

## Chapter 230-10 WAC BINGO RULES

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### WAC

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## BINGO DEFINITIONS AND EQUIPMENT REQUIREMENTS

**WAC 230-10-001 Defining "licensees," "licensee," "organizations," "organization," "operators" and "operator."** (1) In this chapter of the rules, "licensee" and "licensees" means those charitable or nonprofit organizations which we require to be licensed to conduct gambling activities.

(2) In this section of the rules, "organization" and "organizations" means:

(a) Licensees; and

(b) All bona fide charitable or nonprofit organizations conducting unlicensed gambling activities authorized by chapter 9.46 RCW.

(3) In this section of the rules, "operator" and "operators" mean licensees, organizations, and individuals.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-001, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-001, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-005 Agricultural fair bingo game licensees must only allow a permittee to operate bingo under their license.** An agricultural fair licensed for the operation of bingo must not allow any person to conduct bingo under the fair's license unless that person has applied for and received an agricultural fair bingo permit from us.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-005, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-010 Defining "bingo game."** "Bingo game" means a game using bingo cards where bingo balls are drawn to determine a winner. All bingo games must have a winner determined by the matching of numbers on a bingo card with numbers on the balls called by the operator.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-010, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-015 Defining "bingo session."** "Bingo session" means a continuous series of bingo games with no breaks except for short intermissions.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-015, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-020 Defining "bingo occasion."** "Bingo occasion" means a period of time beginning when the first number in the first bingo session is called and ending when the last winning number on the final winning bingo card of the last bingo session has been verified. This is also known as a "bingo day."

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-020, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-025 Defining "bingo equipment."** (1) "Bingo equipment" means all equipment for use in bingo games for which consideration is charged to play and prizes are awarded to winners. Bingo equipment includes, at least:

- (a) Bingo ball mixers that use air flow (blowers) or other mechanical means to mix balls and allow balls to be randomly drawn; and
- (b) Electronic flashboards that interface with the mixing and selection devices; and
- (c) Bingo cards; and
- (d) Electronic bingo card daubers, including the software and equipment connected with them; and
- (e) Any other device commonly used in the direct operation of the game.

(2) Bingo equipment does not mean general purpose equipment, such as:

- (a) Tables, chairs, or card stands; or
- (b) Audio or video equipment used only to communicate progress of the game to players; or
- (c) Computer or cash register equipment used to record sales or store records; or
- (d) General supplies, such as glue sticks, daubers, and other items for resale to players; or
- (e) Bingo games manufactured and sold for recreational purposes.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-025, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-030 Bingo card definitions.** For purposes of this title:

(1) "Card" means a unique group and configuration of numbers printed on paper, cardboard, or other material used in bingo games. This is also called a "face."

(2) "Card number" means the number the manufacturer assigns to identify a single card or face. The "card number" is also called a "face" or "perm" number.

(3) "Number" means numeral or symbol printed on the card.

(4) "Collate" means the process of cutting or assembling master sheets or precut sheets of cards from one or more sets of cards into packets or books for marketing purposes. "Collate" is also called "finish" or "finishing."

(5) "Collation" means a group of packets or books of cards assembled from more than one set of cards.

(6) "Cut" means the layout or orientation of cards or sheets of cards divided from a master sheet of cards. A "cut" may be either square, horizontal, or vertical.

(7) "Disposable bingo card" means a nonreusable paper bingo card manufactured by a licensed manufacturer.

(8) "Duplicate cards" means two or more cards that are imprinted with the same numbers.

(9) "On" means the number of cards imprinted on a sheet. (Example: "Three on.")

(10) "Pack" means a group of cards or sheets of cards collated into a book and each page or sheet is intended to play a separate bingo game, including "on-the-way" games, within a session. This is also called a "packet."

(11) "Product line" means a specific type of card identifiable by unique features or characteristics when compared to other types of cards the manufacturer markets. A "product line" includes all series and all cards within each series the manufacturer identifies.

(12) "Consecutively numbered" means a numbering system normally beginning with the number one, increased by one for each individual unit added to the group, and ending with a number identical to the total number of units assigned to that group.

(13) "Serial number" means a number the manufacturer assigns for identification and tracking purposes to a set of cards. The same number must not identify another set of cards from the same product line, color, border pattern, and series in less than 999,999 occurrences or twelve months, whichever occurs first. If the product line is used as a determining factor for assignment of a serial number, the difference between various product lines must be readily identifiable by observation.

(14) "Series" of cards means a specific group of cards that a manufacturer assigns consecutive card numbers. The first and last card numbers in a series typically identify the group of cards. (Example: The "1 to 9000 series.")

(15) "Set" of cards means a specific group of cards from the same product line, which are the same color, border pattern, and imprinted with the same serial number. A "set" of cards may include more than one series of cards.

(16) "Sheet number" means the number the manufacturer assigns to identify an arrangement of more than one card that results from dividing master sheets of cards to help marketing.

(17) "Skip" means the standard spread or difference between card or sheet numbers at different page levels in packs or packets.

(18) "Subset" means a portion of a set of cards or collation of packets that a licensed distributor divides to help marketing.

(19) "Up" means the number of pages or sheets collated into each packet or book of cards. (Example: "Eight up.")

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-030, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-030, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-035 Bingo card requirements.** Bingo cards must:

(1) Be preprinted cards manufactured by a licensed manufacturer or electronically generated cards produced by the operator using a printer interfaced with an electronic database system; and

(2) Not have the same serial number, color/border pattern, and card number as any disposable bingo cards on the premises. This includes player selection, keno, and speed bingo cards; and

(3) Have twenty-five spaces imprinted with numbers one of which may be a free space, arranged in five even columns headed with the letters B, I, N, G, and O, unless they are player selection or speed bingo cards.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-035, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-040 Disposable bingo cards—Additional requirements.**

- (1) Disposable bingo cards must:
  - (a) Meet all bingo card requirements; and
  - (b) Be imprinted with a unique set and configuration of numbers on each card; and
  - (c) Not duplicate cards within a specific product line; and
  - (d) Include a control system in each set which:
    - (i) Identifies that specific set and each specific card within that set; and
    - (ii) Allows tracking of the transfer of cards from the point of manufacture to the operator; and
    - (iii) Facilitates sale by the operator to the player.
- (2) Bingo licensees using the combination receipting method may divide sets or collations of cards into no more than ten subgroups. Licensees must follow disposable bingo card inventory control requirements for each subgroup.

[Statutory Authority: RCW 9.46.070. WSR 18-08-056, § 230-10-040, filed 3/30/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-040, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-045 Disposable bingo card inventory control.** Bingo licensees must control and account for all disposable bingo cards they purchase or otherwise obtain.

- (1) All licensees must keep:
  - (a) All purchase invoices, or photocopies of the invoices, for received disposable bingo cards on the bingo premises; and
  - (b) All manufacturer packing records as part of the inventory control record.
- (2) Bingo licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year must prepare an inventory control record in the format we require immediately after purchase of disposable bingo cards or before the next bingo session. We may approve alternative formats, such as electronically generated forms, if the licensee requests it in writing.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-045, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-045, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-050 Electronically generated bingo cards—Additional requirements.**

- (1) "Electronically generated bingo cards" means bingo cards for which a licensed manufacturer has predetermined the numbers and the sequence of arrangement and stored them electronically for computer access. Electronically generated bingo cards must:
  - (a) Meet the requirements for bingo cards; and
  - (b) Be printed by the licensed bingo operator, during the bingo session on a printer interfaced with the computer; and
  - (c) If printed before the time of sale, be sold consecutively at each individual sales point, beginning with the lowest card, sheet, or transaction number; and
  - (d) Have a master verification system that provides a facsimile of each card. The master verification system must display the exact numbers and the location or configuration of numbers on the card.

(2) The bingo licensee must keep cards or sheets of cards not issued consecutively during a session as a part of their daily bingo records.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-050, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-050, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-055 Bingo cards required for licensees with gross gambling receipts over six hundred fifty thousand dollars in their previous license year.** Bingo licensees with gross gambling receipts over six hundred fifty thousand dollars in their previous license year must use disposable bingo cards, electronically generated bingo cards, player selection bingo cards, or three number speed bingo cards.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-055, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-055, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-060 Bingo ball requirements.** Bingo balls must be:

- (1) A set of seventy-five balls bearing the numbers one through seventy-five and the letters B, I, N, G, or O, though the letters B, I, N, G, O need not appear if the operator is playing three number speed or hidden face bingo games; and
- (2) Available for inspection by the players before a bingo session begins to determine that all are present; and
- (3) The same weight as each of the other balls and free from any defects; and
- (4) Distinguishable from all other sets of balls in play.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-060, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-065 Bingo ball mixer required.** Bingo licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year must use a machine that mixes balls and selects balls using air flow (a blower). The blower must:

- (1) Allow players full view of the mixing action of the balls; and
- (2) Not allow changes to the random placement of the balls in the exit tube of the blower except when it is shut off.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-065, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-065, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-070 Bingo flashboard required.** (1) Bingo licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year must use flashboards to display numbers. The flashboards must be visible to all players and clearly indicate all numbers that have been called; and

- (2) If a flashboard malfunctions, licensees must repair it before using it in any other bingo occasion.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-070, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-070, filed 4/24/07, effective 1/1/08.]

