



MOLottery.com

RETAILER APPLICATION PACKET

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****ALL PAGES MUST BE HAND SIGNED IN THE AREA MARKED WITH A "SIGN HERE" STAMP**

**** PLEASE SUBMIT APPLICATION IN A PDF FORMAT, WE CANNOT ACCEPT A PHOTOGRAPH OF THE APPLICATION**

For Questions Regarding Your Application, Please Call:

866-665-6883 – Ext 3

**RETAIL OPERATIONS- FAX #573-298-4448 OR EMAIL-
REOP@MOLOTTERY.COM**

Retail ID # _____

Draw Game Terminal Password _____

Lottery Sales Rep _____ Cell # _____ - _____ - _____

IGT 1-(800) 729-4832— 24/7 hotline for lottery equipment issues.

MISSOURI LOTTERY OFFICES

Missouri Lottery (Headquarters— Jefferson City)

Retailer Hotline—1 (866) 665-6883—(Mon-Fri 8am-5pm) For any questions regarding your Lottery account.

1823 Southridge Drive

Jefferson City, MO 65109

Phone: (573) 751-4050

Fax: (573) 751-5188

Mailing address:

Missouri Lottery

PO Box 1603

Jefferson City MO 65102-1603

St. Louis Regional Office

1831 Craig Park Court

St. Louis, MO 63146

Phone: (314) 340-5800

Fax: (314) 340-5843

Kansas City Regional Office

3630 Arrowhead Road

Independence, MO 64057

Phone: (816) 795-8811

Fax: (816) 795-7672

Springfield Regional Office

1506 East Raynell

Springfield, MO 65804

Phone: (417) 888-4227

Fax: (417) 864-5230

Tax Clearance (Dept of Revenue) (573) 751-9268, OPT.1, Verify they you are speaking with the Tax clearance unit,

Missouri Secretary of State's Office (573) 751-4153 or (866) 223-6535



APPLICATION FOR RETAIL LICENSE

APPLICATION MUST BE SIGNED BY THE OWNER, PARTNER, MEMBER OF THE LLC OR OFFICER OF THE CORPORATION,

PLEASE TYPE OR PRINT IN INK

APPLICATION # _____
LICENSE # _____

NEW APPLICATION

BUSINESS STRUCTURE CHANGE IS THIS A CHANGE OF OWNERSHIP? NO YES → IF YES, ENTER DATE OF CHANGE _____ PREVIOUS NAME _____ AND RETAILER ID# _____

BUSINESS ENTITY OWNERSHIP INFORMATION

PLEASE PROVIDE INFORMATION AS FILED WITH THE STATE OF MISSOURI AND IRS FOR THE BUSINESS ENTITY.

OWNED BY: (SOLE PROPRIETOR, PARTNERSHIP, LLC, CORPORATION) _____

FEIN # (IRS- 9 DIGITS) _____ MO SALES TAX # (8 DIGITS) _____

CHARTER # (Secretary of State's Office) _____ LIQUOR BY DRINK # (KENO ONLY) _____

MINORITY OWNED OR CONTROLLED?
YES NO BUSINESS TYPE (SIC CODE) _____

OWNERSHIP TYPE (Select One)

CORPORATION **SOLE PROPRIETOR** **OTHER** _____
PARTNERSHIP **LLC- LIMITED LIABILITY COMPANY**

LOCATION INFORMATION

PLEASE PROVIDE INFORMATION FOR THE SELLING ADDRESS REQUESTING LICENSURE.

DBA (DOING BUSINESS AS) _____

LOCATION ADDRESS (PHYSICAL ADDRESS) _____

LOCATION CITY _____ STATE _____ ZIP _____

COUNTY _____ LOCATION PHONE # _____

CONTACT NAME _____

CONTACT CELL # _____ CONTACT EMAIL _____

MAILING ADDRESS (USPS COMPLIANT) _____

MAIL CITY _____ STATE _____ ZIP _____

ATTENTION _____

PERSONAL DATA INFORMATION

Write the owner, officer, or partner information, completing one entire section for each person. If you have more than four persons, please attach additional pages. All owners/officers/partners must be at least 21 years old.

