



**ARKANSAS
DEPARTMENT OF
FINANCE AND
ADMINISTRATION**

REVENUE DIVISION
Miscellaneous Tax Section
P. O. Box 896 - Room 2340
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To: All Bingo/Raffle Permit Holders

Re: Bingo/Raffle

In response to the many questions that continue to arise, please find listed below general requirements that should be followed by all licensed bingo and raffle organizations.

1. Set up a bingo/raffle checking account with a financial institution located within the State. The checks must have the license number as well as the words "BINGO AND RAFFLE ACCOUNT" printed on them.
2. Maintain all bank checking account withdrawal and deposit receipts.
3. Keep a schedule of all bingo/raffle receipts by event date to reflect (a) the number of games held, (b) the event's start and end times, (c) total gross receipts (d) value of individual raffle, bingo, and door prizes paid out, (e) total net receipts subject to deposit in Bingo/Raffle bank account.
4. Maintain a list of bingo/raffle prize donors, items donated, and their value.
5. Maintain the name, address and telephone numbers of raffle prize winners and a description of the prize if the prize has a value of two thousand five hundred dollars (\$2,500) or more.
6. A raffle cash prize shall not exceed five thousand dollars (\$5,000) effective March 25, 2009.
7. Maintain the name, address, and telephone numbers of all event workers. All workers must be unpaid volunteers of the organization or its' auxiliary.
8. All charitable distributions involving the Bingo/Raffle checking account will be supported with documentation/receipts.
9. All records related to bingos and raffles will be maintained for a period of at least two (2) years.
10. No more than two (2) organizations may conduct bingo games at the same premises, so long as that premises is owned or leased by a licensed authorized organization. Each organization may play no more than 2 days per week and each session shall not exceed five (5) consecutive hours during one (1) calendar day.
11. All other records that you feel are necessary to legally operate as a non-profit organization should be maintained.
12. Use or storage of untaxed bingo faces at a bingo facility will result in automatic revocation of licensee's permit. Proof of purchase showing tax has been paid on all bingo faces shall be maintained on site and made available for inspection.
13. The use of a "cryball" (ie. extra ball=additional winner) in a game of bingo is not allowed.

Should you have any questions concerning this form, you may contact the Miscellaneous Tax Section and talk with either myself or Judy Davidson, Supervisor. Thank you for your assistance.

Sincerely,

Todd Cockrill
Assistant Administrator for the Miscellaneous Tax Section
Email: Todd.Cockrill@dfa.arkansas.gov