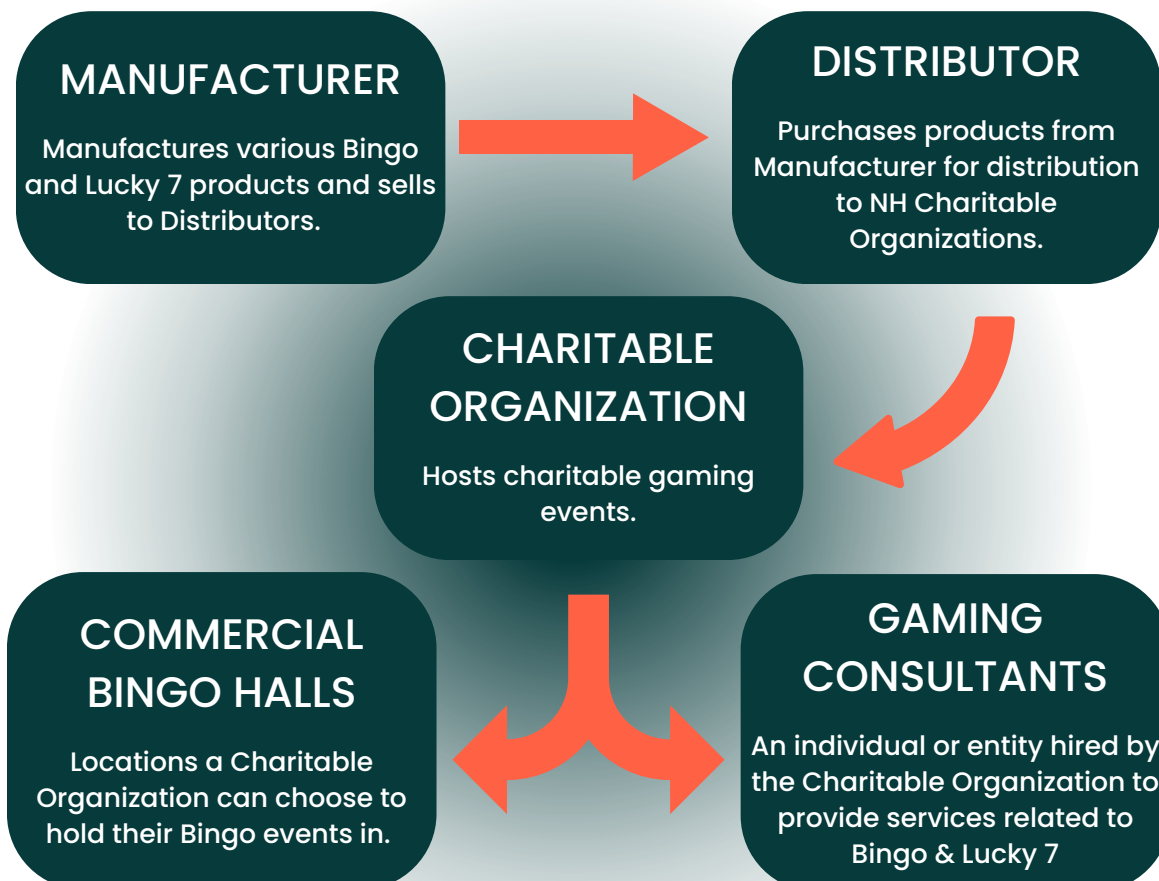
Reports and scanned documents may be emailed directly to the licensing unit at:

[licensing@lottery.nh.gov](mailto:licensing@lottery.nh.gov).

Payments, coversheets, and applications may be mailed to Investigation & Compliance Division at:

**NH Lottery Commission**  
**Attn: Investigation & Compliance Division**  
**14 Integra Dr.**  
**Concord, NH 03301**

## BINGO & LUCKY 7 FLOW CHART - VARIOUS LICENSE TYPES & THEIR RELATION



# MANUFACTURER

## DEFINITION

Any person who manufactures, builds, rebuilds, fabricates, assembles, produces, programs, designs, or otherwise makes modifications to any bingo cards, sheets or associated equipment for use or play in this state. The term includes manufacturers of shared carryover coverall equipment.

## LICENSING PROCESS

To become a licensed Manufacturer, the individual or entity must fill out the license application found on our website at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov).