1. NAME LAST _____ FIRST _____ MI _____ OWNERSHIP % _____
SOCIAL SECURITY # _____ DATE OF BIRTH _____ M F _____ TITLE _____
HOME ADDRESS _____ HOME PHONE NUMBER _____
CITY _____ STATE _____ ZIP _____ CELL PHONE NUMBER _____
DRIVERS LICENSE # _____ EMAIL ADDRESS _____

2. NAME LAST _____ FIRST _____ MI _____ OWNERSHIP % _____
SOCIAL SECURITY # _____ DATE OF BIRTH _____ M F _____ TITLE _____
HOME ADDRESS _____ HOME PHONE NUMBER _____
CITY _____ STATE _____ ZIP _____ CELL PHONE NUMBER _____
DRIVERS LICENSE # _____ EMAIL ADDRESS _____

3. NAME LAST _____ FIRST _____ MI _____ OWNERSHIP % _____
SOCIAL SECURITY # _____ DATE OF BIRTH _____ M F _____ TITLE _____
HOME ADDRESS _____ HOME PHONE NUMBER _____
CITY _____ STATE _____ ZIP _____ CELL PHONE NUMBER _____
DRIVERS LICENSE # _____ EMAIL ADDRESS _____

4. NAME LAST _____ FIRST _____ MI _____ OWNERSHIP % _____
SOCIAL SECURITY # _____ DATE OF BIRTH _____ M F _____ TITLE _____
HOME ADDRESS _____ HOME PHONE NUMBER _____
CITY _____ STATE _____ ZIP _____ CELL PHONE NUMBER _____
DRIVERS LICENSE # _____ EMAIL ADDRESS _____

GAME TYPE SCRATCHERS DRAW GAME CLUB GAMES

BILLING OPTION **PLEASE SEE ATTACHED EFT AUTHORIZATION FORM**

Please enter contact name and email address for person authorized to have access to the Missouri Lottery Retailer Portal.

Authorized Portal Contact Name _____

Authorized Portal Contact Email address _____

MERCHANDISING AGREEMENT

The above named business and those attached, agree to merchandise multiple Scratchers games at all Lottery selling locations and to cash winners up to and including \$600, regardless of where the tickets were purchased.

IS LOCATION PART OF AN EXISTING CHAIN #? YES NO LSR # _____

IF YES → ENTER CHAIN # _____ CAR # _____ REC BY _____

CHAIN NAME: _____ IGT _____

DEPARTMENT OF REVENUE (DOR):

Complete the following in order to process your Tax Clearance:

Filed income tax returns in other states? NO YES → IF YES, WHAT YEARS? _____

Had years when no tax was paid? NO YES → IF YES, WHAT YEARS? _____

Resided in states with no income tax? NO YES → IF YES, WHAT YEARS? _____

If sole proprietor, enter your spouse's SSN# _____ / _____ / _____

If corporation, are you a member of a control group? NO YES → IF YES, NAME OF PARENT COMPANY _____ FEIN # _____

VERIFICATION AND AGREEMENT: This information is true and complete. The above named business (hereinafter referred to as "business") understands that false or misleading statements may be cause for denial, suspension, or revocation of the Lottery Retail license. The business authorizes the State of Missouri to investigate financial sources, criminal history, and any matters necessary for licensing.

[] In the case of a closely held corporation, I acknowledge that I am an officer of the corporation and I may be held personally liable for Lottery receipts which are not segregated from the corporate funds and paid to the Lottery when due.

[] In the case of a limited liability company, I acknowledge that the members, as owners of the company, may be held personally liable for Lottery receipts which are not segregated from company funds and paid to the Lottery when due, and hereby accept this responsibility individually as I am a member.

