

VOLUNTEER EMERGENCY MEDICAL SERVICES PROVIDER

**Qualifications, Requirements and
Necessary Documentation**



**Texas Administrative Code
Rule §402.420**

This guide is to be used to assist organizations in completing an original application to conduct bingo.
Submittal of information does not guarantee approval.

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DEFINITIONS

Bylaws are a standing set of rules governing the regulation of an organization's internal affairs.

A **constitution** is the set of fundamental principles according to which an organization is governed.

Articles of Incorporation are documents that set forth the basic terms and purposes of an organization and are the official recognition by the Texas Secretary of State.

A **Certificate of Formation** is a document filed with the Texas Secretary of State, to create a nonprofit corporation under the provisions of the Texas business Organization Code (BOC).

Nonprofit organization means an unincorporated association or a corporation that is incorporated or holds a certificate of authority under the Texas Non-Profit Corporation Act.

The following chart provides the terms used by the Texas Non-Profit Corporation Act and the terms used to describe the same filing instrument under the BOC.

CONTRACTOR NAME	TEXAS BUSINESS ORGANIZATIONS CODE	
ARTICLES OF INCORPORATION	<i>now</i>	CERTIFICATE OF FORMATION
ARTICLES OF AMENDMENT	<i>now</i>	CERTIFICATE OF AMENDMENT
RESTATED ARTICLES OF INCORPORATION	<i>now</i>	RESTATED CERTIFICATE OF FORMATION
ARTICLES OF CORRECTION	<i>now</i>	CERTIFICATE OF CORRECTION
ARTICLES OF DISSOLUTION	<i>now</i>	CERTIFICATE OF TERMINATION
ARTICLES OF MERGER	<i>now</i>	CERTIFICATE OF MERGER
ARTICLES OF CONSOLIDATION	<i>now</i>	CERTIFICATE OF MERGER
APPLICATION OF CERTIFICATE OF AUTHORITY	<i>now</i>	APPLICATION FOR REGISTRATION

INTRODUCTION – A GUIDE FOR VOLUNTEER EMS PROVIDERS

To qualify under the VOLUNTEER EMERGENCY MEDICAL SERVICES PROVIDER status(Bingo Enabling Act §2001.002 (a)(6):

A Volunteer Emergency Medical Services Provider that has existed in this state for at least three years.

Your organization has decided it wants to conduct bingo to fund a charitable purpose, and needs to be licensed to legally operate.

Listed below are a few questions to consider before your organization begins the application process:

1. Is your organization a non-profit unincorporated association or corporation?
2. Is the conduct of bingo legal in the municipality, county, or justice precinct where your organization has its primary business office?

If not, you may be able to play in an adjacent county where bingo is legal. Check the adjacent counties.

3. Has your organization been organized in the state of Texas for at least three years?
4. Does your organization have a bona fide membership list/roster?

If you answer “NO” to any of these questions, you are not currently qualified for a license to conduct charitable bingo.

If you answer “YES” to all of the questions, proceed with your application and utilize this guide to assist you in the process.

ORGANIZED IN TEXAS FOR THREE YEARS

The applicant must have been organized in Texas for at least three years.

What is needed:

A copy of a listing in a publication such as a national roster or newspaper article naming the organization.

Or

A letter to the applicant from a government agency.

This document submitted to confirm must reflect the applicant's name, Texas address, and either be dated three-years before the application date or establish the date the organization was founded.

Submit one of the following:

- A copy of a listing in a publication.

Or

- A newspaper article (if not affiliated with a state or national organization).

Or

- A letter to the applicant from a government agency.

EXAMPLE of Government Agency Letter

<p>Internal Revenue Service P.O. Box 2508 Cincinnati, OH 45201</p>	<p>Department of the Treasury</p>
<p>Date: December 2, 2011</p>	<p>Person to Contact: Ms. Harris #0123456</p>
<p>Building a Better Community %John Doe 1234 Town Street Town, USA 12345</p>	<p>Toll Free Telephone Number: 877-829-5500</p>
	<p>Federal Identification Number: 12-3456789</p>

Dear Sir or Madam:

This is in response to your request of December 1, 2011, regarding your tax-exempt status.

