



## VIRGINIA LOTTERY LICENSING CHECKLIST - TRADITIONAL

If you are applying for a Virginia Lottery ("Lottery") License ("License") for a business that is not currently licensed **or** for a location you are purchasing that currently sells Lottery products, you will need to complete the Traditional Retailer Application ("Application") and provide supporting documentation as follows:

- Application Fee-** A one hundred dollar (\$100.00) non-refundable application fee is required for each location for which a License Application is being submitted. Make check payable to: **VIRGINIA LOTTERY**
  - Retailer License Application\***
  - Retailer Location Form-** Completed (with store information, contact person, and type of business. All other areas are completed by the Lottery).
  - Personal Data Form (PDF)\*** Completed, signed by each person listed on the Application as follows: owner, partner, officer, member, or director AND any non-titled person who owns more than 10% of the issued stock.
  - Proof of Identity** – for each PDF submitted. Must be a legible, enlarged copy of **one** of the following:
    - State-issued driver's license;
    - Government-issued photo ID;
    - Government-issued passport; or
    - U.S. Federal or State-issued picture ID card such as an INS or DMV identification card.
  - Retailer Contract\***
  - Electronic Funds Transfer ("EFT") Form\*** (Authorization Agreement for Pre-Authorized Payments)– Retailer *must* open a separate bank account. This account *cannot* by law, be co-mingled with other business accounts or deposits.

The bottom half must be completed and signed by the bank representative.

By law, and in compliance with **Virginia Administrative Code 11VAC 5-31-60**, the account **MUST** be titled as "Business name/VIRGINIA LOTTERY TRUST".

**A letter from the bank representative on bank letterhead, or a screen print of the account set-up must be submitted with the completed EFT to verify this required titling. Either must show or state the required titling and show the account and routing numbers. (sample included)**
  - Business Sales Tax Certificate-** A copy of the certificate issued by the Virginia Department of Taxation, or a copy of the registration confirmation letter sent by Taxation showing the assigned sales tax number and business name. **(sample included)**
  - Internal Revenue Service ("IRS") Confirmation** -The same verification is required for the Legal filing name and Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) issued by the IRS. This could be the online confirmation or the confirmation letter from the IRS sent in the mail. **(sample included)**
- \*These forms must be signed by an owner, officer, partner, managing member, director or person(s) legally authorized to act in a fiduciary representative capacity on behalf of the licensee. Any forms signed by persons other than listed above cannot be processed**

**All paperwork must be submitted to the Virginia Lottery Licensing Department\*\* and approved prior to a change in ownership occurring with licensed retailers in active sales status.** A separate submission must be made for each physical location to which the change applies. If the legal change occurs before the new prospective owner's paperwork has been submitted, received, or completed, the current License becomes null and void. The store will be inactivated, and Lottery equipment, products, and supplies will be removed from the location until the new applicant/owner has been approved.

\*\*It is recommended that the applicant retain copies for his/her records.

Please make sure all requested information is submitted and all forms are complete. Missing information will cause a delay in processing. The licensing of a retailer takes approximately 3-4 weeks provided there are no issues with the paperwork submitted.

**Application packages may be mailed or dropped off at any one of the Lottery's Customer Service Centers around the state.**

**CSC Woodbridge**  
14550 Potomac Mills Rd.  
Woodbridge 22192  
(703) 494-1501

**CSC Harrisonburg**  
1790-26 East Market Street  
Harrisonburg 22801  
(540) 433-7979

**CSC Hampton**  
2308 West Mercury Blvd  
Hampton 23666  
(757) 825-7800

**CSC Farmville**  
1524 South Main Street  
Farmville 23901  
(434) 947-2256 (Lynchburg)  
(804) 692-7440 (Richmond)

**CSC Roanoke**  
1287 Town Square Blvd  
Roanoke 24012  
(540)561-7011

**CSC Abingdon**  
408 East Main Street  
Abingdon 24210  
(276) 676-5540

**Richmond Headquarters**  
600 East Main Street  
Richmond 23219  
(804) 692-7690



## VIRGINIA LOTTERY LICENSING CHECKLIST

### Stock Sale/Stock Purchase Agreements/Transfer

If you are purchasing, transferring or selling stock in a corporation, LLC or LC that currently sells Lottery tickets and will continue to operate the business under the existing legal name and Federal Employer Identification Number ("FEIN"), you will need to provide the following information:

- Completed Personal Data Form** ("PDF") for each new individual purchasing the stock as an owner, partner, officer, member, director, or any non-titled person who owns more than 10% of the issued stock. This form must be signed by the individual for whom the form is completed .
- Proof of Identity** – for each PDF submitted. Must be a legible, enlarged copy of **one** of the following:
  - Government-issued photo ID; State-issued driver's license; Government-issued passport; **or**
  - U.S. Federal- or State-issued picture ID card such as an INS or DMV identification card.
- Retailer Contract\*** and **Application\*** - completed and signed by new owners.
- Electronic Funds Transfer ("EFT") form\*** – bottom half must be completed by the bank. The top half of the form (Retailer Name, Address, City, Zip) is to be completed and signed by the new stockholder.

In accordance with **11VAC5-31-60 of the Code of Virginia**, the account **MUST** be titled "**Business Legal Name/VIRGINIA LOTTERY TRUST**".

In addition, a letter from the bank (on bank letterhead) or a bank printout of the account must be accompanied with the EFT to verify this required titling.

- A **copy** of the **stock purchase agreement/transfer, or a letter from the closing attorney that includes:**
  - the legal name of the business to which the stock is issued ,
  - the names of the current owners,
  - the party(ies) to whom the stock is being transferred or sold, and
  - the effective date of the transfer, agreement, or sale.

The document should verify the shares (percentages) purchased, and signed and notarized by all parties. Stock purchase agreements or stock transfer documentation must be notarized and contain the signatures of both previous and new stockholders.

New stockholders/officers are responsible for updating the State Corporation Commission ("SCC") records/registration for the business with new member/stockholder/officer information according to SCC requirements.

Please make sure that all requested information and forms are complete and accurate. Missing or incorrect information will cause a delay in processing.

**\*All forms must be signed by an owner, officer, partner, member or legally authorized person\*\*. Any forms signed by persons other than listed above will not be accepted.**

\*\*Legally authorized persons (without ownership) or POAs must provide legal documentation showing this designation.



## RETAILER CONTRACT (TRADITIONAL)

Retailer/Chain Number: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Business Address: \_\_\_\_\_

(city)

(state)

(zip code)

This Contract ("Contract"), by and between the Commonwealth of Virginia, acting by and through the Virginia Lottery ("Lottery"), and the retailer named above, including all owners and officers, (collectively "Retailer") (together, the "Parties") made as of the later date shown beside the Parties' signatures below, specifies the terms and conditions which shall exist during the term of this Contract. Except as otherwise provided herein, this Contract supersedes any prior agreement, representation or understanding between the Parties regarding the subject matter set out herein.

When this Contract is fully executed, and the Retailer has fulfilled all eligibility requirements and paid all fees established by the Lottery, Retailer will be issued a Lottery license ("License"). Together, the Contract and License authorize Retailer to act as a Lottery Sales Agent to sell and dispense Lottery tickets and products, and to act as the Lottery's representative to collect, preserve and account for Commonwealth of Virginia trust funds.

### A. Term and Renewal

Unless earlier terminated, the terms of this Contract and the License shall run concurrently for a term of one (1) year. The Contract and License may be renewed annually thereafter at the sole discretion of the Lottery, contingent upon Retailer's compliance with all applicable federal and state laws, regulations, policies and procedures.

### B. Termination, Cancellation, Revocation or Suspension

This Contract may be terminated by Retailer upon at least fifteen (15) calendar days' prior written notice to the Lottery.

This Contract and License may be terminated, canceled, revoked or suspended by the Lottery, in the Director's sole discretion, upon written notice to the Retailer (except in those limited circumstances when such notice is not required by Lottery statutes or regulations). The Retailer shall be entitled to a hearing on such termination, cancellation, revocation or suspension if, and to the extent, provided by Lottery statutes and regulations and any other applicable law.

Upon termination of the contract, Retailer shall maintain its surety bond and the required Lottery trust account until all financial settlements are completed and all Lottery equipment, supplies, and property have been surrendered.

