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 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.

5. 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, which includes your EIN number.
   d. Check for the appropriate amount payable to the “Montgomery County Treasurer.”

6. Please mail the completed 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.