Our records indicate that in December 1968 the Building a Better Community was recognized as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code and was classified as a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(a)(vi) of the Code.

Even though the Building a Better Community was issued an individual ruling, this ruling covers its chapters, branches and auxiliaries.

Donor may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gift purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,
Cindy Thomas
Cindy Thomas
Manager, Exempt Organizations
Determinations

ACCEPTABLE GROUP LETTER

Letters are from the IRS and must include:

- 1) Group's EIN
- 2) Groups's name and address.
- 3) Dated at least 3 years prior to dated application.

CRIMINAL HISTORY INVESTIGATION

The applicant must ensure that none of the organization's officers, directors and operators have been convicted in any jurisdiction of a gambling or gambling-related offense, with the exception of a criminal fraud offense that is a Class C misdemeanor.

The Commission will compare the number of officers and directors included in the documents to the application to ensure all officers and directors have been disclosed.

A criminal history check on all officers, directors and operators will occur.

Any officer, director, or operator listed on the application not meeting the criminal history background requirement must resign before a license may be issued.

The guidelines and factors used by the Charitable Bingo Operations Division related to bingo workers can be found at: http://www.txbingo.org/export/sites/bingo/Documents/Guidelines_for_Current_Licensees_Registered_Workers_and_Applicants.pdf.

What is needed:

A signed copy of the applicant organization's organizing instruments, including any bylaws, constitution, charter, and articles of incorporation that list the officer and director positions.

Or

If officers and/or directors are not listed in organizing instruments, a current membership list identifying officers and directors.

If officer and/or director positions are unfilled, a statement signed by an officer indicating which positions are vacant.

Submit one of the following:

- Copy of organizing instruments that list officers and directors.

Or

- Copy of current membership list, noting all officers and directors.

EXAMPLE of Nonprofit Bylaws/Constitution

Bylaws are your organization's internal affairs guidebook. Your Bylaws establish procedures for holding elections, organizing meetings, quorum requirements, membership structure (if needed) and other essential operations of your nonprofit. Your Bylaws serve as your organizational manual and will help guide you through the orderly operation of your organization.

BYLAWS OF WXYZ COUNTY VOLUNTEER E.M.S. INC. AMENDED IN THEIR ENTIRETY A NONPROFIT CORPORATION

Article I. Offices

1.01 Principal Office

The principal office of the Corporation in the state of Texas shall be located at 1234 Austin Street, Xxxx, Wxyz County, Texas 70000. The Board may change the location of the offices of the Corporation.

1.02 Registered Office and Registered Agent

The Corporation will maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the Corporation's principal office in Texas. The Board may change the registered office and the registered agent as permitted in the Texas Business Corporations Code.

Article II. Members

2.01 Members

The Corporation shall have members...

2.02 Voting Rights

Each member in good standing...

2.03 Resignation and Termination of Members

Any member may resign from the Corporation by...

Article III. Meetings of Members

3.01 Annual Membership Meeting

The Board of Directors will hold an annual meeting of members at...

3.02 Monthly Business Meetings

Business Meetings shall be held on the second Tuesday of each month...

EXAMPLE of Articles of Nonprofit Bylaws/Constitution (cont'd)

3.03 Special Meeting

Special meetings of the members may be called by the President, the Board of Directors...

3.04 Place of Meeting

The Board of Directors may designate any place, within the state of Texas...

3.05 Notice of Meeting

Written or printed notice stating the place, day and hours of any meeting of members...

3.06 Eligibility to Vote at Members' Meetings

A member in good standing is entitled to vote at a meeting of the members of the Corporation.

Article IV. Board of Directors

4.01 Management of Corporation

The Board of Directors will manage corporate affairs.

4.02 Number, Qualifications, and Tenture of Directors

The number of Directors will be five (5). Directors do not need to be members of the Corporation.

4.03 Nominating Directors

The Board of Directors shall appoint a nominating/election committee...

4.04 Electing Directors

The nominating/voting committee shall hold early voting...

4.05 Vacancies

The Board of Directors will fill any vacancy in the Board of Directors...

4.06 Annual Meeting

The annual meeting of the Board of Directors may be held...

4.07 Regular Meetings

The Board of Directors may provide for regular meetings by resolution stating the time and place of such meetings.