### C. Compliance with Statutes and Rules

Retailer shall:

- 1) Fulfill the obligations of and adhere to the prohibitions denoted in this Contract, except as otherwise modified by an amendment or addendum attached hereto.
- 2) Comply with all Lottery statutes, regulations, procedures, rules for specific Lottery games, eligibility criteria and standards for licensing, and all other applicable federal and state laws, rules, directives, orders and instructions. By executing this Contract, Retailer certifies that to the best of its knowledge it is in compliance with all such laws.
- 3) Within twelve (12) months of issuance of the License, comply with all requirements of the Lottery's Retailer Accessibility Program as published at <https://www.valottery.com/aboutus/retailer>.
- 4) Conduct all Lottery business and transactions ethically and with the utmost integrity, and act in every respect to uphold public confidence in the Lottery.
- 5) Immediately report to the Lottery any irregularities or anomalies involving Lottery equipment, sales, systems, tickets, or products that do not conform to standard processes and procedures or that may be detrimental to public confidence in the Lottery.
- 6) Adopt safeguards to assure that it will not sell lottery tickets or pay prizes to persons under the age of 18 years.
- 7) Not attempt, through any means whatsoever, to identify or otherwise determine whether any unsold ticket contains a winning play.

#### **D. Tickets/Products Requirements and Responsibilities**

*Retailer shall:*

- 1) Sell all Lottery tickets and products authorized and provided by the Lottery to Retailer.
- 2) Sell Lottery tickets and products only at the prices fixed by the Lottery.
- 3) Pay to the holder of a winning Lottery ticket the full amount of the prize to which she/he is entitled. This requirement includes a prohibition against Retailer purchasing tickets from players at discounted prices.
- 4) Sell tickets and products only at the location(s) specified in this Contract, identified on the issued License, or as otherwise expressly authorized by the Lottery.
- 5) STOP selling tickets and remove such tickets from public view, upon notification by and in accordance with instructions provided by the Lottery.
- 6) Accept only cash, check, debit cards, or authorized coupons in payment for the purchase of Lottery tickets or products.
- 7) Post, or otherwise display in prominent locations agreed to by the Lottery, all required Point of Sale materials.
- 8) Maintain and safeguard an adequate ticket inventory and serialized paper stock used in Lottery-provided equipment.
- 9) Meet any minimum sales requirement(s) established by the Lottery, at its discretion and as may be amended at its discretion, for each Retailer business location.
- 10) Use reasonable safeguards and sound management practices to protect Lottery tickets from the elements, abuse, theft, damage and destruction.
- 11) Immediately notify the Lottery upon the theft, loss, destruction of, or damage to any tickets in the Retailer's possession.

*Lottery shall:*

- 12) Pay Retailer compensation as established pursuant to Lottery statutes and regulations and, at the Lottery's sole discretion, any bonus or incentive payments, as applicable.
- 13) Provide sales, marketing and customer assistance to the Retailer.

#### **E. Payment of Prizes**

*Retailer shall:*

- 1) Validate winning tickets in accordance with Lottery-approved procedures and via Lottery-provided equipment prior to paying a prize.
- 2) Pay cash prizes as expressly authorized by the Lottery through the proper and complete validation of winning tickets, generally up to and including \$600 per wager.
- 3) Pay prizes in cash and/or cash equivalent instruments (e.g. money order, business check) immediately upon the proper and complete validation of a winning ticket.
- 4) Not impose any fee, additional charge, or discount for cashing a winning ticket.
- 5) Return non-winning tickets to the player.

*Lottery shall:*

- 6) Reimburse Retailer for all valid cash prizes properly and completely validated and paid by the Retailer.
- 7) To the extent established by Lottery statutes and regulations, pay Retailer a cashing commission based on the cash value of all valid prizes paid by the Retailer and, at the Lottery's sole discretion, any bonus or incentive payments, as applicable.