All individuals associated with this business and who will be involved with the sale and/or management of any and all Lottery products agree to abide by all conditions stated on the reverse side of this application.

A photocopy, facsimile, electronic, or copy of this application shall have the same effect for all purposes as an ink-signed original.

If you are a Veteran in the state of Missouri and are interested in learning more about benefits and resources available to you and your dependents, visit <https://mvc.dps.mo.gov/MoVeteransInformation/Survey/MoLottery>.



SIGNATURE OF OWNER OR AUTHORIZED AGENT:



TYPED OR PRINTED NAME:

TITLE

DATE:

REOP SIGNATURE:

MISSOURI LOTTERY CONDITIONS FOR LICENSING:

The applicant agrees with and represents to the Lottery that:

If the business entity is structured as a corporation or Limited Liability Company (LLC) they must be registered with and in good standing with the Missouri Secretary of State in order to be licensed as a Missouri Lottery Retailer.

In accordance with 313.260, RSMo, no license will be granted to an applicant who:

- * Has been convicted of a felony.
- * Has purchased a federal tax stamp for wagering and /or gambling activity.
- * Has been convicted of bookmaking or any other form of illegal gambling.
- * Has been convicted of a crime involving fraud or misrepresentation.
- * Is a relative of a commissioner or any employee of the Missouri Lottery.

If all necessary clearances are not received and this application is not processed within sixty (60) days, the application will be withdrawn from consideration.

The primary source of income for this business is not derived from the sale and/or rental of sexually oriented publications, materials or property.

A bond will be secured as required by the Missouri Lottery.

It is illegal to sell lottery tickets to any person less than eighteen (18) years of age.

If granted a license, that it is illegal to attempt to assign or transfer the license. The applicant will immediately notify the Missouri Lottery of any changes in business ownership structure or business location.

If granted a license, to prominently display his license in such a manner that the license is visible and not susceptible to theft or defacing.

Lottery tickets will be sold and redeemed only on the premises of the business designated on the license during normal business hours and sold for no price greater than the price stated on the ticket or redeemed for only the prize amount stated on the ticket.

To maintain authorized displays, notices, and other material used in conjunction with lottery ticket sales in accordance with instructions issued by the Missouri Lottery.

To make available all lottery ticket sales records to authorized representatives of the Missouri Lottery upon request for inspection and/or audit.

All lottery tickets accepted from the Missouri Lottery or its authorized distributor become the responsibility of the applicant upon receipt. It is further understood that all tickets, except those returned in the time and manner prescribed by the Missouri Lottery, are deemed to have been purchased by the applicant at the time of payment based on the approved billing option.

To make payment for both Scratchers and Draw Game products through EFT.

The Missouri Lottery accounting week begins on Sunday and ends at the end of business on Saturday. Weekly statements will be available no later than Monday morning on the Draw Game terminal, the Missouri Lottery Retailer website, or by e-mail as requested. The "sweep" (money drawn from the retailer account) will occur on Wednesday morning. PLEASE NOTE: The actual sweep time will vary by bank, therefore we recommend that money be in the account by the end of bank business day on Tuesday.

The Lottery reserves the right to suppress the Draw Game terminal and suspend the shipment of additional Scratchers tickets upon an insufficient sweep.

If granted a license, the retailer will redeem winning lottery tickets up to and including six-hundred dollars (\$600) according to the directives of the Missouri Lottery. Retailers are encouraged to pay in cash, but they may pay Prizes from \$25.01 - \$600.00 with a business check or money order, if this is disclosed in advance of validation to the Claimant. Retailers are prohibited from charging Claimants for any method of redemption/payment including money orders.

The Lottery reserves the right to suppress the Draw Game terminal and suspend the shipment of additional Scratchers tickets when extraordinary activity has been detected.

If licensed, the retailer is responsible for keeping all tickets secure and will immediately report any lost or stolen tickets to the Lottery.