4.08 Special Meetings

Special Board of Directors meetings may be called by, or at the request of...

EXAMPLE of Articles of Nonprofit Bylaws/Constitution (cont'd)

4.09 Notice

Written or printed notice of any special meeting of the Board of Directors...

4.10 Quorum

A majority of the number of directors then in office constitutes a quorum...

4.11 Duties of Directors

Directors will discharge their duties, including any duties as committee members...

4.12 Delegating Duties

Directors may select advisors and delegate duties and responsibilities to them such as...

4.13 Interested Directors

Contracts or transactions between directors, officers, or members who have...

4.14 Actions of the Board of Directors

The members will try to act by consensus. However, if a consensus is not...

4.15 Compensation

Directors may not receive salaries for their services.

4.16 Informal Action by Board of Directors

Any action required by law to be taken at a meeting of the Board of Directors...

4.17 Removing Directors

The Board of Directors may vote to remove a director at any time only for...

Article V. Officers

5.01 Officers

The Corporation's officers will be a President, a Vice President, a Secretary, and a Treasurer.

5.02 Election and Term of Office

The Officers of the Board of Directors shall be elected by the...

5.03 Removal of Officers

Any officer elected or appointed may be removed by the Board of Directors whenever...

EXAMPLE of Articles of Nonprofit Bylaws/Constitution (cont'd)

5.04 Vacancies

The Board of Directors may select and appoint a person to fill a vacancy in any office for the unexpired portion of the officer's term.

5.05 President

The President shall be the chief executive officer of the Corporation.

5.06 Vice President

When the President is absent, cannot act, or refuses to act, the Vice President will perform the President's duties...

5.07 Treasurer

The Treasurer or his/her designee will...

5.08 Secretary

The Secretary or his/her designee will...

5.09 Executive Director

The Board of Directors shall appoint an Executive Director for the Corporation.

Article VI. Committees

6.01 Committees of Board of Directors

The Board of Directors, by resolution adopted by a majority of the Board of Directors in office...

6.02 Other Committees

Other committees not having and exercising the authority of the Board of Directors...

6.03 Term of Office

Each member of a committee shall continue as a member of the committee until...

6.04 Chairman

One member of each committee shall be appointed Chairman of the Committee...

6.05 Vacancies

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

6.06 Quorum

Unless otherwise provided in the resolution of the Board of Directors...

EXAMPLE of Articles of Nonprofit Bylaws/Constitution (cont'd)

6.07 Rules

Each committee may adopt rules for its own government...

Article VII. Contracts, Checks, Deposits, and Funds

7.01 Contracts

The Board of Directors may authorize any officer or officer's agent...

7.02 Checks and Drafts

All checks, drafts or orders for the payment of money...

7.03 Deposits

All funds of the Corporation shall be deposited...

7.04 Gifts

The Board of Directors or the Executive Director may accept on behalf of...

Article VIII. Books and Records

8.01 Books and Records

The Corporation shall keep correct and complete books and records of account...

Article IX. Fiscal Year

9.01 Fiscal Year

The fiscal year of the Corporation shall begin on the first day of January and end on the last day in December in each year.

Article X. Seal

10.01 Seal

The Board of Directors shall provide a Corporate Seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation and the words "Wxyz County Emergency Medical Services, Inc."

Article XI. Waiver of Notice

11.01 Signed Waiver of Notice

Whenever any notice is required by law or under these Bylaws, a written waiver signed by...

EXAMPLE of Articles of Nonprofit Bylaws/Constitution (cont'd)

11.02 Waiving Notice by Attendance

A person's attendance at a meeting constitutes...

Article XII. Special Procedures Concerning Meetings

12.01 Meeting by Telephone

The Board of Directors, and any committee of the Corporation, may hold a meeting by telephone conference-call procedures.

12.02 Decision without Meeting

Any decision required or permitted to be made at a meeting of the members...

Article XIII. Amendments To Bylaws

13.01 Amending Bylaws

These Bylaws may only be altered, amended, or repealed by...

Article XIV. Miscellaneous Provisions

14.01 Construction of Bylaws

These Bylaws will be construed under Texas law.

