

**TO: NEW YORK STATE LICENSED SUPPLIERS/MANUFACTURERS**  
**SUBJECT: RENEWAL OF NEW YORK STATE SUPPLIER'S LICENSE**

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All current New York State Supplier's Licenses expire December 31, 2009. Enclosed please find application forms which must be completed and filed with the Racing and Wagering Board. Any application that is postmarked on or before December 31, 2009, will have continuing rights for the 2010 licensing year. If your renewal application is not received and/or postmarked by December 31, 2009, your company will be deemed unlicensed and therefore will not be allowed to sell games of chance or bingo supplies within New York State.

Your company no longer needs to submit two applications if applying for both games of chance and bingo. Both games of chance and bingo may be submitted on one form. If your company submits any of the old forms, they will be returned to be completed on the new forms.

**PLEASE MAKE SURE THAT ALL QUESTIONS ON EACH OF THE FORMS ARE COMPLETED IN FULL. FAILURE TO COMPLETE ANY PART WILL DELAY PROCESSING OF YOUR APPLICATION.**

The renewal application includes **Form GC/BC-106** (Application for Games of Chance and/or Bingo Supplier's License); **Form 104** (Partnerships, etc.); **Form 105** (Corporation); **Form 108** (List of Employees, etc.); and **Form 103** (Individual Statement for all owners, partners, officers, stockholders, salesmen, managers, etc.). *Forms 103 and GC/BC-106 must be notarized.* For each Form 103 (Individual Statement) filed, a current color photo must be attached.

Section 57 of the Workers' Compensation Law requires the heads of all State and municipal entities to ensure that businesses applying for any permits, licenses or entering into contracts have appropriate workers' compensation insurance coverage prior to issuing those permits, licenses or entering into contracts.

As directed by the New York State Workers' Compensation Board (WCB), Form WC/DB-100, that was used to demonstrate exemption from workers' compensation and/or disability benefits insurance, was retired on **December 1, 2008.** Accordingly, a WC/DB-100 will not be accepted after that date. Instead, Form CE-200, which replaces Form WC/DB-100, must now be used for applicants seeking exemptions.

The documents that represent proof of New York coverage are a State Insurance Fund form U-26.3 or WCB form C105.2. ACORD forms are NOT acceptable proof of New York State workers' compensation insurance coverage! Questions regarding these requirements maybe directed to the Workers' Compensation Board's Bureau of Compliance at (866) 546-9322.

Historically, the WC/DB-100 exemption forms had to be notarized, and had to be stamped by the New York State Workers' Compensation Board. On December 1, 2008, this process changed. **Exemptions** no longer have to be notarized, nor do they have to be stamped by the NYS Workers' Compensation Board. After December 1, 2008, applicants eligible for exemptions must file a new CE-200 for each and every new or renewed license application. Each CE-200 will specifically list the issuing government agency and the specific type of license requested by the applicant.

To make this process as easy and as efficient as possible, applicants will be able to fill out the CE-200 on-line through the WCB's website ([www.wcb.state.ny.us](http://www.wcb.state.ny.us), under the heading "Forms"). Immediately upon completion, the applicant will be able to print out a copy of the CE-200 and submit it to the Racing and Wagering Board along with their license application.

Each licensed supplier and manufacturer is required to report the amount of gross sales of equipment and supplies sold to organizations licensed to conduct Bingo and/or Games of Chance in New York State. As a reminder, a modification was made to the method of reporting and the prepayment of licensing fees are no longer required. During the first week of January, your company will receive a computation fee form that will be based on actual gross sales for the preceding year. **No fee is to accompany your application at this time.**

Please send your completed application:

NYS Racing & Wagering Board  
1 Broadway Center, Suite 600  
Schenectady, New York 12305-2553  
Attn: Tracey A. Rubino

If you have any further questions, feel free to contact Tracey Rubino at (518) 395-5400 ext 1309.