



# Instructions for Retailer Application Packet

## 1-800-746-8546 - OPTION #4 & then #7 - Retailer Contracts Administration

Revised 11/06/19

### PART 1 - Business Information

A Georgia Lottery Retailer application must be accompanied by a Cashier's Check, Business Check or Money Order for \$125 per business location. All application fees are nonrefundable.

Line 1 - List the name of the entity which owns the business and files Income tax returns.

Line 2 - List the name of the business where tickets are to be sold.

Line 3 - 8 - List the business address, business telephone #, city, state, zip, & county

Lines 9 - 12 - List the mailing address, if different from #3 above: otherwise, please leave this blank.

Line 13 - List fax number, if applicable.

Line 14 - **List each Principal of the Business. Please attach additional sheets as needed. EACH LISTED INDIVIDUAL**

**MUST ALSO COMPLETE PART 2 OF THIS APPLICATION.**

Line 15 - Complete, sign and have this statement notarized.

Line 16 - Business Contacts – Name, title, and phone number of the person(s) the Lottery should contact on all Lottery business.

Line 17 - COAM information - Complete all information requested for Coin Operated Amusement Machines.

Line 18 - Optional - If the majority ownership (more than 50%) of the business is held by a person or persons of a minority race, it is requested, but not mandatory, that this section be completed. Minority Business Ownership is defined in Georgia statutes as follows:

- For a proprietorship: A business owned by "an individual who is a member of a minority who reports as his personal income for Georgia Income tax purposes the income of such business"; or
- For a partnership: "A partnership in which a majority of the ownership interest is owned by one or more members of a minority who report as their personal income for Georgia income tax purposes more than 50 percent of the income of the partnership"; or
- For a corporation: "A corporation organized under the laws of this state in which a majority of the common stock is owned by one or more members of a minority who report as their personal income for Georgia Income tax purposes more than 50 percent of the distributed earnings of the corporation."

Line 19 - Business Hours - List business hours for Sunday through Saturday.

**LOTTERY OFFICIAL TO COMPLETE ALL SHADED ENTRIES**

### PART 2 - Personal Information (Owner)

**This form must be completed for each owner, shareholder, member, and officer of the business. Make additional copies if necessary.**

Lines 1 - 14 - List **all** information requested.

Line 15 - If answering "yes" to any of these questions, please explain on a separate sheet and attach to this application.

Lines 16 - 21 - List **all** information requested.

Line 22 - Attach a copy of one of the following forms of identification (Driver's License, Georgia Identification Card, Identification Card issued by another state, U.S. Armed Forces Identification Card, **U.S. Passport** or U.S. Resident Alien Card).

Line 23 - Complete, sign and have this statement notarized.

### PART 3 - Electronic Funds Transfer Authorization

Line 1 - List the name of the entity which owns the business and files Income tax returns.

Lines 2 - 4 - Obtain and list required licensing numbers from the Georgia Department of Revenue (State Tax Identifier, Sales Tax, & Alcohol).

Line 5 - The Federal Employers ID Number (FEIN) must be listed for partnerships and corporations. Sole proprietors must list the social security number only.

Line 6 - List all information requested and sign the authorization.

Line 7 - Must be completed and signed by Depository Institution Representative.

**This verifies the establishment of an account "In Trust for the Georgia Lottery Corporation." Attached is a letter to provide to your Bank Representative which provides an example of the account title requirements.**

### PART 4 - E-Verify Affidavit

The completed/executed affidavit is required of **ALL** GLC Retailer Applicants. See the **E-Verify Affidavit Instructions Letter** for important information regarding the completion of this affidavit.

### PART 5 - Retailer Contract

**A Contract must also be completed by each member of an LLC or Partnership. Make additional copies if necessary. Complete and sign page 2 of the Retailer Contract.**

## Business Trade Styles

Auto Supply  
Bar/Lounge/ Tavern  
Bowling Center  
Check Cashing  
Coffee Houses

Convenience  
Convenience/Gas  
Discount Department Stores  
Drug Store/Pharmacy  
Fraternal Organizations

Home Improvement  
Hotels & Other Lodging  
Independent/Grocery Store  
Major Supermarket Stores  
Mall Kiosk

Not Classified  
Other Non-retail  
Other Retail  
Package Store  
Restaurant

Restaurant/Truck Stop  
Restaurants (Non-Fast Food)  
Service/Gas Station  
Stationery/Gift/Newsstand  
Value Stores  
Video Store