In addition to the completed application, the following must be submitted:

- A surety bond in the amount of \$50,000 must be submitted with the application. The bond must be conditioned upon the licensee's compliance with all applicable gaming statute and rules and identify the New Hampshire Lottery Commission as the obligee.

## FEE

\$5,000 (NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

Licenses expire at the end of the fiscal year (June 30th) and must be renewed annually.

# DISTRIBUTOR

## DEFINITION

Any person who sells, leases, offers or otherwise provides, distributes, or services any bingo cards or associated equipment for use or play in this state. This term includes shared carryover coverall service providers.

## LICENSING PROCESS

To become a licensed Distributor, the individual or entity must fill out the license application found on our website at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov).

In addition to the completed application, the following must be submitted:

- A surety bond in the amount of \$50,000 must be submitted with the application. The bond must be conditioned upon the licensee's compliance with all applicable gaming statute and rules and identify the New Hampshire Lottery Commission as the obligee.

## FEE

\$10,000 (NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

Licenses expire at the end of the fiscal year (June 30th) and must be renewed annually.

# CHARITABLE ORGANIZATION

## DEFINITION

A charitable organization is any bona fide religious, charitable, civic, veterans, fraternal, or church organization, including police and firemen organizations and houses of worship which shall have been registered with the NH Secretary of State for at least one year and in existence and organized under the laws of this state for at least one year in a town or city in this state.

## ELIGIBILITY REQUIREMENTS

Charitable Organizations must be considered eligible by our office. To be considered eligible a charitable organization must be registered and in good standing with the following:

1. IRS - must be tax-exempt under 501(c)(3), (4), (7), (8), (10), or (19) and not appear on the IRS Auto-Revocation list.
2. Secretary of State - must be a domestic non-profit for at least 1 year before the game dates.
3. Charitable Trust Unit - applies to IRS 501(c)(3) ruling only.

## CHARITABLE ORGANIZATION ELIGIBILITY DETERMINATION APPLICATION

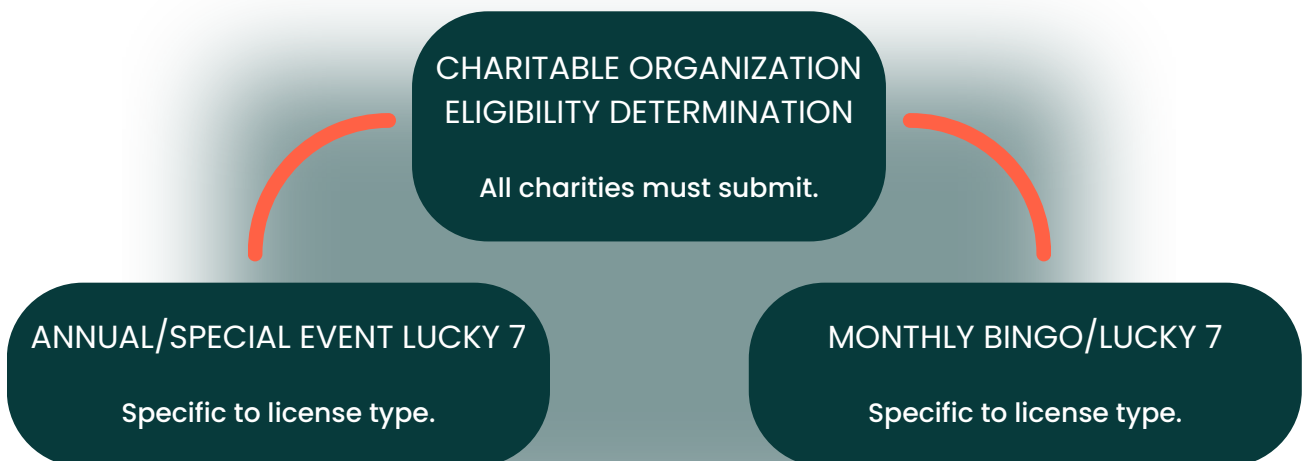
Once an organization has met these requirements they may fill out and submit a Charitable Organization Eligibility Determination Application. This application can be found on our website under Applications & Forms at fill out and submit a Charitable Organization Eligibility Determination Application. This application can be found on our website under Applications & Forms at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov).

