

## APPLICATION INSTRUCTIONS

1. All information shall be in black or blue ink.
2. Yearly License Fee:
  - a. \$15—Associations, which conduct bingo during one period each year for not more than three consecutive days.
  - b. \$50—Senior Citizen groups who conduct bingo for members only.
  - c. \$100—All other non-profit associations, including agricultural associations and county fairs.
3. The executive officer or secretary of the association shall sign the application.
4. The application *must be notarized*.
5. The association must have existed and conducted business in accordance with its written constitution, charter, articles of incorporation or express purpose for two years prior to applying for a license.  
*Exception: An association whose membership consists exclusively of elderly residents of a senior citizens housing community may apply for a license immediately after it is organized.*
6. Documentation to be submitted with the application:
  - a. Copy of applicant's Articles of Incorporation.
  - b. *If not incorporated:* Copy of bylaws or other legal documentation that defines the organization's structure and purpose.
  - c. Copy of the applicant's Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit charitable organization.
  - d. Check for the appropriate amount payable to the "Montgomery County Treasurer."
7. Please mail the completed notarized application, check, and documentation to:

Montgomery County Treasurer  
P.O. Box 311  
Norristown, PA 19404-0311

Please contact the Treasurer's Office at 610-278-3066 with any questions.