14.02 Legal Construction

To the greatest extent possible, these Bylaws shall be construed to confirm to all legal requirements and all requirements for obtaining and maintaining all tax exemptions that may be available to non-profit corporations.

Presented for adoption by these members of the bylaws committee on _____, 20__.

Adopted at the General Membership Meeting of the Corporation held on _____, 20__, after being read at three consecutive scheduled regular meetings on _____, 20__; _____, 20__; and _____, 20__.

President

Secretary

ORGANIZATION'S MEMBERS AS OPERATORS

The applicant may appoint only the organization's members to serve as operators.

What is needed:

A current membership list with all officers and directors noted. The membership list will be compared to the persons listed on the application to confirm that only members have been named as operators.

Submit the following:

- Copy of membership list with officers and directors noted.

DEMONSTRATION PROCESS

The applicant must demonstrate that the organization has made significant progress toward the accomplishment of its purposes during the twelve months preceding the date of application.

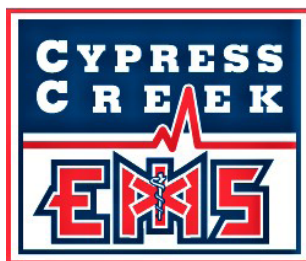
What is needed:

A Call List which shows the type of incident and location for the 12-month period prior to the date the application was

Submit the following:

- Call List

EXAMPLE of Call List



2017-05-17 16:02:37 <Dispatch EMS>

BOX: 074-04 CALL: GSW/STAB ADDR: 1309 SHORE RD PL: UNIT: IV745 M55 FS52 INFO: USE THE REAR OF THE HOME...ARMED GUARD.ACCIDENTALLY SHOT HIMSELF IN THE KNEE DATE: 05-17-17 TIME: 16:02:34 ID: 171371779

2017-05-17 15:09:42 <Dispatch EMS>

BOX: 012-11 CALL: ASLT W/INJ NOT DANGEROUS ADDR: 232 ENDSLEIGH AV PL: UNIT: A746 FS52 INFO: COMPL GRANDSON WAS BEAT UP BY SEVERAL SUBJ DATE: 05-17-17 TIME: 15:09:38 ID: 171371675

2017-05-17 15:00:55 <Dispatch EMS>

BOX: 007-01 CALL: UNCONS, EFFECTIVE BREATH ADDR: 8620 KELSO DR PL: UNIT: M746 FS52 INFO: GOLDENRING CO OP...F PT HAS PASSED OUT DATE: 05-17-17 TIME: 15:00:52 ID: 171371658

2017-05-17 14:37:51 <Dispatch EMS>

BOX: 021-01 CALL: NON-URGENT ASSIST REQUEST ADDR: 201 LARKSPUR LA PL: UNIT: E211 IV745 FS52 INFO: MOBILE HOME PARK, PEEPERMINT WOODS ...F SAT DOWN ON THE FLOOR IN THE SHOWER ROOM AND CAN NOT GET UP DATE: 05-17-17 TIME: 14:37:49 ID: 171371577

2017-05-17 14:20:18 <Dispatch EMS>

BOX: 012-06 CALL: TRBR-W/DIFF SPEAKING ADDR: 711 HIGHVILLA RD PL: UNIT: M746 FS52 INFO: OREMS ES NURSES OFFICE; 9YOF PT HAVING TRBR, USED INHALER ALREADY AND WAS TOLD BY DOCTOR NOT TO USE IT AGAIN, MOTHER IS AT LOC DATE: 05-17-17 TIME: 14:20:16 ID: 171371588

2017-05-17 14:02:42 <Dispatch EMS>

BOX: 007-17 CALL: SEIZ PT STILL SEIZING EPI ADDR: 1 BRETT CT APT 113 PL: UNIT: M746 FS52 INFO: COMPL GRANDSON IS HAVING A SEIZURE DATE: 05-17-17 TIME: 14:02:40 ID: 171371558

2017-05-17 13:45:52 <Dispatch EMS>

BOX: 012-09 CALL: TROUBLE BREATHING ADDR: 9913 BIRD RIVER RD PL: UNIT: M746 FS52 INFO: FATHER IS HAVING TRBR DATE: 05-17-17 TIME: 13:45:47 ID: 171371530

LICENSE APPLICATION REQUIREMENTS, SECTION 2001.102 (a)(b)(c)

What is needed:

The most recent copy of *IRS Form 990* if the organization is required to file it with the IRS.