If licensed, the retailer is responsible for ensuring they have no illegal gambling machines on their premises.

The Venue in any legal action concerning this agreement shall be in Cole County, Missouri, pursuant to 313.350, RSMo 2000.

All equipment, manuals, tapes, cards, computer printouts, and other items furnished to the Retailer in connection with Lottery games, shall at all times remain the sole property of the Missouri Lottery.

If licensed, the retailer is liable for loss of or for any damage to the Missouri Lottery's equipment, if such loss or damage results from the retailer's or retailer's employee's negligence or an intentional act. The Missouri Lottery shall bill the retailer for any such damage.

The retailer shall exercise control and supervision over its employees selling Tickets and shall be fully responsible and liable for their conduct.

The license may be revoked, suspended, or its renewal rejected for any of the following reasons, but not necessarily limited hereto :

- * The retailer knowingly used false or misleading information to obtain a license.
- * The retailer violates any of the provisions of the Missouri Lottery Law, Rules, Regulations, or instructions promulgated or issued thereunder by the Missouri Lottery.
- * It is determined by the Missouri Lottery Director that the retailer fails to meet minimum sales requirements considering the marketing locale of the retailer.
- * If it is determined by the Missouri Lottery or its designee that a retailer or its employee intentionally paid a player an amount less than the actual prize amount on the ticket, or a retailer or its employee knowingly retained a player's winning ticket without paying the prize, depriving the player of the ticket prize.
- * If licensed, the retailer is responsible for making or having made, and bearing all costs associated therewith, any and all necessary or appropriate modifications to its facilities which are reasonably requested by the Missouri Lottery to facilitate the installation, operation and maintenance of any lottery related equipment, including Lottery Terminals and display monitors.

If licensed, the retailer shall hold the Missouri Lottery, its staff, and the State of Missouri harmless from any liability arising in connection with operating and conducting Lottery ticket sales.

The applicant and all employees of the applicant who will be involved in the sale, bookkeeping or any other aspect of the Missouri Lottery will read the rules of the commission concerning retail licenses and be familiar with such rules.

The applicant for a Lottery Game Retail License agrees to be bound by and comply with the Laws, Rules, Regulations and directives, hereof and hereafter, of the Missouri Lottery if such license is issued.



MOLottery.com



RETAIL ID# _____ CHAIN# _____

IS THIS A CHANGE OF OWNERSHIP? NO YES → IF YES, ENTER DATE OF CHANGE _____ PREVIOUS NAME _____ PREV RETAILER ID# _____

NEW INSTALL ADDITIONAL EQUIPMENT INSTALL DRAW-GAME TERMINAL MOVE INSIDE STORE NEW STORE	ADDING SCRATCHERS/ITVM → IF YES, BILLING OPTION CHANGE? PLEASE SELECT: SETTLE BY PACK 75/75 SETTLE BY PACK DELAY: 0 1 2 DELAY BILLING: 0 1 2
GAME TYPE: TRADITIONAL CLUB GAME	

BUSINESS NAME _____ LOCATION ADDRESS (PHYSICAL ADDRESS) _____ LOCATION CITY _____ ZIP _____ CONTACT NAME _____ LOCATION PHONE # _____ CONTACT CELL # _____ CONTACT EMAIL _____ LIQUOR LICENSE # _____	BUSINESS HOURS OPEN CLOSE SUN MON TUES WED THURS FRI SAT	EQUIPMENT LIST GT1200 GT1200C PTD TSP ESMM OTHER CLUB GAME MONITORS 50 IN _____ 28 IN _____ 32 IN _____ OTHER _____ JACKPOT SIGN TRIPLE CARMANAH OTHER _____ LVM 4 BIN ULTRA ADA (24) TOUCH (28) ULTRA ADA (16) ULTRA (24) ULTRA ADA (12)
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EQUIPMENT PLACEMENT:

DRAW GAME TERMINAL: 	PTD/TSP/ESMM:
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CLUB GAME MONITORS:

ITVM/GEMINI: 	JACKPOT SIGN
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As representative of this retail location being evaluated for draw-game placement, I understand the Lottery maintains a minimum sales program and may terminate placement of the draw-game terminal should sales average drop below the minimum program level (which may change periodically at the discretion of the Lottery.) I further understand personnel in the is retail location are required to attend initial and refresher courses offered by the Missouri Lottery. Upon approval, I agree with the Duties, Terms and Conditions of the Draw-Game Contract as stated on the reverse side of this form. Also, upon approval, I agree to pay an initial installation fee of \$_____ and the weekly communication fee of \$_____.

A photocopy, facsimile, electronic, or copy of this application shall have the same effect for all purposes as an ink-signed original.

AUTHORIZED AGENT'S SIGNATURE: SIGN HERE					PRINTED NAME: _____	TITLE: _____	DATE: _____
LSR #/INITIALS	DATE	DSM #/INITIALS	DATE	RSM #/INITIALS	DATE:	EXECUTIVE DIRECTOR SIGNATURE:	DATE:

MISSOURI LOTTERY CONTRACT AGREEMENT

1. DRAW-GAME TERMINALS

Lottery Duties:

- * Provide the Retailer with a Draw-Game terminal (terminal).
- * Provide the mechanical maintenance on the terminal.

Retailer Duties:

- * Pay the Lottery a weekly communication charge and a fee to cover the cost of equipment installation.
- * The Retailer shall reimburse the Lottery for all additional installation expenses authorized by the Retailer.
- * In cases of change ownership, the new Retailer will be allowed 14 calendar days, from the last date of ownership of the previous owner, to be licensed and trained with no charge to the new Retailer. Commencing with day 15 through day 30, the new Retailer will pay of fee of \$100. After day 30 the full installation fee will be assessed.
- * Provide, prior to the installation of the terminal, an adequate power supply to operate the terminal without interruption 24 hours a day. The Retailer is required to install a separate dedicated circuit installed to local and state electrical code for the express function of running the terminal. The power supply outlet shall be located within 5 feet of the terminal and in an area which the public does not have access.
- * Arrange communication link installation.
- * Provide a toll-free hotline for maintenance.
- * The Retailer shall not move the terminal unless the Retailer receives prior Lottery approval. The Lottery may require such conditions including reimbursement of cost associated with move, as the Lottery deems necessary.
- * The following are the preferred electrical specifications when wiring for the terminal. They offer minimum interference with operation of the terminal from other sources within your retail location:
 - *Voltage: 115 VAC, 50-60 HZ, single phase.
 - *Current: 1.5 A nominal, 4A maximum.
- * A duplex outlet within 5 feet of terminal placement, installed on a dedicated, isolated circuit and breaker that is powered 24 hours a day.
- * Retailer is authorized to pay each valid winning ticket claim of \$600 or less, regardless of where the ticket was purchased.
- * Immediately report lost or stolen Draw-Game tickets, Draw-Game ticket stock, or the terminal to the Lottery.

2. ELECTRONIC VENDING MACHINES—(Gemini, 24 bin Instant Ticket Vending Machine (ITVM), 4 bin Instant Ticket Vending Machine

Lottery Duties:

- * Provide and install an electronic vending machine (Gemini, 24 bin Instant Ticket Vending Machine (ITVM), 4 bin ITVM) to qualifying retailers.
- * Provide the mechanical maintenance on the vending machine.