#### **F. Financial Requirements, Responsibilities, and Conditions**

*Retailer shall:*

- 1) Be personally liable for all proceeds from the sale of Lottery tickets or products.
- 2) Promptly pay all amounts owing under this Contract.
- 3) Maintain a separate, designated Lottery Trust bank account to be used exclusively for lottery business.
- 4) Ensure the Lottery account is jointly titled as "Retailer's Name/Virginia Lottery Trust."
- 5) Acknowledge that all Lottery funds, immediately upon receipt and upon the transaction of a sale, are held in trust for the Virginia Lottery and the Commonwealth of Virginia.
- 6) Deposit into the Trust account all proceeds from the sale of Lottery tickets or products.
- 7) Ensure sufficient funds are timely deposited into the Trust account for scheduled Electronic Funds Transfer ("EFT"). In the event such EFT is dishonored, Retailer shall be liable for penalties and interest as established by Lottery statute and/or regulation.
- 8) Be responsible for, preserve, and account for all proceeds from the sale of Lottery tickets/products, all tickets accepted from the Lottery, and all on-line tickets generated, whether such activities are conducted by the Retailer or any employee or representative of the Retailer.
- 9) Be financially liable for all tickets once they are in a billable status. Retailer shall also be financially liable for stolen, lost, destroyed, or otherwise unaccounted for tickets – without regard to their billing status - if such loss resulted from the willful or negligent act or omission of Retailer, or from Retailer's intentional misconduct or failure to reasonably safeguard or maintain the tickets in accordance with sound management practices.

- 10) Maintain a surety bond, through a company licensed to conduct business in Virginia, in such an amount and penalty as determined by the Lottery. Such bond must be payable to the Lottery and conditioned upon the faithful performance of the Retailer's duties. Retailer shall promptly provide proof of bonding to the Lottery, as requested. Retailer may, at the sole discretion of the Lottery, be permitted to provide such other surety as may be satisfactory to the Lottery Director.

## **G. Equipment Requirements and Responsibilities**

*Retailer shall:*

- 1) Be responsible for meeting all equipment installation requirements as specified by the Lottery. Such requirements may include, but are not limited to: (a) dedicated electrical circuitry; (b) counter, roof, floor, and building space; and (c) conduit, if applicable. All expenses associated with the items required to be furnished by the Retailer and all consents, approvals, and permits from any and all necessary parties required for equipment installation, if any, shall be the sole responsibility of Retailer.
- 2) Place equipment only in Lottery-approved locations.
- 3) Place self-service/vending equipment in a location that is visible to the Retailer's staff during all hours that the Retailer is open to the public.
- 4) Pay a weekly communications charge in an amount determined by the Lottery (\$15 per week as of the revision date of this contract form).
- 5) Grant the Lottery, or Lottery-approved service technicians, permission and access to the premises, equipment, and/or keys during Retailer's normal business hours for equipment placement/installation, equipment removal, and equipment maintenance/repair.
- 6) Remove all monies and tickets, as appropriate, from equipment prior to maintenance or repair.
- 7) Use reasonable safeguards and sound management practices to protect Lottery equipment and property from the elements, abuse, theft, damage, and destruction.
- 8) Immediately notify the Lottery upon the theft, loss, destruction of, or damage to any Lottery-provided equipment or property in the Retailer's possession.
- 9) Repair or replace, at Retailer's expense, any loss of, destruction of, or damage to Lottery-provided equipment, machines or parts thereof which results from the willful or negligent act or omission of Retailer, or from Retailer's intentional misconduct or failure to reasonably safeguard or maintain the equipment in accordance with sound management practices.
- 10) Ensure all equipment is operational and able to be used to sell and validate Lottery products during the Retailer's normal business hours.
- 11) Call the Lottery service hotline when a problem occurs which the Retailer cannot resolve.
- 12) Load printer paper, ticket stock, and tickets into all bins of equipment, and maintain sufficient quantities of such ticket stock and tickets in the bins.
- 13) Return all Lottery-provided equipment, property, supplies, and products upon: request of the Lottery; suspension, cancellation, or revocation of the License; and/or termination of this Contract.
- 14) Ensure that Retailer's employees complete a Lottery-designated training program prior to initially selling any Lottery tickets or products and any subsequent training sessions as may be required by the Lottery.

