

Alaska Gaming Permit Renewal Instructions

These instructions are designed to assist you in renewing your gaming permit in Revenue Online.

To renew your current gaming permit:

1. Go to <https://online-tax.alaska.gov/>
2. Log in to your Revenue Online account by entering your username and password in the upper-right.
3. Under the 'My Accounts' tab, select the hyperlinked account ID to the left of the Permit account type.
4. Select the 'Renew Now' hyperlink to begin the permit renewal process.

You can select the 'Save and Continue' button in the bottom-left to save your progress at any time. When you return to the permit renewal, you will need to select the 'Change' tab in the upper-right to make changes to your previously saved work.

Application Information

- This application is used to renew your gaming permit.
- The information contained in this application is populated from your prior year application.
- This first page is informational. No additional information is required.

Taxpayer Information

- Please take a moment to update any outdated taxpayer information.

Legal Questions

- Answer the two 'Yes/No' legal questions by selecting the appropriate answer.
- If you answer 'Yes' to either questions, fill out the required information for the individual(s) in the table provided.

Organization Type

- Please update any outdated information, including changes in your membership and your members-in-charge. For members who do not serve as a member-in-charge, you can leave the 'Member Type' field blank.
- To delete a row click the red 'X', and to add a new member scroll to the bottom and start typing in the blank 'First Name' field.

Members in Charge

- Please update any outdated information. To delete a row click the red 'X', and to add another member-in-charge select [Add a Record](#).
- As a reminder, all members-in-charge must be members of your organization. In addition, they must also pass the gaming permittee test which is available through the [Revenue Online](#) homepage.

Facility-Based Games

- If you wish to conduct facility-based gaming activity, select [Add a Record](#) and fill out the required information.
- Enter the manager of gaming for the facility-based games as defined by 15 AAC 160.995 and 15 AAC 160.365. The manager of gaming must pass the gaming permittee test which is available through the [Revenue Online](#) homepage.

Area-Based Games

- You must have at least one facility or area based game selected to continue.
- Click into the table provided to add the area and game type for any area-based games that your organization intends to conduct.
- For contests of skill and special draw raffles, please provide a detailed description that includes how the activity is to be conducted, the prize structure, and the method of selecting the winner.

Dedication of Net Proceeds

- Describe how your organization will use the net proceeds it receives from gaming activities. Refer to AS 05.15.150 and 15 AAC 160.810 for allowable uses of net proceeds.

Permit Fee

- Your permit fee is based on your prior year gross receipts. Line 1 shows the most recent gross receipts you have reported.
- At Line 2, select the range of your prior year gross receipts; if you are unsure you may estimate.

Payment

- Select a payment option.
- If you select online ACH debit payment, the amount of your fee will automatically populate. Enter the bank account type, financial institution routing number, account number, and account number confirmation.
- If you have already submitted payment or will mail a check, print and complete the payment coupon, enclose a check in the amount of the fee payable to the State of Alaska, and mail to the address stated. The amount of your fee will show at the Summary screen.

Summary

- Check the box declaring under penalty of perjury the application is true, correct, and complete given all known information.
- Click the 'Submit' button in the bottom-right and enter your password to submit your application.

Confirmation Page

- Save the confirmation number for future reference.
 - You can print a copy of your permit application by selecting the 'Print' button in the lower right-hand corner.
 - You will receive an email confirming your application has been submitted.
 - Be aware the submission of a permit application does not mean your organization has been issued a permit. The application will be reviewed by the Gaming Section and you will be notified of the status.
 - Upon approval by the Department, your permit will be sent to you, and will remain valid through December 31st of the registration year.
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