### **OPERATING BINGO GAMES**

**WAC 230-10-075 Licensed bingo manager required.** A licensed bingo manager must be on the premises and supervising bingo operation during all hours bingo games are conducted, except bingo games conducted:

- (1) Under RCW 9.46.0321; or
- (2) At a qualified agricultural fair; or
- (3) By licensees with gross gambling receipts of one hundred fifty thousand dollars or less in their previous license year; or
- (4) At a special bingo property we authorize.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-075, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-075, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-080 Supervision required for bingo workers.** Bingo licensees must closely supervise all persons involved in the conduct of gambling activities to ensure that they follow chapter 9.46 RCW and Title 230 WAC.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-080, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-085 Members or employees only to work bingo.** (1) Bingo licensees must not allow anyone except full and regular members or employees of the organization to take part in managing or operating bingo games.

(2) Licensees may allow:

(a) Persons other than the primary bingo manager to participate in bingo games for another bingo licensee. We do not consider a licensed assistant gambling manager to be a manager for this section; or

(b) Primary managers to manage or operate bingo for more than one licensee with gross gambling receipts of one hundred fifty thousand dollars or less in their previous license year as long as the managers do not receive payment for services from more than one licensee; or

(c) A person to manage or take part in operating a shared bingo operation according to WAC 230-10-470.

(3) Qualified agricultural fairs licensed to operate bingo are not required to meet these management or operation restrictions.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-085, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-085, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-090 Workers not playing in bingo games.** (1) Bingo licensees with gross gambling receipts over one hundred fifty thousand



dollars in their previous license year must not allow persons who participate in operating or managing their bingo games to play in any of their bingo games.

(2) Persons who work without compensation for bingo licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year may play bingo, but they must not play during bingo sessions they are operating or managing.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-090, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-090, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-095 Compensation limits for bingo employees. (1)**

Bingo licensees must not compensate employees who manage, operate, or otherwise work at bingo games more than what is reasonable under the local prevailing wage scale or local salary scale for a similar position.

(2) Organizations operating unlicensed bingo games must not pay wages to anyone operating or managing bingo activities.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-095, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-100 Hours for bingo games. (1)**

Bingo licensees must not allow the use of their premises for bingo games between the hours of 2:00 a.m. and 6:00 a.m. unless we approve different hours or they are operating at an authorized agricultural fair or under RCW 9.46.0321.

(2) Licensees may request, in writing, different hours of operation. Once the request is received, we will consult with the local law enforcement agency having jurisdiction over the licensee's business and with other state agencies involved in regulation of the business. We may allow licensees to adjust closing hours, but licensees must:

(a) Observe a four-hour period of closure at the end of each business day before beginning the next period of operation; and

(b) Comply with any other terms and conditions we require.

(3) We may deny the request for extended hours or revoke hours already approved if:

(a) Any local law enforcement agency or state agency objects in writing; or

(b) We determine that the licensee has violated any provisions of chapter 9.46 RCW, any other commission rule, or any of the terms set forth in subsection (1) of this section.

(4) The licensee must submit all objections to revocations of operating hours in writing.

(5) We allow the licensee an opportunity for a brief adjudicative proceeding (BAP) before denying or revoking the licensee's authorization for extended bingo hours. An administrative law judge hears the BAP, under the provisions of Title 230 WAC and chapter 34.05 RCW.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-100, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-105 Posting bingo rules.** (1) Bingo licensees must inform players by prominently posting:

(a) All costs to play; and

(b) All prizes available, including any extra cost or conditions of ownership related to prizes, the minimum amount of an individual prize, the prize pool, or the portion of a prize pool available for each bingo game before the players purchase a bingo card; and

(c) The licensee's cost or the retail value of all noncash prizes greater than five hundred dollars. If licensees use the retail value, they must explain that the amount is the "retail value" or "manufacturer's suggested retail price" (MSRP); and

(d) All rules concerning winning the prizes (the house rules). If a bingo is determined to be valid, the licensee must pay a prize which is equal to the prize posted for that game. If the bingo is valid, we will resolve disputes in favor of the player; and

(e) Any unforeseen event that might change the cost to play or prizes available; and

(f) If duplicate cards are in play.

(2) Licensees must inform players in broadcast or published advertisements or other distributed printed information if there are any possible events which might change game schedules, prizes awarded, or cost to play. Advertised bingo prizes and game formats may be changed in case of inclement weather, natural disaster, or other unforeseen emergencies if the licensee informs players before they purchase cards.

(3) If players may still participate in the game after the winner of any one of the prizes offered has been determined, licensees must remove the prize won from any display and list of prizes posted on the premises. During a bingo session, licensees may use the public address system and prominent display of the game name or number to inform players of prizes already won.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-105, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-110 Changing prize amounts in bingo games.** (1) The bingo manager may increase the minimum prize before the start of a game.

(2) During the game, the bingo manager may increase the minimum prize through one or more of the following plans:

(a) Games using standard bingo equipment and cards, but determining a winner by:

(i) The number of numbers called; or

(ii) The specific number called; or

(iii) The specific letter called; or

(iv) The specific position of winning combinations on the card;

or

(v) The specific position of the card on the sheet of cards; or

(vi) Odd or even numbers; or

(vii) The number of numbers matched within a specific number of calls; or

(b) Preprinted games on disposable cards that determine a win by calling a specific number during a game; or

(c) Second element of chance games explained in WAC 230-10-280.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-110, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-115 Selling bingo cards.** (1) Operators must sell bingo cards before they select the first number for a specific game:

(a) If operators sell cards after the start of the game, they must ensure that the late sale does not allow any player an advantage over another player; and

(b) Bingo hard cards purchased or exchanged after the first number is selected for a specific game may only be used during later games; and

(c) Operators must not allow players to select specific bingo cards after the first number is selected for a specific game.

(2) Operators must sell all cards for a specific prize for the same price. The cards sold for a specific prize must be distinctive and easy to tell apart from all other bingo cards in play.

(3) Operators may sell similar cards used to participate for the same prize at a volume discount if they record each separate discount price with an identification code or cash register key that provides for an audit trail.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-115, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-120 Duplicate bingo cards not sold for bingo games.**

(1) Bingo licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year must not sell duplicate cards in bingo games. Licensees using cards from multiple manufacturers may result in duplicate cards because the majority of cards in the "1 to 9000 series" are duplicate, regardless of the manufacturer.

(2) Licensees must:

(a) Inform players of limits on prizes if duplicate cards win because Braille cards are in play; and

(b) Not be held responsible for duplicate cards caused by Braille cards in play.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-120, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-120, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-125 Duplicate bingo cards pay out and documentation for bingo games.** (1) If bingo licensees with gross receipts over one hundred fifty thousand dollars in their previous license year inadvertently sell duplicate bingo cards, they must:

(a) Pay all winners with duplicate cards the entire prize amount that would be due if there were no duplicate cards; or

(b) Compute and pay all winners with duplicate cards using the following guidelines:

(i) **If the game provides a bonus for a single winner and all winners have duplicate cards**, then the licensee must pay all winners the bonus; or

(ii) **If the game results in multiple winners and some of the players have duplicate cards,** then the licensee must calculate the split of the prize pool by counting all duplicate card winners as one. All winners will be paid according to the calculated prize split; or

(iii) **If the prize pool contains noncash or merchandise prizes,** then the licensee may use the cost or retail value of the merchandise, whichever is posted in the game schedule, to calculate the amount added to the prize pool to make the split. Manufacturers are not responsible for reimbursement to this noncash or merchandise prize pool; or

(iv) **If the prize is more than one thousand dollars,** then the licensee must increase the total prize pool by no more than fifty percent or five thousand dollars, whichever is less. We authorize this limitation only once within a twelve-month period; and

(2) Licensees may deduct increases to prize pools caused by card manufacturers from prize pay outs when calculating cash flow.

(3) Licensees must document details of circumstances that resulted in duplicate cards being sold and maintain that documentation as a part of the daily bingo record for the session.

(4) Licensees must notify us within forty-eight hours after discovery of a duplicate card sale if:

(a) Manufacturer printing, packaging, or collation errors caused the duplication. Licensees must request reimbursement from the manufacturer responsible for duplicate card errors; or

(b) The licensee did not pay any winning player with a duplicate card the entire prize amount.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-125, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-125, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-130 Reserve only Braille bingo cards.** (1) Operators must not reserve any bingo cards, except Braille cards or other cards used by people with visual impairments.

(2) Operators may inspect, and reject, any personal Braille cards.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-130, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-135 Bingo cards sold on premises only.** All sales of bingo cards must take place on the premises during or immediately before the bingo session for which the player is buying the card.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-135, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-140 Drawing, calling, and posting bingo numbers.** (1) Except for linked bingo prize games, operators must draw bingo balls on the premises and in the presence of players.

(2) After drawing a ball, the caller must immediately display the number of the ball to players.

(3) Operators must call the number before another ball is drawn. After it is called, the operator must light the number on the flash-board(s), if they have one.

(4) If the number on the ball is not applicable to the game being played, operators may choose not to call the number.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-140, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-145 Determining bingo winners.** (1) A bingo game ends when a player achieves a specific pattern on a bingo card or when the bingo operator has called a specific number of bingo balls.