Indicate on application (*FORMID 1, Item 11*) if organization is not required to file *Form 990*.

A signed copy of the applicant organization's organizing instruments, including bylaws, constitution, charter and articles of incorporation.

If the organization is organized under the law of this state, the organization must be in good standing with the Texas Secretary of State (SOS). The Commission will request additional documentation from the applicant if unable to validate good standing directly with the SOS.

This documentation may include a copy of "Tax Clearance Letter for Reinstatement" from the Texas State Comptroller of Public Accounts and a stamped, filed copy of an "Application for Reinstatement" from the SOS.

Submit the following:

- Most recent copy of *IRS Form 990* (if required to file).
- A signed copy of applicant's organizing instruments.

And one of the below items as needed:

- The applicant is in good standing with the Texas Secretary of State. (The right to do business in Texas)

Or

- Tax Clearance Letter for Reinstatement

Or

- Application for Reinstatement

EXAMPLE of IRS Form 990

Form 990-EZ Department of the Treasury Internal Revenue Service	Short Form Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)	OMB No. 1545-1150 2016 Open to Public Inspection
▶ Do not enter social security numbers on this form as it may be made public. ▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990 .		
A For the 2016 calendar year, or tax year beginning _____, 2016, and ending _____, 20____		
B Check if applicable:		
<input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization _____ Number and street (or P.O. box, if mail is not delivered to street address) Room/suite _____ City or town, state or province, country, and ZIP or foreign postal code	D Employer identification number _____ E Telephone number _____ F Group Exemption Number ▶ _____
G Accounting Method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other (specify) ▶ _____		
I Website: ▶ _____		H Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).
J Tax-exempt status (check only one) — <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other _____		
L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ _____		
Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)		
Check if the organization used Schedule O to respond to any question in this Part I <input type="checkbox"/>		
	1 Contributions, gifts, grants, and similar amounts received	1 _____
	2 Program service revenue including government fees and contracts	2 _____
	3 Membership dues and assessments	3 _____
	4 Investment income	4 _____
	5a Gross amount from sale of assets other than inventory 5a _____	
	b Less: cost or other basis and sales expenses 5b _____	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) 5c _____	
	6 Gaming and fundraising events	
	a Gross income from gaming (attach Schedule G if greater than \$15,000) 6a _____	
	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) 6b _____	
	c Less: direct expenses from gaming and fundraising events 6c _____	
	d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) 6d _____	
	7a Gross sales of inventory, less returns and allowances 7a _____	
	b Less: cost of goods sold 7b _____	
	c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) 7c _____	
	8 Other revenue (describe in Schedule O) 8 _____	
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶ 9 _____	
	10 Grants and similar amounts paid (list in Schedule O) 10 _____	
	11 Benefits paid to or for members 11 _____	
	12 Salaries, other compensation, and employee benefits 12 _____	
	13 Professional fees and other payments to independent contractors 13 _____	
	14 Occupancy, rent, utilities, and maintenance 14 _____	
	15 Printing, publications, postage, and shipping 15 _____	
	16 Other expenses (describe in Schedule O) 16 _____	
	17 Total expenses. Add lines 10 through 16 ▶ 17 _____	
	18 Excess or (deficit) for the year (Subtract line 17 from line 9) 18 _____	
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) 19 _____	
	20 Other changes in net assets or fund balances (explain in Schedule O) 20 _____	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ 21 _____	
For Paperwork Reduction Act Notice, see the separate instructions.		
Cat. No. 106421		Form 990-EZ (2016)

EXAMPLE of IRS Form 990 (cont'd)

Part II **Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	22	22
23 Land and buildings	23	23
24 Other assets (describe in Schedule O)	24	24
25 Total assets	25	25
26 Total liabilities (describe in Schedule O)	26	26
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	27	27

Part III **Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? _____

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	_____		
	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	
29	_____		
	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30	_____		
	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31	Other program services (describe in Schedule O)		
	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32	Total program service expenses (add lines 28a through 31a)	32	

Part IV **List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated – see the instructions for Part IV)
Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

EXAMPLE of IRS Form 990 (cont'd)

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V.

		Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33		
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34		
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a	37a		
b Did the organization file Form 1120-POL for this year?	37b		
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b		
39 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on line 9	39a		
b Gross receipts, included on line 9, for public use of club facilities	39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____; section 4912 ▶ _____; section 4955 ▶ _____			
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____			
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____			
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		
41 List the states with which a copy of this return is filed ▶ _____			
42a The organization's books are in care of ▶ _____ Telephone no. ▶ _____ Located at ▶ _____ ZIP + 4 ▶ _____			
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b	Yes	No
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: ▶ _____	42c		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43	43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		
c Did the organization receive any payments for indoor tanning services during the year?	44c		
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b		

EXAMPLE of IRS Form 990 (cont'd)

Form 990-EZ (2016)

Page **4**

		Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	<input type="checkbox"/>	<input type="checkbox"/>

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

		Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47	<input type="checkbox"/>	<input type="checkbox"/>
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	<input type="checkbox"/>	<input type="checkbox"/>
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	<input type="checkbox"/>	<input type="checkbox"/>
b If "Yes," was the related organization a section 527 organization?	49b	<input type="checkbox"/>	<input type="checkbox"/>
50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."			

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ **Yes** **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here		Date
	Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

May the IRS discuss this return with the preparer shown above? See instructions ▶ **Yes** **No**

EXAMPLE of Tax Clearance Letter



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O. Box 13528 • Austin, TX 78711-3528

Tax Clearance Letter for Reinstatement*

To: Texas Secretary of State
Corporations Section

Re: Taxpayer number:
File number:


The referenced entity has met all franchise tax requirements and is eligible for reinstatement through

* The reinstatement must be filed with the Texas Secretary of State on or before the expiration date of this letter. After this date, additional franchise tax filing requirements must be met, and a new request for tax clearance must be submitted.

You can file for reinstatement online at www.sos.state.tx.us/corp/sosda/index.shtml. Forms and instructions for reinstatement are available at www.sos.state.tx.us/corp/forms_option.shtml or by calling 512-463-5555. This tax clearance letter must be attached to the reinstatement forms.

Form 05-377 (Rev.4-14/5)

EXAMPLE of Application for Reinstatement

Form 801 (Revised 05/11)	<p>This space reserved for office use.</p>  <p>Application for Reinstatement And Request to Set Aside Tax Forfeiture</p>
Submit in duplicate to: Secretary of State P.O. Box 13697 Austin, TX 78711-3697 512 463-5555 FAX: 512 463-5709 Filing Fee: See instructions	

1. The entity name is: _____

The entity is a foreign entity that was required to obtain its registration under a name that differs from the legal name stated above. The name under which the entity is registered is: _____

2. The file number issued to the entity by the secretary of state is: _____

3. The entity was forfeited or revoked under the provisions of the Tax Code on: _____
mm/dd/yyyy

4. The undersigned requests that the forfeiture or revocation of the entity be set aside, and certifies that:

- a. The entity has filed each delinquent report that is required by chapter 171 of the Tax Code and has made payment for the tax, penalty, and interest imposed and that is due at the time of this application as evidenced by the attached tax clearance letter; and
- b. On the date of forfeiture or revocation, the undersigned person was:
 - an officer, director or shareholder of the above-named for-profit or professional corporation; or
 - an officer, director, shareholder or member of the above-named professional association; or
 - an officer, director, or member of the above-named nonprofit corporation; or
 - a member or manager of the above-named limited liability company; or
 - a partner of the above-named limited partnership; or
 - a trustee or beneficial owner of the above-named statutory or business trust.

Additional Required Documentation or Filings

Comptroller of Public Accounts Tax Clearance Letter

Letter of Consent or Amendment to Certificate of Formation or Registration (Required when entity name is no longer available.)

Execution

The undersigned declares under penalty of perjury, and the penalties imposed by law for the submission of a materially false or fraudulent instrument, that the undersigned is authorized to make this request; that the statements contained herein are true and correct, and that tax clearance was not obtained by providing false or fraudulent information.