*Lottery or its authorized representatives shall:*

- 15) Provide Retailer all required Lottery equipment and product supplies, including playslips, Point of Sale materials, printer paper, and ticket stock.
- 16) Retain ownership of all Lottery-provided equipment and supplies.
- 17) Be responsible for the cost of all normal maintenance associated with Lottery-provided equipment, other than costs incurred because of Retailer's neglect, abuse, or failure to use sound management practices, which costs shall be borne by Retailer.
- 18) Train Retailer employees on the operation of all Lottery-provided equipment and the sale of Lottery products. Training sessions will be conducted at a mutually agreeable time and location prior to or immediately after equipment installation, provided that training must be completed before Retailer may commence selling tickets.
- 19) Provide a toll-free Lottery hotline for equipment repair service and Retailer support service.

## **H. Report of Change in Condition**

*Retailer shall:*

- 1) Notify the Lottery in writing not less than fifteen (15) days prior to any proposed changes in its business, including but limited to: (a) ownership, number, or identity of responsible parties associated with the business; (b) federal tax identification number; (c) location; (d) form of ownership or operation of the business; (e) lease of Retailer's business and/or premises; or (f) sale or closing of the Retailer's business.
- 2) Notify the Lottery if any person listed on the Retailer's application or Contract, or any amendments thereto (e.g., owner, partner, stockholder, officer, etc.), is charged with or convicted of, or enters a plea of guilty or *nolo contendere* to, **any** offense punishable as a felony, or **any** offense involving moral turpitude, fraud, misrepresentation, bookmaking, or gambling, regardless of the jurisdiction in which the offense occurred.

Retailer shall report such event in writing within fifteen (15) days of the date of the charge, plea or conviction.

**I. Cooperation with Lottery Representatives**

*Retailer shall:*

- 1) Fully cooperate with Lottery employees or its agents and make available all pertinent records, documents, and information in all matters related to Lottery operations, including but not limited to the accounting, collection, inspection, auditing, or investigation of Lottery proceeds, tickets and products, equipment, and the terms and conditions of this Contract.
- 2) Provide the Lottery or its agents access to the premises of the licensed location during normal business hours or at such other times as may be required.

**J. Penalties for Non-Compliance**

- (1) *The Lottery reserves the right to suspend or revoke the License, terminate this Contract, and/or suspend operations of and/or remove any equipment provided by the Lottery for noncompliance with the Lottery's statutes, regulations or rules, or for noncompliance with any of the terms and conditions of this Contract.*
- (2) *Retailer acknowledges and agrees that its failure to meet the minimum sales requirement(s), if any, may result in any of the sanctions cited in Paragraph J(1), and/or the imposition of a service charge to be paid by the Retailer. The amount of the service charge will be established by the Lottery, at its discretion, and may be amended at its discretion.*
- (3) *Retailer agrees to pay the Lottery's expenses, including reasonable attorneys' fees, incurred in the event the Lottery must initiate legal proceedings to enforce any provision of this Contract or to collect any amount due and owing, which obligation shall survive termination or expiration of this Contract.*

**K. Waiver and Indemnification**

- (1) *Retailer hereby waives any claim(s) it has or may have against the Commonwealth of Virginia, the Lottery Board, the Lottery, the Lottery Director, or any officer, employee, director or agent of any of the foregoing, arising out of any interruption, suspension, failure or defect in the operation of the Lottery's games, equipment, products or systems, including any claim(s) for lost profit or revenues, regardless of the reason for such interruption, suspension, failure or defect.*
- (2) *Retailer agrees to indemnify and hold harmless the Commonwealth of Virginia, the Lottery Board, the Lottery, the Lottery Director, and any officer, employee, director or agent of any of the foregoing, arising out of any interruption, suspension, failure of, or defect in the operation or design of the Lottery's games, equipment, products or systems, including any claim(s) for lost profit or revenue, regardless of the reason for such interruption, suspension, failure or defect.*
- (3) *This section shall survive termination or expiration of this Contract.*