(2) Operators must use a separate drawing process for each game, except for:

(a) Interim or "on-the-way" games, including "instant winner" games in which players win by matching a predetermined number, the number of balls called, or a predetermined pattern within an established number of calls; or

(b) Games in which cards are sold for different prices and players win a different prize depending on the price they paid to play; or

(c) Bonus games played at the same time as other bingo games where the player wins by calling a valid bingo that includes a predetermined number.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-145, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-150 Multiple bingo winners.** If more than one player wins a designated prize pool at the same time, the operator must divide the prize pool equally among the multiple winners.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-150, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-155 Verifying bingo winners.** When a player declares a winning bingo, the operator must:

(1) Have a bingo worker and at least one neutral player inspect the card or electronic dauber; or

(2) Have a bingo worker verify the card or electronic dauber by entering the bingo card number into an electronic verifier which will broadcast the winning card onto video screens for all players to view. Any player may request to see the actual winning card and the operator must allow the player to do so; or

(3) If the game is an "instant winner" and pays a prize of no more than fifty dollars, no neutral player needs to verify the card if the operator keeps an audit trail which identifies the winning combination called.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-155, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-160 Shutting off the bingo ball blower.** When a player declares a winning bingo, operators must draw the next ball out of the blower before shutting the blower off. If the bingo is not valid, the operator must call the next ball.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-160, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-165 Awarding bingo prizes.** After licensees validate a winning bingo, they must:

(1) Require the prize winner to provide proof that they have purchased the winning bingo card. The licensee must review the winner's bingo card purchase receipt and determine that the player properly purchased all cards played, including the winning card; and

(2) Require proof of identification necessary to establish the prize winner's identity before paying any prize. The winner must provide proof to the licensee that all information this rule requires is true and accurate. Licensees may withhold prizes until the winner provides adequate identification; and

(3) Award the prize and record it on a prize receipt. Licensees must record the complete address and tax payer identification number of each winner for prizes valued at \$1,200 or more.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-165, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-170 Prizes paid for and available before bingo game starts.** (1) Bingo operators must:

(a) Have paid for all merchandise prizes in full before offering the prizes in a bingo game; and

(b) Have the prizes available before starting the game; and

(c) Award the prizes before the end of the related bingo session, except for the main linked bingo prize and linked bonus prizes, which must be paid within forty-eight hours.

(2) Operators may enter into contracts to purchase merchandise immediately if it is awarded as a prize. The contract may be revocable if:

(a) Winners have an option to receive a cash prize; or

(b) The prize is no longer being offered.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-170, filed 4/24/07, effective 1/1/08.]

## **RULES FOR ELECTRONIC BINGO CARD DAUBERS**

**WAC 230-10-175 Defining "electronic bingo card daubers."** "Electronic bingo card daubers" means electronic equipment players use to identify bingo cards that contain numbers that a player inputs.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-175, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-180 Electronic bingo card daubers requirements.** (1) Electronic bingo card daubers must:

(a) Be manufactured by licensed manufacturers; and

(b) Be sold, leased, and serviced by licensed distributors or manufacturers. Operators may perform routine maintenance; and

(c) Be unable to modify the computer program which operates the dauber units or the electronic database which stores the bingo cards; and

(d) Store preprinted bingo cards a player purchases. The electronic images of cards stored in daubers are for player convenience only and are not bingo cards for purposes of this title; and

(e) Use cards that meet all requirements of bingo cards and electronic bingo cards; and

(f) Allow players to input the numbers called; and

(g) Compare input numbers to bingo cards stored in an electronic database; and

(h) Identify to the player those stored bingo cards that contain the input numbers.

(2) Operators providing electronic daubers must have the cards printed, placed in a master index, and available for on-site inspection at the request of law enforcement agencies, customers, or us.

[Statutory Authority: RCW 9.46.070. WSR 18-08-056, § 230-10-180, filed 3/30/18, effective 7/1/18; WSR 07-21-116 (Order 617), § 230-10-180, filed 10/22/07, effective 1/1/08.]

**WAC 230-10-185 Electronic bingo card daubers restrictions. (1)**

Electronic bingo card daubers must not allow a player to play more than one hundred forty-four cards on the dauber at one time; and

(2) Players must:

(a) Input each number the operator calls into the memory of the dauber separately. Automatic or global marking of numbers is prohibited; and

(b) Call the bingo without using the dauber or the associated system; and

(c) Identify the winning card and display the card to the operator; and

(d) Not play more than one dauber at any point in time. However, a player may play one dauber and an unlimited number of bingo cards at the same time.

[Statutory Authority: RCW 9.46.070 and 9.46.0205. WSR 11-19-032 (Order 676), § 230-10-185, filed 9/9/11, effective 10/10/11. Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-185, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-190 Discount marketing for electronic bingo card daubers. (1)** Bingo licensees may use a single discount level for each type of card sold on electronic bingo card daubers, if they:

(a) Have a minimum purchase requirement; and

(b) Apply the discount to all additional cards bought; and

(c) Do not use an "All you can play" discount.

(2) If a licensee offers volume discount marketing for bingo cards, players must not use electronic bingo daubers.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-190, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-195 Leasing electronic bingo card daubers.** If a bingo licensee leases electronic bingo daubers from a manufacturer, the lease must not be based on, in whole or in part, the bingo card sales or the rental income from the daubers. However, manufacturers may base fees on the number of cards placed on a dauber for player selection games.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-195, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-200 Reserving and assigning electronic bingo card daubers.** (1) Bingo operators using electronic bingo card daubers must reserve at least one dauber for players with disabilities that restrict their ability to mark cards. The disabilities must be consistent with definitions in the Americans with Disabilities Act (ADA). If there are no requests for use of this dauber fifteen minutes before the scheduled start of the session, operators may allow any player to use the dauber.

(2) If operators use a drawing to assign daubers to players, they must ensure that the players know the method of drawing and have an equal chance to win.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-200, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-205 Electronic bingo card dauber fees.** (1) Bingo operators may charge either no fee or a flat fee for players to use electronic bingo card daubers.

(2) Operators must not:

(a) Charge a rental fee to players with disabilities that restrict their ability to mark cards if the disabilities are consistent with the ADA; or

(b) Make players with disabilities comply with minimum purchase requirements for daubers. However, players with disabilities must comply with any minimum purchase required of all other players.

(3) Operators must report rental fees for daubers as bingo receipts.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-205, filed 4/24/07, effective 1/1/08.]

#### **PLAYER SELECTION BINGO GAMES**

**WAC 230-10-210 Player selection bingo games authorized.** Bingo licensees may offer player selection bingo games. "Player selection bingo game" means a bingo game where players select their own numbers. Licensees must use bingo cards with controls that provide an audit trail adequate to determine all winning combinations are valid.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-210, filed 4/24/07, effective 1/1/08.]



**WAC 230-10-215 Player selection bingo game requirements.** If bingo licensees offer player selection games, they must use:

- (1) Two-part disposable cards and then they must:
  - (a) Use the disposable card method of receipting for income; and
  - (b) Establish and prominently post house rules setting out conditions for adding to, deleting from, or changing a card before it is separated from the copy. A worker authorized by the bingo manager must verify all changes to the card; and
  - (c) Ensure that players mark their numbers on each card in a distinct, clear, and legible manner before separating the duplicate and the original. Licensees must not allow anyone to alter the copies after the duplicate and original cards are separated; and
  - (d) Place all original cards in lockboxes to ensure no one places cards in the lockbox after the first bingo ball is called; and
  - (e) Ensure the player retains and plays the duplicate copy; or
- (2) Electronically generated cards and then they must:
  - (a) Use the electronically generated bingo card method of receipting for income; and
  - (b) Ensure that players do not mark or deface the card in any manner that prevents reading of the bingo numbers or any of the data imprinted on the card; and
- (3) Keep all winning cards and any duplicate copies as part of the daily bingo records.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-215, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-220 Player selection bingo game card requirements.**

- (1) Bingo cards used in player selection bingo games:
  - (a) Must be printed on two-part, self-duplicating paper to include an original and a duplicate copy. The duplicate copy must be given to the player and the operator retains the original as a part of the daily bingo records; and
  - (b) Must include a control system in each set which:
    - (i) Identifies that specific set; and
    - (ii) Numbers each sheet of cards within a set consecutively; and
    - (iii) Allows tracking of the transfer of cards from the point of manufacture to the operator and from the operator to the player; and
  - (c) May be produced by unlicensed manufacturers if:
    - (i) The primary activity of the manufacturer is producing nongambling products; and
    - (ii) The cards meet the general bingo cards requirements; and
    - (iii) The licensee assumes responsibility for complying with all requirements for player selection cards; and
    - (iv) The invoice transferring these cards includes the beginning and ending card number in addition to meeting all other sales invoice requirements; and
  - (d) If electronically generated, may be single copy cards if all information from the cards is either printed on a continuous transaction journal retained in the card generating equipment or stored on the computer hard drive in a database and printed out at the end of each session.
- (2) Operators offering an "instant winner" game under player selection bingo must:
  - (a) Meet all requirements for awarding bingo prizes; and

- (b) Award prizes of not more than twenty-five percent of the total prize pool or two hundred fifty dollars, whichever is less; and
- (c) For prizes of two hundred fifty dollars or more:
  - (i) Have the winner sign the winning card on the back to verify a winner; and
  - (ii) If using a two-part card, record a neutral player's name and complete address on the back of the original card to verify the winning card was paid.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-220, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-220, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-225 Player selection bingo game restrictions.** (1)

Bingo licensees offering player selection bingo games must not pay as winners incomplete cards, altered cards that were not verified per WAC 230-10-155, or cards where all required information is not displayed and legible. Incomplete, incorrect, altered, and unreadable cards are the players' responsibility and operators must not allow refunds.

(2) Bingo managers may make a one-for-one exchange when errors are discovered before the start of the game or before the player selection card is separated. In this case, the operator must mark "VOID" on the original card, initial next to the player's initials, and keep the voided card as part of the daily bingo records.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-225, filed 4/24/07, effective 1/1/08.]

