

Instructions

Who Must File. Any nonprofit organization, volunteer fire company, or volunteer first-aid, rescue, ambulance, or emergency squad applying for a Class II license to conduct a lottery by the sale of pickle cards must license an individual as a sales agent. The sales agent is responsible for the marketing, selling, and/or delivery of pickle card units to licensed pickle card operators.

What Must be Filed. The Nebraska Application for Pickle Card Sales Agent, Form 50E, must be filed by any individual wishing to function as a sales agent for a Class II licensed organization. A sales agent may operate as such for only one licensed organization.

When and Where to File. A sales agent license issued to an individual for a licensed organization holding a certificate of exemption under Internal Revenue Code (IRC) § 501(c)(3) or (c)(4) expires on September 30 of each odd-numbered year and may be renewed biennially. A sales agent license issued to an individual for a licensed organization holding a certificate of exemption under IRC § (501(c)(5), (c)(7), (c)(8), (c)(10), or (c)(19) or any volunteer fire company or volunteer first-aid, rescue, ambulance, or emergency squad expires on September 30 of each even-numbered year and may be renewed biennially. All applications for license renewal must be submitted with the licensed organization's lottery by the sale of pickle cards license renewal application at least 45 days prior to the expiration date of the license. An individual who has not been previously licensed as a sales agent may submit the application at any time during the licensing period. License fees are due in full for the biennial licensing period. However, if a new license application is received by the Nebraska Department of Revenue (Department) and the license will become effective on or after October 1 of the second year of the biennial licensing period, the license fee to be remitted to the Department is one-half of the biennial fee. Checks written to the Nebraska Department of Revenue may be presented electronically.

The application may also be used during the licensing period to report changes in the application information originally submitted or to cancel the license. If requesting cancellation of the license, please include the original license certificate issued by the Department.

Mail the original application and required license fee, [Background Check Waiver](#) forms, and fingerprint processing fee to the Nebraska Department of Revenue, Charitable Gaming Division, PO Box 94855, Lincoln, NE 68509-4855. **Retain a copy of this application for your records.**

An individual must have physical possession of the license issued by the Department before he or she may work as a sales agent for the licensed organization.

Specific Instructions

Line 4. An applicant for a sales agent license must have been an active and bona fide member of the licensed organization for at least one year prior to his or her application for a license. Indicate the month-day-year in which you became a member of the licensed organization. The Department may request additional information from the applicant as proof of membership.

Line 5. Provide a complete explanation of any interest which you or your spouse may have in any business licensed as a pickle card operator or as a distributor or manufacturer of bingo equipment and/or pickle cards in Nebraska.

For purposes of line 5, interest would include, but not be limited to, ownership of any type which you or your spouse have in a sole proprietorship, limited liability company, partnership, or corporation licensed as a distributor, manufacturer, or pickle card operator in Nebraska.

Line 6. Identify any licenses you currently hold or have previously held which were issued under the [Nebraska Bingo Act](#), the [Nebraska Pickle Card Lottery Act](#), the [Nebraska Lottery and Raffle Act](#), or the [Nebraska County and City Lottery Act](#). Include the status of these licenses (active, suspended, canceled, revoked, or expired). Attach additional sheets if necessary.

A person licensed as a utilization of funds member cannot be licensed as a sales agent.

Lines 8 and 9. If you answer "Yes" to line 8, you may receive no compensation other than reimbursement for reasonable and necessary expenses incurred from your duties as a sales agent.

Line 10. [Neb. Rev. Stat. § 9-1,104](#) requires certain applicants to be fingerprinted for criminal background investigation purposes. If you answered "No" to line 10, please refer to the [Instructions for Completing Fingerprint Application](#) as you are subject to this requirement. You must also submit a [Background Check Waiver](#) form and the fingerprint processing fees to the Department.

Line 11. For purposes of complying with [Neb. Rev. Stat. §§ 4-108](#) through [4-114](#), all new sales agent applicants are required to complete this section. This information will be used by the Department to verify the applicant's lawful presence in the United States. A license application will be denied if the information provided is false.

Licensed Organization Authorization. The application for a pickle card sales agent license must be signed by the utilization of funds member of the licensed organization for which you will function as a sales agent. The signature of the utilization of funds member is necessary to establish that the licensed organization approves you to function as a sales agent for the organization.

For Cancellation Only. A person may be licensed as a sales agent for only one licensed organization. You may discontinue your relationship with one licensed organization and become licensed as a sales agent for another licensed organization, provided you have obtained a written release from the licensed organization for which you were previously licensed.

In order to obtain a sales agent's license for another licensed organization, a separate Form 50E and the license fee must be submitted to the Department. The licensed organization for which you were previously licensed must submit a separate Form 50E requesting cancellation of your license and releasing you of any legal obligations to the licensed organization. The written release must be signed by the utilization of funds member and an officer of the licensed organization stating that you have satisfied all legal obligations to that organization with respect to its lottery by the sale of pickle cards.