Retailer Duties:

- * Provide, prior to the installation of the vending machine, an adequate power supply (110 volt outlet within 10 feet) to operate the vending machine without interruption.
- * Locate the vending machine within the business at a location which can be monitored by store personnel. The Retailer is responsible for monitoring sales and training employees in preventing purchases by minors.
- * Retailer shall not move the vending machine unless the Retailer receives prior Lottery approval. The Lottery may require such conditions including reimbursement of cost associated with move, as the Lottery deems necessary.
- * The vending machine must be available for sales all hours the retailer is open for business
- * Retailer must exercise due diligence in the operation of the vending machine and immediately notify the GTECH hotline of any malfunction. The Retailer may not perform mechanical or electrical maintenance on the machine unless instructed by the Missouri Lottery or GTECH company representative.
- * Retailer is responsible for loss of, or, for any damage to the Missouri Lottery's equipment, is such loss or damage results from the Retailer's negligence or an initial act. The Missouri Lottery shall bill the retailer for any such damage or loss.
- * Retailer agrees to carry a different game in each bin.
- * Retailer agrees that all bins must have tickets at all times.
- * Retailer agrees to merchandise and sell all Missouri Lottery price points at the Customer Service location.
- * Immediately report lost or stolen tickets to the Lottery.
- * Retailer agrees to comply with rule 12 CSR 40-40.260 relating to retailer incentives for additional 2% of all Retailer cash redemptions for all Scratchers games.

3. SCRATCHERS INCOUNTER/ONCOUNTER DISPENSERS

- * Lottery will furnish in-counter or on-counter dispensers at no cost to the Retailer. Lottery will not compensate Retailer for any costs incurred to restore counters to their original condition upon removal of dispenser.
- * A Lottery representative must approve the ticket dispenser location
- * Ticket dispenser shall remain highly visible to the customer, free from obstruction that may inhibit its visibility
- * Ticket dispenser shall be used solely for the purpose of displaying Lottery Scratchers tickets. No other products may be displayed unless it is related to other Lottery products and approved by the Lottery.
- * Retailer shall purchase from Lottery and display in the dispenser a different game in each bin during regular business hours, within 30 days of following installation.
- * Retailer agrees to release Lottery from any liability covering injuries or damages relating to the display.
- * In-counter or on-counter dispensers provided for Retailer's usage remain the property of the Lottery for three years after installation.
- * Retailer shall return, or be responsible for the return, of the dispenser to Lottery at any time this agreement is cancelled.
- * Retailer shall return, or be responsible for the return, of all unsold Scratchers Tickets to the Lottery at any time this agreement is cancelled. The Lottery will not issue credit for Expired Games.

4. TERMS AND CONDITIONS:

- * All equipment furnished to the Retailer including Draw-Game terminals and Vending machines, shall at all times remain the property of the Lottery or the vendor selected by the Lottery.
- * Retailer acknowledges the Lottery reserves the right to establish a minimum sales level for each location. The Lottery further reserves the right to cancel this Contract and remove all equipment should the Retailer fail to meet and/or maintain the required sales level. This agreement can be terminated at the will of the Lottery or of the Retailer after giving seven calendar days notice prior to the termination.
- * Lottery will not compensate Retailer for any Draw-Game terminal, Electronic Vending Machine, In-Counter dispenser, or Point of Sale item for: installation, moving, remodeling operations, or any other costs incurred by the Retailer regardless of whether either party terminates agreement.
- * Retailer acknowledges and agrees that the venue in any action concerning the agreement shall be in Cole County, Missouri, pursuant to Section 313.350 RSMo 1994.
- * Retailer is responsible for loss of, or, for any damage to the Missouri Lottery's equipment, is such loss or damage results from the Retailer's negligence or an initial act. The Missouri Lottery shall bill the retailer for any such damage or loss.
- * Retailer agrees to abide by all Missouri Lottery Rules and Regulations.