**HIDDEN FACE BINGO GAMES**

**WAC 230-10-230 Hidden face bingo games authorized.** Bingo licensees may offer hidden face bingo games. "Hidden face bingo game" means a bingo game that uses cards that prevent the numbers printed on the card from being viewed or known before the player opens the card.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-230, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-235 Hidden face bingo game requirements.** (1) Hidden face bingo cards must meet the requirements for disposable bingo cards and each card or sheet of cards must:

(a) Be printed, folded, and sealed in a manner that prohibits anyone from viewing or knowing the numbers, configuration of numbers on the card, or the card number before the player opens it; and

(b) Have a separate numbering system that is randomly distributed when compared to the card number imprinted in the "free" space. Manufacturers must use procedures that mix cards or sheets of cards so that:

(i) No consistent relationship exists between the "card numbers" and separate numbering system within a set or subset; and

(ii) No patterns or consistent relationships exist in the location of a specific card number between subsets from different sets; and

(iii) The serial number and the additional card or sheet number must be imprinted on the outside of the cards or sheets of cards and visible for recording without opening the card or sheet of cards; and

(iv) Each set of cards must contain at least six thousand unique faces or patterns of numbers; and

(2) Bingo licensees must:

(a) Use the disposable bingo card receipting method for sales of hidden face bingo cards; and

(b) Meet all inventory requirements for disposable bingo cards and disposable bingo card receipting; and

(c) Comply with rules about sequentially issuing bingo cards to ensure that duplicate cards are not sold during a game. Licensees must sell each complete set or subset of cards before they issue any cards from a different set or subset. Licensees may sell cards from more than one set during a game if care is taken to ensure that no duplicate cards are sold; and

(d) Complete all play during a single session and only use cards that are sold during that session; and

(e) Select and call a new set of numbers for each game or set of games (example: "On the way" games); and

(f) Have a separate display board, visible to the players, for displaying numbers called. The numbers must be displayed until the game is completed. Licensees may use alternative displays if the numbers are displayed on the electronic flashboard during all number selection periods; and

(g) Document and prominently post the requirements for a completed game; and

(3) Licensees offering an "instant winner" game under hidden face bingo must:

(a) Meet all requirements for awarding bingo prizes; and

(b) Award prizes of not more than twenty-five percent of the total prize pool or two hundred fifty dollars, whichever is less; and

(c) For prizes of two hundred fifty dollars or more:

(i) Have the winner sign the winning card on the back to verify a winner; and

(ii) If using a two-part card, record a neutral player's name and complete address on the back of the original card to verify the winning card was paid; and

(4) Players who have paid to participate in the game must be present when the numbers are selected.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-235, filed 10/22/07, effective 1/1/08.]

### **THREE NUMBER SPEED BINGO GAMES**

**WAC 230-10-240 Three number speed bingo authorized.** Bingo licensees may offer three number speed bingo games. "Three number speed bingo" means a bingo game where:

(1) Operators use a reduced number of balls and special bingo cards with three spaces; and

(2) Bingo numbers are called rapidly; and

(3) The price to play includes an ante, retained by the operator, and a wager that begins at three units and decreases by one for each number covered on a player's card; and

- (4) An "ante" is the fee retained by the licensee which allows a patron to play three number speed bingo; and
- (5) A "wager" is the total dollar value of chips used to cover the numbers on a player's card; and
- (6) Players compete against all other players for a pool of prizes that varies according to the numbers covered by other players during the game.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-240, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-245 Three number speed bingo restrictions.** (1) Bingo licensees offering three number speed bingo must:

- (a) Make the price to play no more than seven dollars per card, per game, including the ante and wagers; and
  - (b) Collect the same price to play for each card; and
  - (c) Licensees who charge a flat fee per session must determine the per game fee by dividing the fee per session by the minimum number of games to be played; and
  - (d) Not retain any part of players' wagers; and
  - (e) Pay to the winner(s) all wagers not covering a called number on a player's card. If there is more than one winner, licensees must equally split wagers among all winners. Licensees may develop a formula for splitting odd numbers of chips between winners; and
  - (f) Count only the ante as gross gambling receipts; and
- (2) Licensees may contribute to accrued prize funds or progressive jackpots on three number speed bingo games, if they:
- (a) Meet all requirements for accrued prize fund games as explained in the bingo records packet; and
  - (b) Fund the prize fund or jackpot solely from the ante.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-245, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-250 Operating three number speed bingo.** To play three number speed bingo:

- (1) Bingo licensees must use:
  - (a) Special bingo cards that have three spaces imprinted with numbers that correspond to the numbers on the balls; and
  - (b) Thirty numbered balls, with numbers one through seventy-five available for use; and
- (2) Licensees may charge a set amount for each card for the entire session or an amount per card for each game; and
- (3) Each player pays the bingo licensee one ticket for each speed bingo card played for each game; and
- (4) When the licensee charges a per session fee, the player's ticket and cash register receipt must remain visible and on the table at all times during the game; and
- (5) Each player's beginning wager is three chips for each card played during any single game. A player must have three chips for each card being played before beginning the game; and
- (6) During the game, players place a wagering chip on each number on their cards that matches a called number. Once a wagering chip covers a valid number, the player keeps it and the game winner(s) may no longer win it. Players must leave all chips on the number on the card

until the licensee collects all losing wagers. The bingo worker collecting wagers must verify that covered numbers are valid; and

(7) The first player to cover all three numbers on any card is the winner; and

(8) After the winning card is verified, bingo workers collect all unprotected chips from all players and pay them to the winner.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-250, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-255 Wagers and prizes required in chips for three number speed bingo.** In three number speed bingo, wagers must be made and prizes paid in chips only.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-255, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-260 Chip standards for three number speed bingo.** (1) Bingo licensees must supply all chips used in three number speed bingo games. All chips must be conventional size and design, and include safeguards that maximize the integrity of the bingo games.

(2) The licensee must supply chips that:

(a) A licensed manufacturer produced; and

(b) A licensed manufacturer or distributor sold to the licensee;

and

(c) Display the licensee's name or logo; and

(d) Clearly indicate the value of the chip.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-260, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-265 Banking services for three number speed bingo.**

(1) Bingo licensees must redeem all chips for the amount for which they were sold.

(2) Licensees must collect the money taken in on chips sold and antes collected and keep these funds separate from all other money they receive.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-265, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-270 Ticket sales and receipting for three number speed bingo income.** (1) Bingo licensees must:

(a) Use the ticket method of receipting for bingo income; and

(b) Account for all tickets sold for per session fees using the combination receipting method; and

(2) All tickets sold and collected must be canceled by stamping the calendar date on the ticket at the time of sale or permanently defacing the tickets when collected; and

(3) Licensees must reconcile tickets sold and collected from players to cash for each session.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-270, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-275 Exceptions to other bingo rules for three number speed bingo.** The following rules do not apply to three number speed bingo:

- (1) Prize disclosure before players pay to play. Licensees must still disclose the per card cost to play and the amount required to wager on a single card; and
- (2) Number of balls used to conduct the game; and
- (3) Number of spaces required on each bingo card; and
- (4) Requirements that licensees with gross gambling receipts over six hundred fifty thousand dollars in their previous license year use disposable bingo cards; and
- (5) Requirements to account for all income at the time it is received; and
- (6) Requirements of WAC 230-10-145 about drawing and physically displaying bingo numbers. However, licensees offering three number speed bingo must display the number on a flashboard and use the audio system to announce the number; and
- (7) Recordkeeping for prizes awarded.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-275, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-275, filed 4/24/07, effective 1/1/08.]

#### **OTHER GAMES AUTHORIZED AT BINGO GAMES**

**WAC 230-10-280 Drawings for prizes, good neighbor prizes, and second element of chance prizes as part of bingo games.** Bingo licensees may award prizes to winners of other activities authorized by this section when they conduct these activities as part of a bingo session. All players paying to play must compete equally and licensees must treat all prizes awarded as bingo game prizes for minimum cash flow reporting requirements.

##### **Drawings**

- (1) Licensees may award prizes by:
  - (a) Drawing tickets randomly; or
  - (b) Using other random selection methods involving the ticket numbering system, if they are using the ticketing method of receipting for bingo income; or
  - (c) Using bingo cards in place of the tickets, if they are using the disposable bingo card method of receipting.
- (2) Licensees must prominently post for players all rules regarding drawings, including, at least:
  - (a) Requirements to qualify for the drawing; and
  - (b) Time and date of the drawing; and
  - (c) Whether a player must be present to win.
- (3) Licensees must:
  - (a) Award tickets for drawings only to players who bought cards to play bingo and:

- (i) Pay an amount not more than one dollar per ticket. If a licensee elects to charge for entry in drawings, the licensee must not combine the drawing with other means of entry; or
  - (ii) Are winners of a bingo game during the bingo occasion; or
  - (iii) Are "good neighbor" winners; or
  - (iv) Meet other criteria we approve; and
- (b) Not collect tickets for drawings for longer than thirty days.
- (4) Licensees must record the gross gambling receipts, prizes, and expenses and report these totals as bingo activities.
- (5) Licensees must not require the player to be present to win at a drawing held at a different session for which the tickets were purchased.