**L. Non-assignability of Contract**

- (1) *Retailer understands and agrees this Contract is valid only at the location(s) specified in this Contract or as otherwise expressly authorized by the Lottery, and that it may not assign, subcontract or in any way transfer, in whole or in part, any rights, obligations, claims or interests of any kind in, under, or arising out of this Contract or its License. Should Retailer violate the terms of this paragraph, the Lottery reserves the right to revoke the License, terminate the Contract and/or suspend operation or remove any equipment provided by the Lottery.*
- (2) *Retailer understands and agrees that it shall be responsible for all Lottery operations on Retailer's premises and liable for all monies owed by Retailer to the Lottery for the duration of this Contract and the associated License, and for the acts and omissions of Retailer's employees in connection with Lottery operations.*

*Any monies or debt owed by Retailer to the Lottery will survive termination or expiration of this Contract.*

- (3) *Retailer understands and agrees that it may not relieve itself of any retailer obligations by entering into management or other agreements involving the operation of its business.*

**M. Severability**

*Retailer agrees that if any provision of this Contract is declared by a court of competent jurisdiction to be illegal, unenforceable or in conflict with any law, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid or unenforceable.*

**N. Applicable Law; Choice of Forum**

*The Parties agree that the laws of the Commonwealth of Virginia shall govern all matters arising out of, or in connection with, this Contract and that any action or suit relating to this Contract shall be brought in the Circuit Court of the City of Richmond. This paragraph shall survive any termination or expiration of this Contract.*

IN WITNESS WHEREOF, the Parties have executed this Contract by their duly authorized representatives as of the later date appearing opposite their respective signatures.

**RETAILER**

**COMMONWEALTH OF VIRGINIA**

**VIRGINIA LOTTERY**

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Position/Title)

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Position/Title)

\_\_\_\_\_  
(Date)





**PERSONAL DATA FORM**



Virginia Lottery  
Licensing Department  
600 East Main Street  
Richmond, Virginia 23219

**MINORITY OWNERSHIP CLASSIFICATION OWNER # \_\_\_\_\_**

(Check if applicable)

- Black  Native American
- Hispanic  Caucasian
- Asian/Pacific  Korean
- Asian/Indian  Other (please specify): \_\_\_\_\_

**NOTE: Please print or type. A Personal Data Form must be submitted for each individual listed in Question 2b of the Retailer License Application. This form may be copied. Proof of identity must be attached (see Checklist).**

1. Legal Business Name: \_\_\_\_\_ Business Phone Number: ( ) \_\_\_\_\_  
(As listed on Retailer License Application)

2. Applicant Information:

\_\_\_\_\_

Last Name	First Name	Middle Name	Social Security Number
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\_\_\_\_\_

Date of Birth	Sex	Place of Birth (City, State, Country)
---------------	-----	---------------------------------------

\_\_\_\_\_ ( ) \_\_\_\_\_

Home Address	City/County	State	Zip	Home Phone Number
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3. Have you been a resident of Virginia continuously for the past twelve months?  Yes  
If "No", attach a list of other states in which you have resided. Include dates.  No

4. Your Relationship to Business (Check One):  
 Sole Proprietor  Stockholder (Percentage owned \_\_\_\_\_%)  LLC Member  
 Partner (\_\_\_\_\_ %)  Officer/ Board Member  Other (please specify): \_\_\_\_\_

5. Have you ever, in Virginia or any other state:

- A. Been convicted of a felony or misdemeanor?  Yes  No
- B. Been convicted of illegal gambling?  Yes  No
- C. Been convicted of fraud?  Yes  No
- D. Had any business license revoked or suspended?  Yes  No
- E. Filed for bankruptcy?  Yes  No

If you answered "Yes" to any of these questions, please attach a separate sheet with complete details.

6. Have you ever applied for or been granted a Virginia Lottery License ("License")?  Yes  No  
If so, under what business name: \_\_\_\_\_ Retailer #: \_\_\_\_\_

7. Are you a relative of a Virginia Lottery employee or board member, do you reside in the same household as a Virginia Lottery employee or board member, or are you affiliated with a vendor of Virginia Lottery instant or on-line game products?  
 Yes  No If "yes" please identify the Virginia Lottery employee, board member, or vendor: \_\_\_\_\_