Missouri Lottery EFT Authorization Agreement

Complete the authorization agreement to establish or revise an electronic fund transfer account for Missouri Lottery ticket sales

Retailer ID Number _____ (if you are a new retailer, this will be filled in at the time of licensing)

Corporate name (if applicable) _____

Business name _____

Name/Business as listed on account _____

Bank Name _____

Bank Street/Box Address _____

Bank City, State, Zip Code _____

Transit/American Banking Association Number _____

Checking or savings account number _____

Please select Billing Option Type:

SETTLE BY MANIFEST-

0 WEEKS

2 WEEKS

SETTLE BY PACK—BILLED EITHER SELECTED NUMBER OF DAYS FROM WHEN PACK IS ACTIVATED OR SELECTED PERCENTAGE OF TICKETS ARE VALIDATED

2 Weeks Active

75% Validated or 75 Days Active

I (we) hereby authorize the MISSOURI LOTTERY, hereinafter called COMPANY to initiate debit and Credit entries to my (our) Checking Account or Savings Account indicated above and the Depository named above, hereinafter called DEPOSITORY, to debit or credit the same to such account. This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable time to act on it.

Complete the signature authority (Managers or employees may not sign)

Name _____ Signature _____



Title _____ Date __/__/__

Name _____ Signature _____

Title _____ Date __/__/__

Please attach a voided check to this completed and signed authorization form.

A photocopy, facsimile, electronic, or copy of this application shall have the same effect for all purposes as an ink-signed original.

The Applicant /Retailer agrees as follows:

- * All lottery tickets accepted from the Missouri Lottery or its authorized distributor become the responsibility of the applicant/retailer upon receipt. It is further understood that all tickets, except those returned in the time and manner prescribed by the Missouri Lottery, are deemed to have been purchased by the applicant at the time of payment based on the approved billing option.
- * To make payment for both Scratchers and Draw Game products through EFT.
- * The Missouri Lottery accounting week begins on Sunday and ends at the end of business on Saturday. Weekly statements will be available no later than Monday morning on the Draw Game terminal, the Missouri Lottery Retailer website, or by e-mail as requested. The "sweep" (money drawn from the retailer account) will occur on Wednesday morning. PLEASE NOTE: The actual sweep time will vary by bank, therefore we recommend that money be in the account by the end of bank business day on Tuesday.
- * The Lottery reserves the right to suppress the Draw Game terminal and suspend the shipment of additional Scratchers tickets upon an insufficient sweep.
- * If a licensed retailer has three NTF's over a consecutive 6 month time period the retailer will become a Probationary Retailer.
- * If licensed, the retailer is responsible for keeping all tickets secure and will immediately report any lost or stolen tickets to the Lottery
- * If granted a license, the retailer will redeem winning lottery tickets up to and including six-hundred dollars (\$600) according to the directives of the Missouri Lottery. Retailers are encouraged to pay in cash, but they may pay Prizes from \$25.01 - \$600.00 with a business check or money order, if this is disclosed in advance of validation to the Claimant. Retailers are prohibited from charging Claimants for any method of redemption/ payment including money orders.
- * The Lottery reserves the right to suppress the Draw Game terminal and suspend the shipment of additional Scratchers tickets when extraordinary activity has been detected.
- * If licensed, the retailer shall return, or be responsible for the return, of all unsold Scratchers Tickets to the Lottery at any time this agreement is cancelled. The Lottery will not issue credit for Expired Games.

BILLING OPTIONS:

The Missouri Lottery has developed a billing system to accommodate our retailer needs more efficiently and the Missouri Lottery will grant billing of one of the following:

- ◆ **SETTLE BY MANIFEST**—All packs of tickets delivered at one time and listed on one invoice are billed to the retailer statement 1 or 3 weeks later depending on the option chosen by the retailer under settle by manifest billing system: 0, or 2.

SETTLE BY PACK—BILLED EITHER SELECTED NUMBER OF DAYS FROM WHEN PACK IS ACTIVATED OR SELECTED PERCENTAGE OF TICKETS ARE VALIDATED

- ◆ **2 Weeks Active** —Unopened packs are considered Lottery inventory and will not be billed until the pack is activated on the terminal. Packs will be billed to the retailer statement 2 weeks after the pack has been activated.
- ◆ **75% Validated or 75 Days Active**—Unopened packs are considered Lottery inventory and will not be billed until the pack has been activated on the retailer terminal. The packs of tickets will then be billed when 75 percent of the winning tickets have been validated or 75 days after the pack has been activated, whichever occurs first.