Applicants can find an educational PowerPoint on the website, under Resources & Guidance that will walk them through filling out this application.

## ADDITIONAL APPLICATIONS

In addition to the Eligibility Determination Application, organizations must submit either an Annual / Special Event Lucky 7 License Application **OR** a Monthly Bingo / Lucky 7 License Application depending on the type of license they are applying for.

These applications can also be found on our website. They are where the applicant will request the time frames/date in which they will be participating in either Bingo or Lucky 7.



# CHARITABLE ORGANIZATION APPLICATIONS

## ANNUAL / SPECIAL EVENT LUCKY 7 LICENSE APPLICATION

This application is used for Lucky 7 games that are not associated with Bingo or Games of Chance which include Annual Lucky 7 and Special Event Lucky 7.

The Annual / Special Event Lucky 7 License Application can be found on our website at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov) under Applications & Forms. Additionally, educational PowerPoints can be found under Resources & Guidance that will walk applicants through filling out applications.

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### ANNUAL LUCKY 7

May be played every day at the organization's regular meeting place, or at a facility owned, leased, or utilized by the organization for activities.

#### FEE

\$10.00 for each month requested (NH Lottery Commission accepts check or money order for licensing fees).

Example: January through December would be \$120.00.

#### LICENSE LENGTH

Licenses are issued for up to 12 months within a calendar year and must be renewed annually.

In addition to the completed application, the following must be submitted:

- Applicants must first be deemed eligible by completing and submitting the Charitable Organization Eligibility Determination Application (See Page 3).
- 

### SPECIAL EVENT LUCKY 7

May be granted to organizations participating in a special event, such as a town fair. They are sponsored or co-sponsored by the charitable organization and are issued once per year for up to four consecutive days.

#### FEE

\$10.00 for each month requested (NH Lottery Commission accepts check or money order for licensing fees).

#### LICENSE LENGTH

Licenses are issued once per year for up to four consecutive days.

In addition to the completed application, the following must be submitted:

- Applicants must first be deemed eligible by completing and submitting the Charitable Organization Eligibility Determination Application (See Page 3).

# CHARITABLE ORGANIZATION APPLICATIONS – CONTINUED

## MONTHLY BINGO / LUCKY 7 LICENSE APPLICATION

This application is used for Bingo and Lucky 7 games that are associated with Bingo or Games of Chance.

The Monthly Bingo / Lucky 7 License Application can be found on our website at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov) under Applications & Forms. Additionally, educational PowerPoints can be found under Resources & Guidance that will walk applicants through filling out applications.

A separate application must be submitted each month 15 to 45 days in advance of the first game date

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## MONTHLY LUCKY 7 – NO BINGO

May be played at a licensed Games of Chance facility and are not required to hold a Bingo event.

### FEE

\$10 per month (NH Lottery Commission accepts check or money order for licensing fees).

### LICENSE LENGTH

Licenses are issued monthly, for up to 16 days per month, expiring after the final licensed date.

In addition to the completed application, the following must be submitted:

- Applicants must first be deemed eligible by completing and submitting the Charitable Organization Eligibility Determination Application (See Page 3).
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## MONTHLY LUCKY 7

Must be played in conjunction with a Bingo event. May be held at a Commercial Bingo Hall, organization's regular meeting place, or a governmental subdivision.

### FEE

\$10 per month (NH Lottery Commission accepts check or money order for licensing fees).

### LICENSE LENGTH

Licenses are issued monthly, for up to 16 days per month, expiring after the final licensed date.

In addition to the completed application, the following must be submitted:

- Applicants must first be deemed eligible by completing and submitting the Charitable Organization Eligibility Determination Application (See Page 3).
- 

## MONTHLY BINGO

May be played with or without Lucky 7 and can be held at a Commercial Bingo Hall, organization's regular meeting place, or a governmental subdivision.

### FEE

\$25 per requested game date (NH Lottery Commission accepts check or money order for licensing fees). Example: 10 requested game dates will have a fee of \$250.00.

### LICENSE LENGTH

Licenses are issued monthly, for up to 16 days per month, expiring after the final licensed date.