**DISCLOSURE STATEMENT (Read Carefully)**

I, the undersigned, do hereby certify that I have not knowingly made a false statement of material fact on this application and that I have read and understand the License Terms and Conditions as stated in the Retailer Contract. If the Virginia Lottery issues a license pursuant to this application, the Virginia Lottery and I will be bound by all the requirements contained in the Retailer Contract. I understand that untruthful or misleading answers are cause for denial of the application and/or termination of any License. I further understand that whoever knowingly and willfully falsifies, conceals, or misrepresents a material fact or who knowingly or willfully makes a false, fictitious or fraudulent statement or representation in any application for licensure to the Virginia Lottery as sales agent shall be guilty of a Class 1 misdemeanor. I authorize the Virginia Lottery and/or the Department of State Police to investigate any and all matters pursuant to section 58.1-4009 of the Code of Virginia including but not limited to financial records, financial sources, state tax records and criminal history until the License is terminated. I understand that further information may be requested of me for this investigation and as part of any periodic reviews as deemed necessary by the Virginia Lottery. I waive any rights or causes of action, based upon disclosure of otherwise confidential information that I may have against the Virginia Lottery, the Department of State Police and/or any other individual or agency disclosing or releasing such information to the Virginia Lottery or the Department of State Police.

\_\_\_\_\_ TITLE

\_\_\_\_\_ DATE



**RETAILER LOCATION FORM  
(TRADITIONAL)**

Virginia Lottery  
Licensing Department  
600 East Main Street  
Richmond, Virginia

**DO NOT WRITE IN THIS BLOCK- LOTTERY USE ONLY**

CSC #: \_\_\_\_\_ LICENSE #: \_\_\_\_\_  
AREA: \_\_\_\_\_ SR #: \_\_\_\_\_ CHAIN#: \_\_\_\_\_

**NOTE: This form must be completed for each location where Lottery tickets will be sold.**

**STORE INFORMATION:**

Store Name: \_\_\_\_\_

Legal Name (If Different): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number \_\_\_\_\_ Virginia State Sales Tax #: \_\_\_\_\_

**AUTHORIZED CONTACT PERSON: Please list primary and secondary contact person(s) at this location authorized to receive and sign for Lottery tickets. Please print or type.**

PRIMARY CONTACT: \_\_\_\_\_ SECONDARY CONTACT: \_\_\_\_\_

PRIMARY CONTACT TITLE: *Check One below for PRIMARY* SECONDARY CONTACT TITLE: \_\_\_\_\_

Owner \_\_\_\_\_ Store Manager \_\_\_\_\_ Front end Manager \_\_\_\_\_ Authorized Clerk \_\_\_\_\_

**TYPE OF BUSINESS: (check one in each section)**

**Trade Type:**

**Trade Style:**

<input type="checkbox"/>	Convenience	<input type="checkbox"/> Convenience w/o Gas <input type="checkbox"/> Gas Station w/ Convenience <input type="checkbox"/> Gas Station w/o Convenience
<input type="checkbox"/>	Grocery	<input type="checkbox"/> Supermarket <input type="checkbox"/> Other Specialty Food Store
<input type="checkbox"/>	Other	<input type="checkbox"/> All other General Merchandise <input type="checkbox"/> Beverage Manufacturing <input type="checkbox"/> Pharmacies / Drug Stores <input type="checkbox"/> Accommodation (Lodging) <input type="checkbox"/> Food Services/Drinking Places <input type="checkbox"/> Restaurant <input type="checkbox"/> Airport, Flying Field, Bus Terminal <input type="checkbox"/> Amusement, Gambling, Recreation <input type="checkbox"/> Depository, Credit Institution (Check Cashing) <input type="checkbox"/> Other Gas Station <input type="checkbox"/> Warehouse Club / Superstore

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW LOCATION**                       **CHANGE IN OWNERSHIP**



# TRADITIONAL AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

**NEW**

**CHANGE**

**DATE** \_\_\_\_\_

(Please check if you are changing an existing account or if this is for a new application)

<b>Retailer Name (as shown on bank account)</b>	<b>CHAIN #</b>	<b>Retailer LOTTERY I.D. (REQUIRED)</b>
/ Virginia Lottery Trust		

I (we) hereby authorize the VIRGINIA LOTTERY, hereinafter called LOTTERY, to originate credit and debit entries and retrieve balance and transactional information from my account. These withdrawals and deposits will adhere to the rules of the Lottery as well as National and Local Automated Clearing House (ACH) Associations.