**"Good neighbor" prizes**

- (6) Licensees may award prizes based on the seating location of a player or players with regards to a bingo winner. Before awarding "good neighbor" prizes, licensees must:
- (a) Prominently post all rules regarding drawings, including, at least:
    - (i) The amount each "good neighbor" or group of "good neighbors" wins; and
    - (ii) All requirements to qualify for a prize.
  - (b) Licensees must complete a record setting out:
    - (i) The criteria for awarding "good neighbor" prizes; and
    - (ii) The number of prizes awarded during each bingo session; and
    - (iii) All details required as part of the daily bingo records.

**Second element of chance prizes**

- (7) Licensees may award prizes using a second element of chance game if:
- (a) Licensees prominently post and clearly explain to the players before they purchase a card to play all rules about play of the game. Licensees must disclose at least:
    - (i) The minimum odds of winning the highest prize; and
    - (ii) How they determine a winner; and
    - (iii) Any possibility or special requirement that might affect the outcome; and
    - (iv) The cash value of the highest prize available; and
    - (v) Any financial burden that the winner must bear, such as taxes or registration fees; and
  - (b) The second element of chance game does not involve the use of gambling devices; and
  - (c) The second element of chance game does not require the player to risk any portion of a prize already won; and
  - (d) Every possible outcome of the second element of chance game provides the player with an additional prize; and
  - (e) The player's minimum odds of winning the highest prize is equal to or greater than one winner out of one hundred twenty-five chances or the probability of winning the highest prize is .008 or greater; and
  - (f) Licensees maintain supporting records about the second element of chance game that provides for an audit trail.
- (8) Licensees must:
- (a) Keep an inventory record in the format we require for all tickets on the premises for conducting drawings, "good neighbor," and second element of chance games; and

(b) Record the criteria for granting tickets, and the number of tickets awarded during each session in the daily bingo record for each session; and

(c) Maintain all winning tickets and other records as part of the daily bingo records.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-280, filed 4/24/07, effective 1/1/08.]

#### **RULES FOR ENTRY GUARANTEE TICKETS TO SPECIAL EVENT BINGO**

**WAC 230-10-285 Selling entry guarantee tickets for special event bingo.** Bingo licensees may sell entry guarantee tickets to players to reserve the right to play in special event bingo games if licensees:

(1) Use entry guarantee tickets to document the sale. Entry guarantee tickets must be preprinted with, at least:

(a) The name of the sponsoring organization; and

(b) The time, date, and location of the event; and

(c) The specific entry guarantee ticket number; and

(d) The total number of entries available for the event; and

(e) The cost of the entry; and

(f) Any conditions or events that might prevent the buyer from redeeming the entry ticket, affect the refund, or cancel the event; and

(2) Sell the tickets sequentially beginning with the lowest numbered ticket; and

(3) Use the ticket receipting method to record all income from these entry guarantee tickets; and

(4) Sell the entry guarantee tickets no more than sixty days before the event; and

(5) Record the name, mailing address, and phone number of each person buying an entry guarantee ticket; and

(6) Limit the sales of entry tickets to the seating capacity of the licensed premises; and

(7) Limit the cost of the entry guarantee ticket to no more than fifty percent of the minimum buy-in for the event.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-285, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-290 Controlling entry guarantee tickets.** Bingo licensees must:

(1) Treat all unaccounted-for entry guarantee tickets as cash shortages in the amount of the redemption value; and

(2) Maintain a record of all entry guarantee tickets sold; and

(3) Redeem entry guarantee tickets on the licensed premises and only for bingo cards during the bingo session for which the player bought the entry guarantee ticket; and

(4) Immediately cancel entry guarantee tickets redeemed for bingo cards using a hand stamp that prints "REDEEMED" on each ticket; and

(5) Treat entry guarantee tickets redeemed as gross gambling receipts for bingo at the session where they are redeemed; and



(6) Modify the cash reconciliation section of the daily bingo records to document the number and dollar value of entry guarantee tickets redeemed; and

(7) Deposit gross receipts from the sale of entry guarantee tickets separately into the gambling account no later than two banking days after they are received; and

(8) Keep the entry guarantee ticket numbers relating to the funds deposited as a part of the deposit record; and

(9) After thirty days, consider all unredeemed entry guarantee tickets void and record them as contributions to the organization.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-290, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-295 Canceling bingo special events with entry guarantee tickets.** Bingo licensees may cancel the special event before the start of the scheduled bingo session. When an event is canceled, licensees must:

(1) Refund the entire purchase price of the entry guarantee ticket(s) to the ticket buyer; and

(2) Make all refunds by check payable to the buyer; and

(3) Record the entry guarantee ticket number on the check; and

(4) Mail the check to the customer no later than three days following cancellation of the special event.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-295, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-300 Refunding entry guarantee tickets.** A customer may request a refund before the start of the special event bingo session. Bingo licensees must:

(1) Require the person requesting the refund to sign the back of the ticket; and

(2) Refund the entire purchase price of the ticket to the customer; and

(3) Make all refunds by check payable to the customer; and

(4) Record the entry guarantee ticket number on the check; and

(5) Mail the check to the customer no later than thirty days following the event; and

(6) Retain all refunded tickets as a part of the records for the event.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-300, filed 4/24/07, effective 1/1/08.]

## GIFT CERTIFICATES

**WAC 230-10-305 Gift certificates as bingo prizes.** When issuing gift certificates as bingo prizes, bingo operators must:

(1) Issue the gift certificates consecutively; and

(2) Not exceed fifty dollars per bingo prize in value; and

(3) Not issue gift certificates exclusively for punch boards or pull-tabs; and

- (4) Record the value of each gift certificate as a bingo prize in the daily bingo records under the session awarded; and
- (5) Keep the bingo prize receipt for the gift certificates as a part of the daily bingo records.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-305, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-305, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-310 Selling gift certificates.** When selling gift certificates, bingo operators must:

- (1) Issue the gift certificates consecutively; and
- (2) Ensure that the gift certificates are paid for in full at the time of purchase; and
- (3) Deposit all funds collected separately into the gambling account within five banking days; and
- (4) Include each gift certificate number with the deposit record.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-310, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-310, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-315 Gift certificates requirements.** Bingo operator must purchase gift certificates from a commercial printer or licensed distributor.

- (1) The gift certificates must have at least the following information printed on them:
  - (a) A predetermined gift certificate number; and
  - (b) A predetermined dollar value; and
  - (c) The name of the organization issuing the gift certificate;and
  - (d) Any conditions for the redemption of the gift certificate.
- (2) Purchase invoices for the gift certificates, which must include, at least:
  - (a) Name of the organization; and
  - (b) Date the gift certificates were purchased; and
  - (c) Beginning and ending numbers on the gift certificates.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-315, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-320 Redeeming gift certificates.** When redeeming gift certificates, bingo operators must:

- (1) Record the dollar value and total number of gift certificates redeemed in the cash reconciliation section of the daily bingo records; and
- (2) Keep redeemed gift certificates as part of that day's daily bingo records.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-320, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-325 Reconcile gift certificates monthly.** Bingo operators must reconcile gift certificates monthly. Operators must have a gift certificate inventory log, which includes, at least:

- (1) Each gift certificate number; and
- (2) Dollar value of each gift certificate; and
- (3) Date the gift certificate was sold or awarded as a bingo prize; and
- (4) Date the gift certificate was redeemed.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-325, filed 4/24/07, effective 1/1/08.]

## **RECORDKEEPING FOR BINGO GAMES**

**WAC 230-10-330 Recordkeeping requirements for bingo licensees with gross gambling receipts less than one hundred fifty thousand dollars in their previous license year, agricultural fairs, and other organizations.** Licensees must immediately account for all income from bingo games. Bingo licensees with gross gambling receipts less than one hundred fifty thousand dollars in their previous license year, organizations conducting bingo under the provisions of RCW 9.46.0321, and bingo activities conducted at a qualified agricultural fair must follow the recordkeeping requirements in WAC 230-07-125 or any of the receipting methods for bingo income required for bingo licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year.

[Statutory Authority: RCW 9.46.070. WSR 18-22-063, § 230-10-330, filed 10/31/18, effective 12/1/18; WSR 18-05-029, § 230-10-330, filed 2/9/18, effective 7/1/18; WSR 07-21-116 (Order 617), § 230-10-330, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-330, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-331 Activity reports for Class D and above bingo licensees.** Class D and above bingo game licensees must submit activity reports to the commission. The activity reports must be in the format we require and must:

- (1) Cover the periods:
  - (a) January 1 through March 31; and
  - (b) April 1 through June 30; and
  - (c) July 1 through September 30; and
  - (d) October 1 through December 31 of each year; and
- (2) Be received at our administrative office or postmarked no later than thirty days following the end of the reporting period. Beginning July 1, 2018, reports required by this section must be submitted quarterly, as set forth in WAC 230-05-102; and
- (3) Be signed by the licensee's highest ranking executive officer or a designee. If someone other than the licensee or an employee prepares the report, the preparer must print his or her name and business telephone number on the report; and
- (4) Submit a report for any period of time their license was valid, even if they had no activity or did not renew.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-331, filed 2/9/18, effective 7/1/18; WSR 07-21-116 (Order 617), § 230-10-331, filed 10/22/07, effective 1/1/08.]

