



**CHARITABLE ORGANIZATION
ELIGIBILITY DETERMINATION
APPLICATION**

OFFICIAL USE ONLY

Vetted Year: _____

Vetted by: _____

Date: _____

1. CHARITABLE ORGANIZATION INFORMATION

Organization's Name: _____

Organization's Address: _____

Street/PO Box

City/Town

State

Zip

Phone Number: _____

Organization's Email: _____

2. ELIGIBILITY REQUIREMENTS

IRS: Employer Identification Number (EIN): _____

IRC section 501(c) tax-exempt designation (*circle one*): (3) (4) (7) (8) (10) (19)

Additional documentation may be required. See section B of the instructions.

NH SOS: Business ID #: _____ Registered "Domestic Nonprofit Corporation"? Yes No

NH CTU: Registration # _____ *Required only for 501(c)(3) organizations. All others, enter "N/A"*

Charitable Purpose: *See instructions.*

Members List: Does the charitable organization maintain a current list of bona fide members? Yes No

CHARITABLE ORGANIZATION ELIGIBILITY DETERMINATION APPLICATION

3. ORGANIZATION LEADERS INFORMATION	
Name of the Head of Organization/Leader:	
Position Title:	
Legal (Home) Address:	
<i>Street/PO Box</i>	<i>City/Town</i>
<i>State</i>	<i>Zip</i>
Personal Phone Number:	E-mail:
Name of Treasurer/Financial Officer:	
Position Title:	
Legal (Home) Address:	
<i>Street/PO Box</i>	<i>City/Town</i>
<i>State</i>	<i>Zip</i>
Personal Phone Number:	E-mail:

4. ATTESTATION	
<p>I hereby certify that I am an official of the Charitable Organization authorized to sign and submit this application.</p> <p>I further certify, under penalty of unsworn falsification pursuant to RSA 641:3, that the information provided on this form and on any of the supporting documentation submitted with this application is true, accurate and complete, and that there are no willful misrepresentations in, or falsifications of the information provided herein. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a gaming license.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Signature of Leader or Treasurer of Organization*</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Printed Name</i>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>	
<i>Proof of authority to sign and submit this application may be required.</i>	

**INSTRUCTIONS FOR COMPLETING A CHARITABLE ORGANIZATION
ELIGIBILITY DETERMINATION APPLICATION**

A. WHEN TO USE THIS FORM

A charitable organization must submit a “*Charitable Organization Eligibility Determination Application*” prior to or in conjunction with an application for a charitable gaming license (Bingo, Lucky 7 and/or Games of Chance). A license will not be issued until the organization is deemed eligible to participate in charitable gaming.

B. SPECIAL INSTRUCTIONS FOR SECTION #2 OF THE APPLICATION

Internal Revenue Service (IRS) Employer Identification Number (EIN) and Tax-Exempt Status:

To be eligible for charitable gaming, the organization must have a tax-exempt status of Internal Revenue Code (IRC) section 501(c)(3), (4), (7) (8), (10), or (19).

The organization’s EIN and tax-exempt status (501(c) designation) can be found by going to www.irs.gov, selecting “Charities & Nonprofits”, then “Search for Charities”, and using the “Tax Exempt Organization Search Tool”.

If the organization’s tax-exempt status is not available on the IRS website, an affirmation letter or letter of determination from the IRS that indicates the organizations tax exempt status must be submitted with the application.

If the charitable organization is part of a group ruling, a determination letter for the parent organization from the IRS, or a letter from the Parent Organization affirming that the applicant is in good standing must be submitted with the application.

If the charitable organization appears on the IRS Auto-Revocation List, the organization has lost their tax-exempt status and as such, is not eligible to participate in charitable gaming. The organization must reach out to the IRS to resolve this issue before a gaming license can be issued.

NH Secretary of State (SOS) Business ID:

The organization’s Business ID can be found by going to the Secretary of State’s website at www.sos.nh.gov and using the “Business Name Lookup” tool.

Charitable Trust Unit’s (CTU) Registration #:

The organization’s CTU Registration # can be found by going to the Department of Justice’s website at www.doj.nh.gov, selecting “Contact by Division” then “Charitable Trusts Unit” and selecting “Registered Charities Lists” from the New Hampshire Resources dialogue box.

CTU registration is only required for organizations with an IRS 501(c)(3) tax exempt status. If your organization is not required to register with the CTU, enter N/A in the space provided on the application.

Charitable Purpose:

Briefly describe the organization’s charitable purpose and how the organization’s efforts benefit New Hampshire. The charitable purpose must clarify:

- WHAT outcomes the organization was created to achieve.
- HOW the organization will achieve these outcomes.
- WHO will benefit from these outcomes.
- WHERE the benefits extend to (how do these outcomes benefit New Hampshire).

The following is an example of an acceptable charitable purpose statement:

Charity A was created to provide relief and assistance to people in need (*what*) living in New Hampshire (*where*) who are the victims of war or natural disaster or catastrophe (*who*) by supplying them with medical aid (*how*).

Members List:

To be eligible, the organization must maintain a current list of bona fide members.

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C. SUBMITTING THE APPLICATION

This application must be received by the New Hampshire Lottery Commission at least 60-days prior to the organization's first proposed game date.

Submit the completed application to:

NEW HAMPSHIRE LOTTERY COMMISSION
ATTN: INVESTIGATION & COMPLIANCE DIVISION
14 INTEGRA DR, CONCORD, NH 03301

Applications that are incomplete or illegible will be returned to the applicant, which will delay the organization's eligibility determination. A license will not be issued until an organization has been deemed eligible to participate in charitable gaming.

If at any time information provided on or with the application changes or is found to be inaccurate, the applicant must submit updated or corrected information to the NH Lottery, Investigation & Compliance Division within 10 days of the event that resulted in the change, or discovery of the inaccuracy.

D. QUESTIONS OR CONCERNS

Questions regarding this application? Contact the NH Lottery Investigation & Compliance Division by phone at (603)271-7613, by email at licensing@lottery.nh.gov or visit our website at www.compliance.lottery.nh.gov for more information.