

TO: NEW YORK STATE LICENSED SUPPLIERS/MANUFACTURERS
SUBJECT: APPLICATION TO BECOME A NEW YORK STATE SUPPLIER

A person, firm, partnership, organization, association, joint venture, corporation, or other business entity desiring to manufacture, sell or distribute games of chance and/or bingo supplies, devices, or equipment to any authorized organization licensed to conduct games of chance and/or bingo, licensed games of chance supplier and/or bingo, or licensed authorized games of chance lessor and/or bingo in New York State must first secure a games of chance and/or bingo supplier's license from the New York State Racing and Wagering Board.

If you desire to secure a license, you are required to complete the enclosed forms.

- **Form GC/BC-106 (Application for Games of Chance and/or Bingo Supplier's License)**

This form must be completed by all types of businesses. *This form must be notarized.*

- **Form 105 (Schedule C – Corporation Statement)**

This form must be completed if the applicant is a corporation. If the applicant is a foreign corporation (not incorporated in New York), see enclosed instruction sheet for foreign corporations.

- **Form 104 (Schedule B – Partnerships, Associations, etc.)**

This form must be completed if the applicant is a partnership, association, joint venture, etc.

- **Form 103 (Schedule D – Individual Statement)**

This form is used for individual applicants and also for corporate officers, directors, stockholders, partners, and salespersons involved with New York sales. Two current color photos (size 1 ½ x 1 ½) of all persons who are required to complete Form GC-103 must accompany this form. The back of each photo please indicate the persons name. *This form must be notarized.* Fingerprints are required of each person completing Form 103 (print cards are enclosed). If additional cards are required, please contact our office.

- **Form 108 (Schedule E – List of Employees, etc.)**

The names, addresses and job duties of all employees, representatives and agents of the applicant must be listed on this form.

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.

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, 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.

Please send two copies of your completed application along with a check for \$25.00 to:

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

In addition, our rules and regulations can be found on our website www.racing.state.ny.us. If you have any further questions, feel free to contact Tracey Rubino at (518) 395-5400 extension 1309.