**WAC 230-10-335 Bingo daily records.** Bingo licensees must prepare detailed records for each bingo session during that session in the format we require. Daily records must include, at least:

(1) A copy of the schedule of games and prizes available for the session. Licensees must note any changes to the advertised and printed game and prize schedule that occur during a session and the bingo manager assigned primary responsibility for supervising the session and another bingo worker on duty during the session must verify and sign the change. If licensees note the effective dates of each game schedule, they may maintain it separately and update it only when a change occurs; and

(2) An attendance record indicating the number of people participating; and

(3) All bingo numbers selected and called during any game that offers a prize greater than two hundred dollars. Licensees must record the numbers in the sequence selected. They may use a computer generated "call sheet" instead of a manual record if a printout of results is made; and

(4) The winning card number(s) for each individual prize awarded greater than two hundred dollars. If the game is played using disposable bingo cards, the winning card may be retained instead of the card numbers; and

(5) The gross gambling receipts collected for each separate type of sale, of any kind, for bingo games including, but not limited to, regular games, early bird games, blackout games, special games, or pick up games. Licensees using the combination receipting method for bingo income must reconcile the extended value of all disposable cards, packets of cards, and electronically generated cards sold to the amount of sales recorded per the cash register; and

(6) The amount paid out or accrued for prizes awarded for each bingo game. Each session record must contain at least the following regarding prizes awarded:

(a) The game number; and

(b) The dollar amount or the actual cost of each prize; and

(c) A complete description of all noncash prizes; and

(d) The consecutive number of the prize receipt issued for each prize; and

(e) The duplicate copy of the prize receipt issued for all prizes awarded during the session or the merchandise prize receipt log; and

(f) The check number of all checks used to pay winners of bingo games. If the payment must be made by check, licensees must maintain the duplicate copy as a part of the session records; and

(g) Full details of prizes accrued; and

(7) The net gambling receipts from each bingo session; and

(8) The cash on hand at the beginning and the end of each session; and

(9) A reconciliation of cash on hand, net gambling receipts, and the bank deposit of net revenue for each session. Licensees must include a validated copy of the bank deposit receipt. Licensees must document all steps taken to reconcile overages or shortages of more than twenty dollars for any session.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-335, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-340 Daily records review by gambling manager.** The gambling manager assigned primary responsibility for supervising the bingo session(s) must review all session records for accuracy, determine that required information is provided, and confirm the required deposit amount(s). After this review, that gambling manager must sign the record before leaving the premises on the day of the session.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-340, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-345 Retaining daily records.** Bingo licensees must keep daily records for two years. Licensees must keep the session summary for three years.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-345, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-350 Recording bingo winners.** Organizations conducting bingo under the provisions of RCW 9.46.0321, and bingo activities conducted at a qualified agricultural fair, and bingo licensees with gross gambling receipts of seventy-five thousand dollars or less in their previous license year do not have to follow this rule if they meet the requirements for lower volume charitable or nonprofit organizations in WAC 230-07-125. All other bingo licensees must report all prize payments for bingo games and drawings for prizes, good neighbor prizes, and second element of chance prizes at bingo games and record payment on a prize receipt.

(1) Licensees must use prize receipts printed by a commercial printer. The receipts must:

(a) Be two-part, self-duplicating paper that provides for an original and a duplicate copy; and

(b) If the licensee has gross gambling receipts of over six hundred fifty thousand dollars in their previous license year, be imprinted with the name of the licensee and a consecutive ascending number that does not repeat in at least 100,000 occurrences; and

(c) If the licensee has gross gambling receipts of six hundred fifty thousand dollars or less in their previous license year, the receipt is not required to be imprinted with the licensee's name and the consecutive ascending number may repeat in 1,000 occurrences; and

(d) Provide space for the licensee to record the information we require.

**Prize receipt**

(2) Operators must complete the prize receipt including, at least:

(a) Date; and

(b) Game number; and

(c) Complete name of the winner; and

(d) Complete address of the winner, if the prize is over twenty dollars; and

- (e) Dollar amount of the prize or the operator's cost, if noncash prize; and
- (f) Full description of all noncash prizes; and
- (g) Check number, if any portion of the prize is paid by check; and
- (h) Initials of the bingo worker making the payout; and
- (i) Initials of the cashier making the payment.

### **Prize log**

- (3) Licensees may receipt prizes of twenty dollars or less on a single prize log. Licensees must:
  - (a) Maintain a separate prize log for each session; and
  - (b) Record the same information required on prize receipts; and
  - (c) Retain the prize log as a part of the bingo daily records.

### **Linked bingo prizes**

- (4) Except for linked bingo prizes, licensees may omit an address for the winner if:
  - (a) The licensee pays all prizes greater than \$300 by check or a combination of cash and check; and
  - (b) Checks are drawn on the licensee's gambling bank account; and
  - (c) Checks used are of a type that provides a duplicate copy. The copies must be kept as a part of the daily bingo records; and
  - (d) Checks are made payable only to the winner. Licensees may make checks for prizes won by players under age eighteen payable to the guardian or immediate family member accompanying the player; and
  - (e) Licensees note the game number and prize receipt number on the check; and
  - (f) The bank returns all original checks to the licensee. Licensees must have the original checks available for our inspection on demand; and
  - (g) The licensee does not cash or otherwise redeem prize checks.
- (5) Licensees must record the complete name and address of the winner of linked bingo prizes.
  - (6) Licensees must:
    - (a) Issue prize receipts consecutively in an ascending order; and
    - (b) Void and retain with the daily records any prize receipts bearing a lower number than the highest number issued during a session; and
    - (c) Give the original of each prize receipt to the winner; and
    - (d) Keep a duplicate copy as a part of their records for not less than three years; and
    - (e) Account for and document all prize receipts purchased or otherwise obtained on a vendor's invoice; and
    - (f) Keep the vendor's invoice, or a photocopy of it, on the premises and have it available for our inspection. The purchase invoice must document, at least:
      - (i) Name of the vendor;
      - (ii) Name of the purchasing organization;
      - (iii) Date of purchase;
      - (iv) Number of receipts purchased; and
      - (v) The beginning and ending receipt number.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-350, filed 2/9/18, effective 7/1/18; WSR 08-03-062 (Order 623), § 230-10-350, filed 1/14/08, effective 2/14/08; WSR 07-10-033 (Order 610), § 230-10-350, filed 4/24/07, effective 1/1/08.]

## CASH FLOW REQUIREMENTS

**WAC 230-10-355 Charitable or nonprofit organizations purpose and spending limits for bingo operations.** To ensure that bingo licensees meet the intent of RCW 9.46.010 and provide adequate funds to promote charitable and nonprofit programs, bingo licensees must not allow their bingo operation to award excessive prizes or pay excessive expenses. The governing board of the organization must specifically approve all capital expenditures for the bingo operation that exceed six thousand dollars.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-355, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-360 Defining "bingo operation."** "Bingo operation" means bingo games and all associated activities conducted with bingo games at the premises, including punch boards, pull-tabs, other authorized drawings, snack bar, retail sales activities, and rental of the bingo premises.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-360, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-365 Defining "adjusted cash flow from the bingo operations."** "Adjusted cash flow from the bingo operation" means the combined gross income of the bingo operation minus all prizes and expenses, whether paid or accrued. Operators must not consider depreciation or amortization an expense of the bingo operation for the purposes of computing expenses.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-365, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-375 Failing to maintain a positive cash flow.** (1) Bingo licensees must measure adjusted cash flow to ensure that they maintain a positive cash flow and are not operating primarily for gambling purposes.

(2) If a licensee does not maintain a positive cash flow from the bingo operation as reflected in their annual financial statement as prepared in accordance with WAC 230-07-150, the director will take administrative action to revoke the organization's bingo license.

[Statutory Authority: RCW 9.46.070 and 9.46.0209. WSR 14-23-049 (Order 710), § 230-10-375, filed 11/14/14, effective 12/15/14. Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-375, filed 4/24/07, effective 1/1/08.]

## METHODS OF RECEIPTING BINGO INCOME

**WAC 230-10-385 Receipting of bingo income required.** Bingo licensees must account for all income from bingo games at the time they receive the income. Licensees must issue each player a receipt for the amount paid to play in each game or set of games at the time of payment. Players must keep this receipt to prove that they have properly purchased the number of cards they are playing.

(1) Licensees with gross gambling receipts of one hundred fifty thousand dollars or less in their previous license year, organizations conducting bingo under the provisions of RCW 9.46.0321, and bingo activities conducted at a qualified agricultural fair may use the receipting method for bingo income in WAC 230-07-125 or any of the methods for receipting bingo income required for licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year; and

(2) Licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year must use the receipting method for bingo income required for the bingo games they are offering:

- (a) The disposable bingo card receipting method; or
- (b) The cash register receipting method; or
- (c) The electronically generated receipting method; or
- (d) The ticket receipting method; or
- (e) The combination receipting method.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-385, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-385, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-390 Disposable bingo card method for receipting bingo income required when disposable bingo cards used.** Bingo licensees must use the disposable bingo card method to receipt for bingo income when disposable bingo cards are used. Licensees using the disposable bingo card method to receipt for bingo income must:

(1) Use bingo cards that meet all disposable bingo card requirements; and

(2) Complete the inventory control record; and

(3) Record for each set of cards or sheets intended for playing a single game, including on-the-way games:

(a) Serial number; and

(b) The color and/or border pattern; and

(c) The value of each card or sheet; and

(d) The lowest consecutive card or sheet number issued as a receipt; and

(e) The last card or sheet number issued as a receipt; and

(f) Missing cards or sheets per the manufacturer's packing record; and

(g) The number of cards returned and not issued; and

(h) The number of cards issued as receipts; and

(i) The total gross gambling receipts from all cards issued as receipts; and

(4) Record for each set or collation of packs or packets of cards sold and intended for playing a defined set of games:

(a) The serial number of the top sheet or page of the packet; and

(b) The color and/or border pattern of the top sheet or page of the packet; and



- (c) The lowest consecutive card, sheet, or packet number for the first packet issued as a receipt; and
  - (d) The card, sheet, or packet number of the last or highest packet issued as a receipt; and
  - (e) The number of packets issued as receipts; and
  - (f) The number of packets returned and not issued; and
  - (g) Missing packets per the manufacturer's packing record; and
  - (h) The value of each packet; and
  - (i) The total gross receipts from all packets issued as receipts; and
- (5) Record each disposable card issued for each type of sale separately. When more than one card or sheet number appears on a sheet of cards, licensees must use the manufacturer's designated control system to determine the beginning and ending number sold. Each time the numbering of the sheets breaks in the set, licensees must make a separate entry in the records; and
- (6) Consecutively issue each disposable card or sheet or packet of cards from the same set at each individual sales point. Licensees may sell these cards, sheets, or packets not issued during a session only at the next bingo session. Otherwise, licensees must retain these cards, sheets, or packets of cards for at least one year; and
- (7) Return unsold cards issued to the operator for a linked bingo prize to the linked bingo prize provider. The linked bingo prize provider must store these cards six months or until we have examined and approved them for destruction, whichever is less. Unopened blocks of two hundred fifty cards may be reissued.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-390, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-390, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-395 Cash register method of receipting for bingo income.** Bingo licensees may use a cash register to record bingo income if the cash registers:

- (1) Have separate keys to record each type of sale; and
- (2) Store and compute a total for each type of sale recorded and is capable of providing the total on request; and
- (3) Retain in the memory unit all transactions recorded during a session, regardless of whether or not the cash register power source is interrupted; and
- (4) Record all transactions, customer receipt numbers, and control totals on the internal tape retained in the cash register. The licensee must keep the internal tape, showing these transactions, as part of the daily bingo records; and
- (5) Assign and imprint on the customer receipt and internal tape a minimum four-digit consecutive number for every sales transaction processed. Only cash register service personnel may reset this numbering system and the numbering system must not return to zero at the conclusion of any period of use or power interruption. If licensees receive written approval from us before use, they may use cash registers that do not meet these requirements but have adequate alternative control features; and
- (6) Licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year, must imprint a minimum three-digit consecutive number on the customer receipt and internal tape to note each time transactions are totaled or when a set of

transactions are totaled and closed. If licensees receive written approval from us before use, they may use cash registers that do not meet these requirements but have adequate alternative control features.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-395, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-395, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-400 Customer receipts for cash register method of receipting for bingo income.** Bingo licensees must imprint at least the following on customer receipts:

- (1) The date; and
  - (2) The name of the licensee operating the activity; and
  - (3) The separate amount of money paid to play each type of game;
- and
- (4) The total amount of money paid; and
  - (5) The consecutive customer receipt number.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-400, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-405 Retaining cash register receipts for cash register method of receipting for bingo income.** (1) Bingo licensees must keep all cash register receipts for voids, overrings, returns, "no sales," and any other receipts not issued to a player as part of the daily bingo records.

(2) If a cash register is used to receipt activities other than bingo, licensees must keep the internal cash register tapes for not less than two years and have them available for our review on request.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-405, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-410 Electronically generated bingo card method of receipting bingo income.** Bingo licensees may use the electronically generated bingo card method of receipting to document bingo income if the sales transaction and issuing cards to players are completed at the same time. Otherwise, licensees must use the combination receipting method.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-410, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-415 Electronically generated bingo card method of receipting for bingo income requirements.** Bingo licensees using the electronically generated bingo card method of receipting to document bingo income must:

- (1) Summarize and print all transactions recorded during a bingo session in a permanent record at the end of each session. This record must provide, at least:
  - (a) The beginning and ending card number; and
  - (b) The beginning and ending transaction number; and

- (c) The total number of cards sold; and
- (d) The total number of sales transactions; and
- (e) The total dollar amount of sales for each type of sale; and
- (f) The total dollar amount of sales; and
- (g) The number and dollar amount of all voids, overrings, or sale returns;

(2) Imprint all electronically generated cards or sheets of cards with a control system that includes, at least:

- (a) A card number assigned to each card. Each sheet of cards must be assigned a consecutive transaction number that does not repeat in less than 999,999 transactions; and

- (b) The name of the licensee; and

- (c) The time and date of the transaction; and

- (d) The game number; and

- (e) The amount paid for the opportunity to play each game; and

- (f) The total amount paid; and

- (g) The manufacturer assigned numbers and card number or, if printed for a player selection game, the numbers the player selected; and

(3) Use a computer to store bingo cards and interface with a printer. The computer must:

- (a) Retain in memory a record of all transactions occurring during a session until the operator has totaled, printed, and cleared the transactions, regardless of whether the primary power source is interrupted; and

- (b) Compute a total of all transactions occurring during the current session and print out the total on request; and

- (c) Maintain and control the time and date of sale and transaction number in a manner that prohibits change or resetting except by the manufacturer or qualified service personnel. Licensees must retain a detailed record, supported by service documents for each service call involving a change of the time, date, or transaction number; and

- (d) Secure the electronically stored bingo cards in a manner that prevents an operator or player from modifying them. Licensees must not exchange, transfer, refund, or modify the price of cards issued to a player in any way after completion of the sales transaction. Cards must be stored on erasable programmable read only memory (EPROM), compact disc read only memory (CDROM), write once read many disc drives (WORM), or other systems we approve.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-415, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-420 Ticket method of receipting bingo income.** Bingo licensees may use tickets to document receipts of bingo income. Tickets must be:

- (1) Manufactured by a commercial printer and imprinted with:

- (a) At least four digit numbers in a consecutive series. Licensees with gross gambling receipts over six hundred fifty thousand dollars in their previous license year must use tickets with numbers that do not repeat in at least 99,999 occurrences; and

- (b) Each ticket on a roll must represent the same dollar value or amount of money; and

- (c) The name of the licensee operating bingo with gross gambling receipts over six hundred fifty thousand dollars in their previous license year; and

(2) If used by licensees with gross gambling receipts over six hundred fifty thousand dollars in their previous license year, purchased from a licensed distributor or manufacturer; and

(3) Issued consecutively from each roll, starting with the lowest numbered ticket; and

(4) Accounted for by the licensee. If purchased from a commercial business or licensed distributor, documentation must be on the sales invoice. This invoice, or a photocopy, shall be maintained on the premises and available for inspection. Document the following information on the sales invoice for each roll of tickets purchased:

(a) Name of distributor; and

(b) Name of purchasing licensee; and

(c) Date of purchase; and

(d) Number of rolls of tickets purchased; and

(e) The color, dollar value, total number of tickets, and beginning ticket number for each roll; and

(5) Recorded in the daily records in the format we require; and

(6) Retained by the licensee as a part of the bingo daily records for those not issued as receipts and that bears a number falling below the highest numbered ticket issued during that session and not be used to receipt for any type of income; and

(7) Not be the same color and imprinted with the same ticket number as any other ticket on the premises.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-420, filed 2/9/18, effective 7/1/18; WSR 07-21-116 (Order 617), § 230-10-420, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-420, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-425 Ticket method of bingo receipting for bingo income restrictions.** (1) All bingo licensees may use the ticket method of receipting bingo income for drawings and good neighbor prizes offered at their bingo games.

(2) Licensees with gross gambling receipts of six hundred fifty thousand dollars or less in their previous license year may use the ticket method for games operated with hard cards and for bonus games.

(3) Licensees with gross gambling receipts over six hundred fifty thousand dollars in their previous license year may use the ticket method for bonus games as a part of the combination receipting method.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-425, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-425, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-430 Keeping an inventory record for the ticket method of bingo receipting.** (1) Bingo licensees must keep an inventory record in the format we require for all tickets used for income receipting.

(2) Licensees must enter all ticket information on the inventory record in the format we require before the beginning of the next bingo occasion.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-430, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-435 Combination receipting method of receipting bingo income.** (1) Bingo licensees may use a receipting method that combines cash register receipting with another approved method of receipting bingo income.

(2) Licensees with gross gambling receipts over six hundred fifty thousand dollars in their previous license year must use combination receipting for income from sales of:

- (a) Disposable bingo card packets; and
- (b) Disposable bingo card sheets from a set of bingo cards divided into subgroups; and
- (c) Electronically generated bingo cards, if sales transactions and issuing of cards are not completed and documented at the same time; and
- (d) Bonus games.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-435, filed 2/9/18, effective 7/1/18; WSR 07-10-033 (Order 610), § 230-10-435, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-440 Combination receipting method for bingo income requirements.** (1) Bingo licensees using the combination method of receipting for bingo income must follow all requirements for cash register receipting; and

(2) Licensees may sell similar cards used to play for the same prize at a volume discount, but they must record each separate discount price using a separate cash register or sales identification key to provide an audit trail; and

(3) If receipting for the sale of disposable bingo cards, licensees must:

(a) Follow all requirements for disposable bingo card receipting; and

(b) In addition to those requirements, record the following for each session where sets of cards are sold:

(i) The session number and date; and

(ii) The beginning and ending control numbers of the top page of the packets; and

(iii) Adjustments for any missing packets, compared to the manufacturer's packing record; and

(iv) The number of packets distributed to sales points and returned as unsold; and

(v) Total packets sold; and

(vi) The value of each packet; and

(vii) The extended value obtained by multiplying total packets issued times the value of each packet; and

(viii) The cumulative number of packets issued from the series to date; and

(c) Consecutively issue each disposable card or sheet or packet of cards from the same set at each individual sales point. If sets are divided into subgroups, then licensees must issue packets or sheets of cards within each subgroup consecutively from each subgroup. Licensees may sell these cards, sheets, or packets not issued during a session only at the next bingo session. Otherwise, licensees must retain these cards, sheets, or packets of cards for at least one year; and

(d) Record all required information in the inventory control record; and

(e) Carry forward the totals from the transaction record to the daily bingo summary and reconcile sales against the cash register record; and

(4) If receipting for electronically generated bingo cards, licensees must:

(a) Follow all requirements of electronically generated bingo card receipting; and

(b) Carry forward the totals from the transaction record to the daily bingo summary and reconcile sales against the cash register record; and

(5) If receipting for bonus games, licensees must:

(a) Follow all requirements of ticket receipting; and

(b) Consecutively issue tickets from each sales point. Licensees must retain tickets from each sales point with control numbers lower than the highest ticket issued at that sales point as a part of the daily bingo records; and

(c) Carry forward the totals from the transaction record to the daily bingo summary and reconcile sales against the cash register record.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-440, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-440, filed 4/24/07, effective 1/1/08.]