In addition to the completed application, the following must be submitted:

- Applicants must first be deemed eligible by completing and submitting the Charitable Organization Eligibility Determination Application (See Page 3).

# APPROVED LOCATIONS

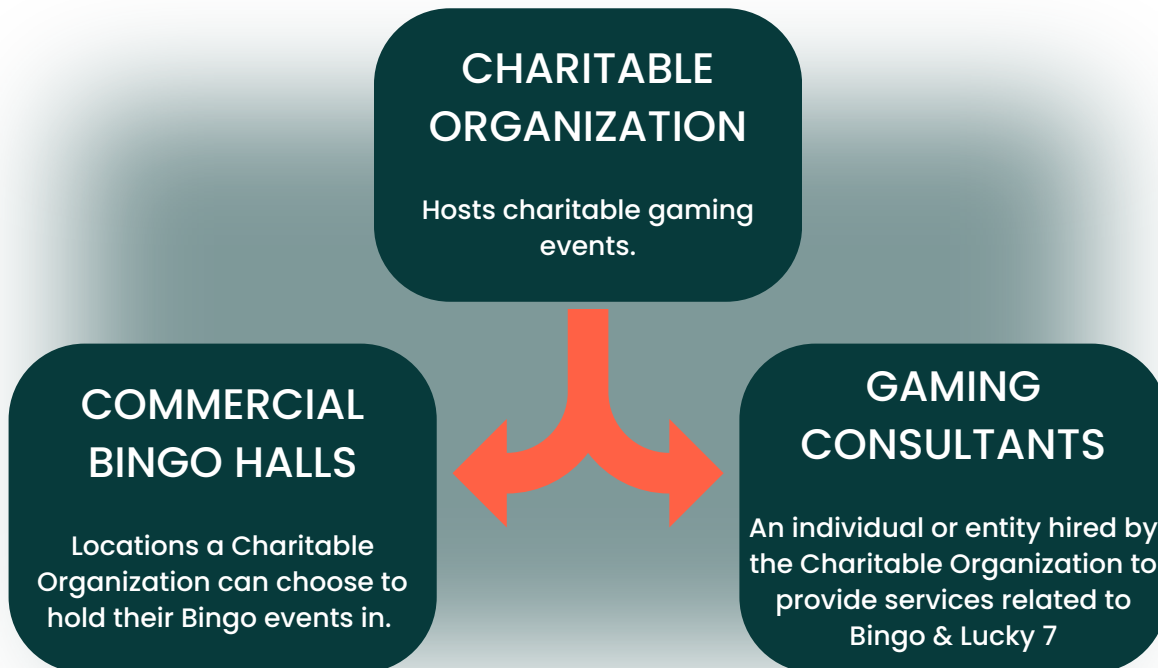
## APPROVED LOCATIONS FOR BINGO & LUCKY 7 EVENTS

No individual or entity, other than a charitable organization or governmental subdivision, may lease or rent premises for the conduct of bingo without a Commercial Bingo Hall license issued by the NH Lottery Commission.

Games must be played at approved locations. Approved locations vary depending on the license type.

- **Monthly Lucky 7** license types are required to be played in conjunction with a Bingo event or at a licensed Games of Chance facility.
- **Monthly Bingo** license types may be played at any approved location, including the organization's regular meeting place, a Commercial Bingo Hall, or owned by a governmental subdivision (i.e. a public library, town hall).
- **Annual Lucky 7** license types must be played at the organization's regular meeting place/or a facility owned, leased, or utilized by the organization for activities.
- **Special Lucky 7** license types may be played at any location where the sale of Lucky 7 tickets is conducted in conjunction with and at the same time as, an event sponsored or co-sponsored by the charitable organization.

A list of licensed Games of Chance facilities and licensed Commercial Halls are available on our website at [compliance.lottery.nh.gov](http://compliance.lottery.nh.gov).



# COMMERCIAL BINGO HALL

## DEFINITION

A Commercial Bingo Hall is any hall owned or leased by an individual, corporation, realty trust, partnership, association, or any other person who rents or leases the hall to a charitable organization for the operation of Bingo games, excluding halls owned by any charitable organization or governmental subdivision.

Unless the facility is owned by a governmental subdivision, another charity, or the space is provided for free (no rental or lease agreement), any space provided for charitable organizations to hold Bingo events must be a Commercial Bingo Hall.