Date: _____

BY: _____

Signature of authorized person (see instructions)

Printed or typed name of authorized person

Form 801 3

EXAMPLE of Letter of Good Standing

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Carlos H. Cascos
Secretary of State

Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Certificate of Formation for _____, a Domestic Limited Liability Company (LLC), was filed in this office on June 18, 2012.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on May 23, 2016.



A handwritten signature in black ink, appearing to read "Cascos" followed by a horizontal line.

Carlos H. Cascos
Secretary of State

Phone: (512) 463-5555
Prepared by: SOS-WEB

Come visit us on the internet at <http://www.sos.state.tx.us/>
Fax: (512) 463-5709
TID:

Dial: 7-1-1 for Relay Services
Document:

REQUIRED TRAINING

1. The Pre-Licensing Interview Training is required to be completed by the Bingo Chairperson and one individual designated as an operator. The Pre-Licensing Interview is on the website: **www.txbingo.org**
2. The Bingo Chairperson is required to take the On-Line Bingo Training located in the Bingo Service Portal: **<https://bsc.txbingo.org/>**

REQUIRED FORMS

1. *Application for an Original License to Conduct Bingo FORMID 1 (Part 1)*
2. *Application for an Original License to Conduct Bingo Supplement FORMID 7 (Part 2)*
3. *Add Individuals to a License to Conduct Bingo FORMID 2*
4. **Bond Information (Submit one of the following)**
 - a. **Assignment of Security for a License to Conduct Bingo FORMID 3**
(Assignment of an account, such as Certificates of Deposit/Savings, for the specified amount to the Texas Lottery Commission.)
 - b. **Surety Bond for a License to Conduct Bingo FORMID 4** (Provide a bond from an authorized agent.)
 - c. **Cash Bond** (Send a check or money order payable to “Texas State Comptroller”.)
 - d. **U.S. Treasury Bonds**
 - e. **Letters of Credit**

SUPPLEMENTAL FORMS

1. **Application for Registry of Bingo Workers FORMID 46** (This form must be completed by a person that will be involved with the conduct of bingo as an operator, manager, cashier, usher, caller, salespersons, bookkeeper, or Bingo Chairperson for an annual license holder.)
2. **Add Designated Member to Conductor License FORMID 62** (This form must be submitted by an applicant for a license to conduct bingo to designate an individual as a member of their organization for the purposes of conducting bingo and other law.)
3. **Verification by Parent for Charitable Organization Conductor FORMID 110** (This form must be submitted by an organization applying for a license to conduct charitable bingo in Texas that is a subordinate organization to a parent organization. The form will verify that the subordinate organization is in good standing with the parent organization and whether the subordinate organization is covered under the 501(c) group exemption letter issued by the Internal Revenue Service (IRS) to the parent organization.)
4. **Return of Organization Exempt From Income Tax IRS Form 990** (This form is used by tax-exempt organizations and nonexempt charitable trusts, to provide the IRS with the information required by section 6033 of the Internal Revenue code.)

**All forms, except for IRS forms, are available on the
Texas Charitable Bingo Operations Division website;
txbingo.org**

A FINAL-QUICK CHECKLIST

Ensure that all forms, fees and documentation are submitted with the application package.

Submit Now:

1. **Application for an Original License to Conduct Bingo FORMID 1.** Do not leave any item blank. If an item does not apply, enter “N/A.”
2. **Add Individuals to a License to Conduct Bingo FORMID 2.**
3. **Application for Registry of Bingo Workers FORMID 46.**
4. **Pre-License Interview Training** for Bingo Chairperson and one operator. This training must be completed before the license will be issued.
5. **Bingo Training Program** for the Bingo Chairperson must be completed before the license will be issued.
6. All documents required in this guide.

May submit now or when notified:

1. **Bond** – Submit a check made payable to “Texas State Comptroller” or *Assignment of Security for a License to Conduct Bingo FORMID 3* or *Surety Bond for a License to Conduct Bingo FORMID 4* for the amount calculated.
2. Playing location, days and times of play.
3. **License fee balance.** This is the license fee for your applicable license class, less the non-refundable fee to defray administrative costs. (Fees are eliminated for Conductor licenses 09/01/17.)

Ensure all required documentation is submitted.

For assistance:
1-800-BINGO77
(1-800-246-4677)

txbingo.org

bingo.services@lottery.state.tx.us