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**TO: GAMES OF CHANCE AND BINGO SUPPLIERS/MANUFACTURERS**

**SUBJECT: MANUFACTURER/SUPPLIER APPLICATION INSTRUCTIONS**

Any person, partnership, joint venture, corporation, or other business entity seeking to manufacture, sell or distribute games of chance and/or bingo supplies, devices, or equipment to any organization licensed to conduct games of chance and/or bingo, licensed games of chance and/or bingo supplier, or licensed authorized games of chance and/or bingo lessor in New York State, must obtain supplier's license from the New York State Gaming Commission.

Licenses are valid for a calendar year. **New** applications may be submitted at any time, **renewal** applications must be postmarked on or before December 31<sup>st</sup>.

If you wish to secure a license, you are required to complete the following forms. While there is no specific order to how these forms may be completed, we recommend you proceed in the order presented. All questions on each form must be completed in full, failure to complete any part will delay the processing of your application.

- **Form 106 - Application for Games of Chance and/or Bingo Supplier's License**  
*This form must be completed by all types of businesses. Include all applicable attachments.*
- **Form 105 - Corporation Statement**  
*This form must be completed if the applicant is a corporation. If the applicant is a foreign corporation (not incorporated in New York), see enclosed instruction sheet for foreign corporations.*
- **Form 104 - Partnerships, Associations and Joint Ventures**  
*This form must be completed if the applicant is a partnership, association or joint venture.*
- **Form 103 - Individual Statement**  
*This form is used for individual applicants and also for corporate officers, directors, stockholders, partners, and salespersons involved with New York sales. Two current color photos (size 1 ½ x 1 ½) of all persons who are required to complete **Form 103** must be included and indicate the person's name.*
- **Form 108 - List of Employees, Agents and Representatives**  
*The names, addresses, title and job duties of all employees, representatives and agents of the applicant must be listed on this form.*

PO Box 7500, Schenectady, NY 12301-7500  
[www.gaming.ny.gov](http://www.gaming.ny.gov)

**When New Yorkers Play Responsibly, We All Win.**

- **Fingerprint Cards and Fee**  
*This is required for anyone completing **Form 103**. Please view our website for detailed information about this process.*

- **NYS Insurance Requirements**

*Applicants are required to submit one of two forms to the Gaming Commission:*

- a. A current NYS Insurance Policy either U-26.3 or C-105.2, **or***
- b. A Workers Compensation Insurance Waiver CE-200.*

*To make this process as easy and as efficient as possible, applicants will be able to fill out the CE-200 on-line through the WCB's website ([www.wcb.ny.gov](http://www.wcb.ny.gov), under the heading "Forms"). Immediately upon completion, the applicant will be able to print out a copy of the CE-200 and submit it to the Gaming Commission along with their license application.*

**Please send your completed application along with a check for \$25.00 to:**

NYS Gaming Commission  
7<sup>th</sup> Floor, Bureau of Licensing  
P.O. Box 7500  
Schenectady, New York 12301-7500

Existing licensed suppliers are required to submit the following to the Gaming Commission:

- **Quarterly Sales Report** – make sure that this report is submitted by the end of each quarter. 1<sup>st</sup> Quarterly Report Due by March 31<sup>st</sup>, 2<sup>nd</sup> Quarterly Report due by June 30<sup>th</sup>, 3<sup>rd</sup> Quarterly Report due by September 30<sup>th</sup> and the 4<sup>th</sup> Quarterly Report due by December 31<sup>st</sup>.
- **Bell Jar Invoices** – Required to be submitted at the end of each quarter along with the Quarterly Sales Report.
- **EBA Lease Agreements & Reports** – Agreements with commercial lessors must be approved by Gaming Commission prior to the sale or sale of electronic bingo aids. All agreements must be submitted to the Gaming Commission and the municipal clerk's office **48hrs** prior to use of such device. Reports are to be submitted to the Gaming Commission by the supplier **3 days** prior to shipment.

Additional rules and regulations can be found on the Commission's website [www.gaming.ny.gov](http://www.gaming.ny.gov). If you have any further questions, contact the Bureau of Licensing at (518) 388-4000.