Halls owned by a charitable organization are exempt from becoming licensed as well as any governmental subdivisions (i.e. public library, town hall, etc.).

## LICENSING PROCESS

To become a licensed Commercial Bingo Hall the individual or entity must fill out the license application found on our website at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov).

In addition to the completed application, the following must be submitted:

- If the applicant is not the property owner, they must submit a copy of the lease agreement between themselves and the property owner. The lease must clearly indicate that the applicant has control of the property, **AND** that the owner is aware that charitable gaming events will be held at the facility.
- Copies of all rental agreements between the Commercial Bingo Hall and any charitable organizations playing at the hall must also be provided.

## FEE

\$250 (NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

Licenses expire at the end of the fiscal year (June 30th) and must be renewed annually.

# CONSULTANT

## DEFINITION

Any individual who is hired by or otherwise receives compensation from a charitable organization, whether in the form of money or any other item of value, to provide gaming related services.

## LICENSING PROCESS

To become a licensed Gaming Consultant the individual or entity must fill out the provided license application. Which can be found at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov).

In addition to the completed application, the following must be submitted:

- A Standard Agreement filled out and submitted for each charitable organization the consultant provides services for. The agreement can be found at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov).

## FEE

\$100 (NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

A Gaming Consultant license expires one calendar after the issuance of the license and must be renewed annually.



# FINANCIAL REPORTING

## MONTHLY FINANCIAL REPORTS (MFRS)

Charitable organizations are responsible for the submission of Bingo and/or Lucky 7 Monthly Financial Reporting and any associated payment.

MFR workbooks and instructions on how to fill those workbooks out can be found at [compliance.lottery.nh.gov](http://compliance.lottery.nh.gov).

There are three different MFRs; which MFR a charitable organization should use depends on the license type.

- **Monthly Lucky 7** games played in conjunction with a bingo event should use the Bingo/Lucky 7 Monthly Financial Report (BL7MFR).
- **Monthly Bingo** should use the Bingo/Lucky 7 Monthly Financial Report (BL7MFR).
- **Monthly Lucky 7 - No Bingo** games played at a GOC facility should use Lucky 7 Monthly Financial Report - Games of Chance Facility (L7MFR-GOC).
- **Annual Lucky 7** should use Lucky 7 Monthly Financial Report - Fraternal Halls & Social Clubs (L7MFR-CLUB).
- **Special Lucky 7** should use Lucky 7 Monthly Financial Report - Fraternal Halls & Social Clubs (L7MFR-CLUB).

MFR workbooks without payment due must be emailed along with the signed summary page to [licensing@lottery.nh.gov](mailto:licensing@lottery.nh.gov).

MFR workbooks with payment due must be emailed to [licensing@lottery.nh.gov](mailto:licensing@lottery.nh.gov), and the signed summary page must be mailed with tax payments to the following address.

**NH Lottery Commission**  
**14 Integra Dr.**  
**Concord, NH 03301**

MFR due dates vary depending on licenses, please see the below charts for the due dates. These charts can also be found in an educational PowerPoint on our website at [compliance.lottery.nh.gov](http://compliance.lottery.nh.gov).

**Annual Lucky 7**

MONTH LICENSED	DUE DATE
JANUARY	APRIL 30
FEBRUARY	MAY 31
MARCH	JUNE 30
APRIL	JULY 31
MAY	AUGUST 31
JUNE	SEPTEMBER 30
JULY	OCTOBER 31
AUGUST	NOVEMBER 30
SEPTEMBER	DECEMBER 31
OCTOBER	JANUARY 31
NOVEMBER	FEBRUARY 28
DECEMBER	MARCH 31

**Special Event, Monthly Lucky 7, & Monthly Bingo**

MONTH LICENSED	DUE DATE
JANUARY	FEBRUARY 15
FEBRUARY	MARCH 15
MARCH	APRIL 15
APRIL	MAY 15
MAY	JUNE 15
JUNE	JULY 15
JULY	AUGUST 15
AUGUST	SEPTEMBER 15
SEPTEMBER	OCTOBER 15
OCTOBER	NOVEMBER 15
NOVEMBER	DECEMBER 15
DECEMBER	JANUARY 15