



## 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 bingo must license an individual as a gaming manager. The gaming manager is responsible for the supervision and operation of the bingo game on behalf of the licensed organization and the conduct of all other gaming activities permitted by law at a bingo game, including lottery by the sale of pickle cards, lotteries, and raffles.

**What Must be Filed.** The Nebraska Application for Gaming Manager, Form 50C, must be filed by any individual wishing to function as a gaming manager for a licensed organization. An individual may be licensed as a gaming manager for more than one licensed organization. A separate Form 50C and \$100 license fee must be submitted for each licensed organization.

An individual licensed as a gaming manager may not be connected with, interested in, or otherwise concerned directly or indirectly with any party licensed as a manufacturer or distributor of bingo equipment or pickle cards or as a commercial lessor of bingo premises. An individual licensed as a gaming manager may not be a bingo chairperson, or alternate bingo chairperson nor hold any other type of license issued under the [Nebraska Bingo Act](#), the [Nebraska Lottery and Raffle Act](#), and the [Nebraska Pickle Card Lottery Act](#).

**When and Where to File.** A gaming manager 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 gaming manager license issued to an individual for a licensed organization holding a certificate of exemption under IRC § 501(c)(5), (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 bingo 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 gaming manager 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 form, 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 at a bingo occasion as a gaming manager.

### Specific Instructions

**Line 4.** Each organization licensed to conduct bingo must designate a member of its organization as a bingo chairperson. A licensed organization may also designate up to three alternate bingo chairpersons. If a licensed organization has designated you as its bingo chairperson or alternate bingo chairperson, provide that organization's name and Nebraska ID number. That organization must replace you as a bingo chairperson or alternate bingo chairperson before you can be issued a gaming manager's license. No person designated as a bingo chairperson or alternate bingo chairperson may hold a license as a gaming manager.

**Line 5.** 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, cancelled, revoked, or expired).

**Line 6.** Provide a complete explanation of any interest which you or your spouse may have in any business licensed as a commercial lessor of bingo premises or as a manufacturer or distributor of bingo equipment and/or pickle card units in Nebraska. For purposes of line 6, 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 commercial lessor.

**Lines 8 and 9.** [Neb. Rev. Stat. § 9-1,104](#) requires certain applicants to be fingerprinted for criminal background investigation purposes. If you answered "No" to lines 8 and 9, 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 fee to the Department.

**Line 10.** For purposes of complying with [Neb. Rev. Stat. §§ 4-108](#) through [4-114](#), all new gaming manager 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 the gaming manager's license must be signed by a utilization of funds member of the licensed organization for which you will function as a gaming manager. The signature of the utilization of funds member is necessary to establish that the licensed organization approves you to function as a gaming manager at its bingo occasions.