This authority is to remain in full force and effect until LOTTERY and DEPOSITORY (Bank) receive written notification from me (or either of us) of its termination in such time and such manner as to afford LOTTERY and DEPOSITORY a reasonable time to act upon it.

Retailer Address		
City	State	Zip

EFT AUTHORIZATION OWNER'S NAME (print)	EFT AUTHORIZATION OWNER'S SIGNATURE (required)
EFT AUTHORIZATION NAME (print)	EFT AUTHORIZATION SIGNATURE

Bank Name:		
Branch:	Phone Number: (     )	
Address:		
City:	State	Zip

TRANSIT ROUTING NUMBER	ACCOUNT NUMBER INFORMATION

**CHECK ONE:**

**Checking Account**

**Savings Account**

# SAMPLE BANK VERIFICATION LETTER

Bank types up a letter verifying account is titled: "(Your Retailer – Business name) / Virginia Lottery Trust"  
(Bank needs to types up letter on their letter head and **make sure the account is titled as above**)

**This is in accordance with 11VAC5-31-60 of the Code of Virginia**

## XYZ Bank

November 5, 2009

This letter is to confirm that "(Your Retailer – Business name) account is set up as  
"(Your Retailer – Business name) / Virginia Lottery Trust".

Account # Bank will type in your account & routing numbers


Routing #

*John Doe*

· John Doe  
· Assistant Manager, Roanoke Branch  
·  
· XYZ Bank  
· 1234 Bank Road  
· Roanoke, Virginia 24019  
· (540) 345-1234

**SAMPLE BUSINESS SALES TAX CERTIFICATE**

ART1057A(FORM ST-4)6210098(REV.02/08)

	<b>COMMONWEALTH OF VIRGINIA</b> DEPARTMENT OF TAXATION CERTIFICATE OF REGISTRATION FOR THE COLLECTION OF <b>Virginia Sales and Use Tax</b>		ONLINE BUSINESS REGISTRATION			
	<b>NAME AND ADDRESS</b>		<b>LOCATION</b>  Warren - 51187			
THE NAMED DEALER IS HEREBY AUTHORIZED AND EMPOWERED TO COLLECT THE SALES OR USE TAX FOR THE COMMONWEALTH OF VIRGINIA		<b>BEGINNING LIABILITY DATE</b>				
		<b>Jun 2019</b>				
		<b>DATE ISSUED</b>				
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">06</td> <td style="width:33%; text-align: center;">11</td> <td style="width:33%; text-align: center;">2019</td> </tr> </table>	06	11	2019	TAX COMMISSIONER
06	11	2019				

THIS CERTIFICATE OF REGISTRATION IS NOT ASSIGNABLE AND IS VALID ONLY FOR THE DEALER NAMED, AND FOR THE TRANSACTION OF BUSINESS ONLY AT THE ADDRESS LISTED. IT SHALL BE AT ALL TIMES CONSPICUOUSLY DISPLAYED AT THE ADDRESS LISTED.

Please Fold Here

REFER TO THIS NUMBER IN ALL  
CORRESPONDENCE

<b>REGISTRATION NUMBER</b>	
10-	F-001

To the Holder of this Certificate of Registration:


This certificate must be at all times conspicuously displayed at the place of business for which it was issued.

If you cease to conduct business at this place of business, the certificate immediately expires. You must notify the Department of Taxation, Registration Unit, P.O. Box 1114, Richmond, Virginia 23218-1114 in writing within 30 days and return this Certificate of Registration.

If you want to move your place of business to another location in the state, notify the Department in writing and return this certificate so a revised certificate may be issued.

Department of Taxation

## SAMPLE INTERNAL REVENUE SERVICE CONFIRMATION

 **IRS** DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice: 07-10-2009

Employer Identification Number:

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

### Sample Document

#### WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN . This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service  
PO Box 192  
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at [www.irs.gov](http://www.irs.gov) for the most current information on your filing requirements and on provisions of the Pension Protection Act of 2006 that may affect you.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.