



SUPPLIER QUALIFICATION INFORMATION

Please allow at least 4 to 6 weeks for the qualification process.

In addition to the completed application, the following information must be submitted prior to being approved to rent or sell bingo or millionaire party equipment or to sell charity game tickets:

1. A cover letter detailing the business experience, past and present, of the applicant, each owner, shareholder, and officer listed on the application.
2. Proof of authority to conduct business in Michigan.

Michigan Based Entities:

- a. If incorporated, a copy of your filed Articles of Incorporation.
- b. If a partnership, your Limited Partnership Registration.
- c. If doing business under other than your individual name, a copy of the filed Certificate of Persons Conducting Business Under Assumed Name.
- d. If a Limited Liability Company, your filed LLC paperwork and operating agreement.
- e. A copy of your Michigan Sales Tax License.
- f. Fingerprint cards completed by and for each of the owners, shareholders, and officers. These can be completed at your local law enforcement office.

Out of State Entities:

- a. A copy of your Use Tax Registration.
 - b. Articles of Incorporation, partnership agreement, or other legal document that allows your company to do business in its home state.
 - c. If incorporated, a copy of your Certificate of Authority to Transact Business in Michigan, issued by the Michigan Department of Commerce.
3. If your business intends to rent or sell millionaire party equipment, submit an itemized price list, with an effective date, for all millionaire party equipment and services you intend to provide that is in compliance with Supplier Rule 805(2).

If your business intends to sell charity game tickets, contact our ticket specialist at (517) 335-5787 for further information. If your business intends to distribute electronic bingo card systems, contact our gaming specialist at (517) 335-6736 for further information.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Supplier rule R432.21801(2) states: "The supplier license application shall include additional information as directed by the bureau."

Supplier rule R432.21801(5) states: "Any changes to the information provided on the supplier license application shall be immediately reported to the bureau in writing."