#### **LINKED BINGO GAMES AND PRIZES**

**WAC 230-10-445 Linked bingo games.** (1) A linked bingo prize provider must request and receive approval from us before allowing a bingo operator to participate in a game that offers a linked bingo prize.

(2) Operators must not offer more than one linked bingo game per session or no more than three linked bingo games per day.

(3) The linked bingo prize provider must notify us within seven days when an operator stops participating in linked bingo prize games.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-445, filed 10/22/07, effective 1/1/08; WSR 07-10-033 (Order 610), § 230-10-445, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-446 Defining "linked bingo prize."** "Linked bingo prize" means a prize that is awarded to a player who is competing against players from multiple participating bingo halls. The categories of prizes are:

(1) The main prize, which is the prize paid each time the game is played to the first verified winner(s);

(2) The consolation prize, which is the prize paid at each participating licensed bingo hall after the main prize has been determined; and

(3) The bonus prize, which is a prize awarded when a player achieves the winning pattern in a predetermined number of calls or on a specific predetermined number.

[Statutory Authority: RCW 9.46.070. WSR 08-03-062 (Order 623), § 230-10-446, filed 1/14/08, effective 2/14/08.]

**WAC 230-10-447 Prizes in linked bingo prize games.** (1) Operators may have up to forty-eight hours to award a main or bonus prize to the winner(s); and

(2) Linked bingo prize providers may establish a consolation prize amount paid at each participating location. Participating licensees whose sales volume does not meet the minimum set out in WAC 230-10-455(2) may pay a consolation prize that is less than this amount; and

(3) For all linked bingo prize games, a winner must be determined at each premises which sells cards to participate in the game.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-447, filed 10/22/07, effective 1/1/08.]

**WAC 230-10-451 Recordkeeping for linked bingo prize games.** (1) All linked bingo licensees must maintain all records required for bingo licensees with gross gambling receipts over one hundred fifty thousand dollars in their previous license year for all their bingo operations; and

(2) For funds contributed to accrued linked bingo prizes, licensees must modify each bingo game daily record to include, at least:

(a) The amount of the contribution; and

(b) The amount of any consolation prize the licensee paid for a linked bingo prize game; and

(c) The name of the linked bingo prize provider to whom the contribution is made.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-10-451, filed 2/9/18, effective 7/1/18; WSR 07-21-116 (Order 617), § 230-10-451, filed 10/22/07, effective 1/1/08.]

**WAC 230-10-456 Additional accounting records for linked bingo prize providers.** In addition to other accounting records, linked bingo prize providers must keep records in the format we require for:

(1) Each prize offered; and

(2) Equipment installed at participating licensees' locations that includes at least:

(a) The name and address of the licensee where the equipment is installed; and

(b) A physical description of the equipment and its cost; and

(3) All bingo cards purchased or otherwise obtained, where the cards were distributed, and the date the cards were used; and

(4) Video recording of each drawing in the previous one-year period that shows, at least:

(a) The ball selection process, including the numbers drawn; and

(b) All body movements of the caller.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-10-456, filed 10/22/07, effective 1/1/08.]

**WAC 230-10-457 Activity reports for linked bingo prize providers.** Linked bingo prize providers must submit activity reports to us twice a year for their sales and services. The activity reports must be in the format we require and must:

- (1) Cover the periods:
  - (a) January 1 through June 30; and
  - (b) July 1 through December 31; and

(2) Be received at our administrative office or postmarked no later than thirty days following the end of the reporting period. Licensed organizations that report annually must submit an activity report from the beginning of their license year through June 30, 2018, by July 30, 2018. These reports are due July 30, 2018.

Beginning July 1, 2018, reports required by this section must be submitted quarterly, as set forth in WAC 230-05-102; and

(3) Be signed by the licensee's highest ranking executive officer or a designee. If someone other than the licensee or an employee prepares the report, the preparer must print his or her name and business telephone number on the report; and

(4) Submit a report for any period of time their license was valid, even if they had no activity or did not renew.

[Statutory Authority: RCW 9.46.070. WSR 18-08-056, § 230-10-457, filed 3/30/18, effective 7/1/18; WSR 07-21-116 (Order 617), § 230-10-457, filed 10/22/07, effective 1/1/08.]

#### **SHARING BINGO FACILITIES WITH OTHER CHARITABLE OR NONPROFIT ORGANIZATIONS**

**WAC 230-10-460 Shared bingo facilities.** Multiple bingo licensees must enter into a written agreement before sharing a facility. Before operating in a shared facility, licensees must:

(1) Send us written notification of intent to share facilities at least thirty days before operating bingo in a shared facility. The notification must include, at least:

(a) The name of all organizations sharing the facility; and

(b) Names and signatures of the highest ranking officer for each organization involved; and

(c) Copies of any written agreements between organizations; and

(d) The method used to share expenses.

(2) Maintain management over their individual gambling activities.

(3) Be solely responsible for their individual records, inventory, management, equipment, and operation of the gambling activities for which they hold a license.

(4) Complete a separate quarterly activity report according to the gambling receipts and expenses it is responsible for under the terms of the written agreement between the licensees.

(5) Locate their head office or principal location in the same county where they operate bingo, or as otherwise defined in RCW 9.46.0205.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-460, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-465 Sharing facilities and using the cash register system of receipting bingo income.** Multiple bingo licensees sharing a facility may use a single cash register if the licensees maintain a log of, at least, the following:



- (1) Name of the organization using the register; and
- (2) Date; and
- (3) Beginning and ending transaction numbers; and
- (4) Beginning and ending time; and
- (5) Name and signature of the cashier at the end of use.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-465, filed 4/24/07, effective 1/1/08.]

**WAC 230-10-470 Sharing management and accounting for shared bingo facilities.** Before operating under shared management and facilities, bingo licensees must meet the following requirements:

- (1) No more than three bingo licensees may share a facility.
- (2) Licensees must send us a written notification of the intent to share facilities at least thirty days before operating in a shared facility. The notification must include, at least:
  - (a) The name of the lead organization and lead manager; and
  - (b) Name of all organizations sharing the facility; and
  - (c) Names and signatures of the highest ranking officer for each organization involved; and
  - (d) Copies of any written agreements between organizations; and
  - (e) The method for sharing the gross gambling receipts, net income, expenses, and prizes among the licensees.

#### **Management**

- (3) All managers of the bingo operation must be full and regular members or employees of at least one of the participating organizations.
- (4) Nonprofit gambling managers must not participate in the operation of bingo games at more than one bingo facility.

#### **Accounting**

- (5) The lead organization must maintain the records clearly disclosing the amount of money the bingo operation received and expended. Expense records must make known the purposes for which the organization spent money.
- (6) The lead organization must establish and maintain a separate bank account to which it will deposit all proceeds from the bingo operation and from which it will pay all of the expenses in connection with the bingo operation, including at least, all payments of prizes.
- (7) Each licensee must keep records of gambling proceeds received from the bingo operation and the use of those proceeds towards the stated purpose of the organization.
- (8) Each licensee must complete a separate quarterly activity report according to the percentage of gambling receipts and expenses it is responsible for under the terms of the written contract between the licensees.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-470, filed 4/24/07, effective 1/1/08.]

### **SHARING BINGO FACILITIES WITH FOR-PROFIT BUSINESSES**

**WAC 230-10-475 Operating bingo in a for-profit business premises.** (1) Bingo licensees may operate bingo in a for-profit business if the:

(a) Bingo portion is separate and apart from the for-profit business portion. A transparent or solid barrier not less than seven feet high with no more than two openings must separate the two portions. Each opening must be no more than six feet in width; or

(b) For-profit business is closed when bingo games are operated.

(2) When the sale, service, or consumption of liquor is permitted in the for-profit business, the liquor licensee or permittee is responsible for complying with liquor laws and regulations.

(3) Commercial stimulant pull-tab licensees must not sell pull-tabs in the bingo portion of the premises. Pull-tab players may take the pull-tabs into the bingo portion. Players must select and purchase the pull-tabs and operators pay prizes in the for-profit business portion.

(4) The owner, manager, or any employee of the for-profit business must not be an officer of the organization or participate in the operation of the bingo games on those premises.

[Statutory Authority: RCW 9.46.070. WSR 07-10-033 (Order 610), § 230-10-475, filed 4/24/07, effective 1/1/08.]