STATE OF MISSOURI
OFFICE OF ADMINISTRATION
SUPPLIER INPUT/ACH-EFT APPLICATION

Lottery

Suppliers will need to visit www.MissouriBUYS.mo.gov to complete the Self-Service Registration.

***Required Fields**

*NAME	*AS SHOWN ON FEDERAL TAX RETURN	*FEIN	*SSN
*ADDRESS		*TAX ORGANIZATION TYPE	
*EMAIL		INDIVIDUAL/SOLE PROPRIETORSHIP OR SINGLE-MEMBER LLC	
NAME		LIMITED LIABILITY COMPANY – C CORPORATION	
REMIT TO IF DIFFERENT THAN ABOVE		LIMITED LIABILITY COMPANY - PARTNERSHIP	
ADDRESS		LIMITED LIABILITY COMPANY – S CORPORATION	
EMAIL		OTHER: FEDERAL TAX EXEMPT/NON-PROFIT	
COMMENTS		OTHER: GOVERNMENT ENTITY	
		BENEFIT CORPORATION (B CORP)	
		TRUST/ESTATE	
		C CORPORATION	
		FOREIGN	
		S CORPORATION	
		STATE EMPLOYEE	
		PARTNERSHIP	
DATE OF CHANGE			
PREVIOUS TAXPAYER ID			
PREVIOUS NAME			
PREVIOUS ADDRESS			
HAVE YOU OR AN IMMEDIATE FAMILY MEMBER EVER SERVED IN THE U.S. ARMED FORCES?		YES	NO
IF YES, WOULD YOU LIKE INFORMATION ABOUT MILITARY-RELATED SERVICES IN MISSOURI?		YES	NO
IF YOU ANSWERED YES ABOVE, MAY WE SHARE YOUR CONTACT INFORMATION WITH THE MISSOURI VETERANS COMMISSION IN ORDER TO PROVIDE YOU WITH INFORMATION REGARDING AVAILABLE VETERANS BENEFITS AND SERVICES?		YES	NO
GENERAL INFORMATION MAY ALSO BE FOUND ON THE MISSOURI VETERANS COMMISSION'S WEBSITE.			
TO BE COMPLETED BY FINANCIAL INSTITUTION			
NAME/ADDRESS OF FINANCIAL INSTITUTION			
DEPOSITOR ROUTING NUMBER			
DEPOSITOR ACCOUNT NUMBER			
NAME ON ACCOUNT			
TYPE OF ACCOUNT		CHECKING	SAVINGS
SIGNATURE OF REPRESENTATIVE OF FINANCIAL INSTITUTION			
PRINT NAME		TITLE	
TELEPHONE NUMBER		DATE	
<p>I (We) hereby authorize the State of Missouri, to initiate credit entries to my (our) account at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.</p> <p>This authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it.</p> <p>I (We) hereby cancel my (our) ACH/EFT authorization.</p>			
*SUPPLIER SIGNATURE			
*PRINT SUPPLIER CONTACT NAME		*TITLE	
SUPPLIER CONTACT EMAIL ADDRESS			
*SUPPLIER CONTACT TELEPHONE NUMBER		*DATE	
CERTIFICATION FOR INTERNAL REVENUE SERVICE (IRS)			
Exempt from Backup Withholding			
Under penalties of perjury, I certify that:			
I. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and			
II. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and			
III. I am a U.S. person (including a U.S. resident alien).			
<p>Certification instructions. You must cross out item II above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For all real estate transactions, item II does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See W-9 Instructions on irs.gov website for more information.) The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.</p>			
SIGNATURE			