

PROCEDURE TO OBTAIN A RAFFLE AND BAZAAR PERMIT

INITIAL REQUEST

Organization applies to city/town clerk in community in which event is to be held.

CLERK APPROVES APPLICATION

Forwards application to Police Chief in local community.

POLICE CHIEF APPROVES APPLICATION

Returns application to clerk

CLERK ISSUES PERMIT TO ORGANIZATION

Forwards "NOTICE OF ISSUANCE" form to Massachusetts State Lottery Commission.

MSLC NOTIFIES ORGANIZATION IMMEDIATELY OF TAX PAYMENT REQUIRED

Packet mailed includes:

- 1) Tax Forms
- 2) Instructions
- 3) Pertinent Bulletins & Cover Letter

ORGANIZATION RESPONDS

Tax Forms assigned ID#
Forms sent to Computer
Notices filed
Tax payments sent to
Treasurer's Office on
Receipt Voucher

ORGANIZATION FAILS TO RESPOND

Organization sent second notice

ANNUAL REPORT

An organization issued a permit shall, within thirty days of the expiration of its permit, submit a report in duplicate with the city or town clerk. The clerk shall send one copy to the Commissioner of Public Safety. This form requires the names and addresses of winners of \$25.00 or more.

THE COMMONWEALTH OF MASSACHUSETTS TOWN OF HADLEY

APPLICATION FOR PERMIT TO CONDUCT RAFFLES AND BAZAARS (C. 810, ACTS OF 1969)

Name and address of Nonprofit Organization:

Evidence of Qualification for Permit:

- ☐ (a) Veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- ☐ (b) Church or religious organization; or,
- ☐ (c) Fraternal or fraternal benefit society; or,
- ☐ (d) Education or charitable organization; or,
- ☐ (e) Civic or service club or organization; or,
- ☐ (f) Club or organization organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Officer or members of the organization responsible for the organization of the raffle or bazaar:

| | Name | Residence Address |
|-----|-------|-------------------|
| (1) | _____ | _____ |
| (2) | _____ | _____ |
| (3) | _____ | _____ |

Uses to which net proceeds will be applied: _____

Application certified to be in conformity
With C. 810, Acts of 1969:

(Signature of authorized officer or member of organization)

Town Clerk

PERMIT (ISSUED) (DENIED)

Date

Town Clerk

The applicant (is) (is not) qualified to operate raffles and
bazaars under the provisions of C. 810, Acts of 1969:

Chief of Police

RAFFLES AND BAZAARS

Town of Hadley, MA

1. Evidence of being organized and functioning for 2 years in MA

Date _____

I hereby certify that the records, including meeting minutes, of the _____
(name of organization) show that this organization has been organized
and actively function in MA since _____.
(date)

Signed under the pains and penalties of perjury.

Secretary (Clerk) of Organization

2. Certificate of election of officers

I hereby certify that the records of _____ show that
(name of organization)
_____ was elected president, _____,
(name) (name)
was elected vice-president, and _____ was elected
(name)
Treasurer of this organization on _____ and are currently
(date)
holding office.

Signed under the pains and penalties of perjury.

Secretary (Clerk) of organization

3. Statement of officers as to individual's membership

We, the undersigned, being the officers of _____
(name of organization)
certify that _____, _____ and
_____ are members in good standing of this organization.

Signed under the pains and penalties of perjury.

(name and title)

4. Secretary's or Clerk's Certificate of Membership

I hereby certify that the records of _____ show that
(name of organization)
_____, _____, and
_____ are members in good standing of this
organization.

Signed under the pains and penalties of perjury.

Secretary (Clerk) of Organization

5. Statement as to promotion by members and uses of funds

We, the undersigned, being the officers of _____
(name of organization)

Hereby certify that the promotion and operation of any raffle(s)/bazaar(s) conducted under a permit issued as a result of the attached application will be conducted only by qualified members of the above named organization, that no part of the earnings will inure to the benefit of any member or shareholder, and that net earnings will be used solely for the purpose(s) named in the application.

Signed under the pains and penalties of perjury.

SEAL (if any)

(name and title)

NOTICE TO APPLICANTS FOR RAFFLE & BAZAAR PERMITS

Internal Revenue Code Section 3402(q) and the regulations thereunder require that information return (Form w-2G) must be filed for each person to whom a payor pays winnings from gambling if such winnings total \$600.00 (cash or equivalent) or more. This includes winnings for raffles and lotteries. In addition, when the proceeds exceed \$1,000.00 (after the price of the ticket is subtracted) the payor must withhold at the rate of 20%, even if the prize is other than cash. For example, if an automobile with a fair market value of \$10,000.00 is given as a prize, you must receive payment from the winner of \$2,000.00 before the vehicle may be presented to the winner. If the payor deducts less than the correct tax or fails to deduct any part of the tax when warranted, he/she could become liable for the tax. Gambling winnings are treated as payments by employer to employee for federal withholding tax purposes.

Forms W-2G are to be filed with the Internal Revenue Service on or before February 28th of the calendar year following the year in which the payment of winnings is made. They are transmitted by attaching to Form W-3G. Detailed instructions are provided with Form W-3G transmittal. Both forms are available at any Internal Revenue Service Office.

ADDITIONAL QUESTIONS?

Division of Public Charities (617) 727-2200, ext. 2120

Mass State Lottery Commission (781)849-5527