**Retailer Application**  
**GEORGIA LOTTERY CORPORATION**  
 P.O. Box 56486 • Atlanta, GA 30343

1-800-746-8546 - OPTION #4 & then #7 - Retailer Contracts Administration

*Please submit completed application with \$125 fee per business location  
 (Cashier's Check, Business Check, or Money Order only).*

Revised 11/06/19

**PART 1 - Business Information**

**PLEASE PRINT**

Lottery Retailer ID#: \_\_\_\_\_

1. Corporate or legal name (List the name of the legal entity which owns the business and files income tax returns):  
 \_\_\_\_\_

2. Store Name or d/b/a (list the name of the business where tickets are to be sold):  
 \_\_\_\_\_

3. Business Location: (Street Number and Name of the location where lottery tickets are to be sold) \_\_\_\_\_ 4. Business Telephone Number: \_\_\_\_\_

5. City: \_\_\_\_\_ 6. State: \_\_\_\_\_ 7. Zip Code: \_\_\_\_\_ 8. County: \_\_\_\_\_

9. Mailing Address (if different) (P.O. Box Number or Street Number and Name) :  
 \_\_\_\_\_

10. City: \_\_\_\_\_ 11. State: \_\_\_\_\_ 12. Zip Code: \_\_\_\_\_ 13. Fax Number: \_\_\_\_\_

14. List each owner, shareholder, member and officer of the Business (for example, sole proprietors, general partners, corporate officers, directors and shareholders). EACH LISTED INDIVIDUAL MUST COMPLETE PART 2 OF THIS FORM. Please attach additional sheets as needed:

a. Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

b. Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

c. Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

d. Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

15. Applicant certifies that the information contained on this form or otherwise submitted to the Georgia Lottery Corporation ("GLC") in connection with this application to become a Retailer is true and correct in every respect. The undersigned certifies that he is duly authorized to act on behalf of the Retailer Applicant. Applicant understands, agrees, and consents that the GLC may make any and all investigations necessary in order to satisfy the GLC requirements for qualification of the Applicant as a GLC Retailer. Applicant hereby authorizes GLC to request criminal history record information, a credit report, or conduct any other investigation as may be necessary to process Applicant's request to become a GLC Retailer. Applicant authorizes GLC to share any such information, privileged, confidential or otherwise, necessary to consider its application to become a GLC Retailer. Applicant further consents to allow GLC to use and share such information in all manner consistent with all applicable laws and necessary to effectuate, administer or enforce all rights, orders and obligations arising out of the relationship between Applicant and GLC. Applicant understands that providing inaccurate or misleading information is grounds for rejection of this application or cancellation of the Retailer Contract, and may subject the Applicant to the penalties set forth in O.C.G.A. §50-27-28.

Signature of Owner or Principal \_\_\_\_\_ Print or Type Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

<b>NOTARY</b>       <b>SEAL HERE</b>	STATE OF: _____ COUNTY OF: _____
	SWORN TO AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____ (MONTH) _____ (YEAR)
	Notary Public Seal and Signature: _____ My Commission Expires: _____
	Personal Identification (ID) is required to be presented to and verified by Notary Public. Type of ID: _____ ID Number: _____

16. Business Contacts (Persons Authorized to Conduct On-Site Lottery Transactions):

Name	Title/Function	Cell Phone #
a. _____	_____	_____
b. _____	_____	_____

17. Is this business location licensed for Coin Operated Amusement Machines (COAM)? \_\_\_Yes \_\_\_No  
 If Yes, provide the following: # of Class A Machines: \_\_\_\_\_ # of Class B Machines: \_\_\_\_\_  
 COAM Location License # \_\_\_\_\_ COAM Master License # \_\_\_\_\_

18. (OPTIONAL) Is Business Ownership more than 50% of a minority race?  Yes  No  
 If yes, Specify:  African American  Native American  Asian  Hispanic  Other (specify): \_\_\_\_\_

19. Business Hours:

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
Open _____	_____	_____	_____	_____	_____	_____
Close _____	_____	_____	_____	_____	_____	_____

**To be completed by Lottery Representative**  
 Business Trade Style: (see Instruction Sheet) \_\_\_\_\_



**Retailer Application**  
**GEORGIA LOTTERY CORPORATION**  
 P.O. Box 56486 • Atlanta, GA 30343

Make additional copies if necessary.

1-800-746-8546 - OPTION #4 & then #7 - Retailer Contracts Administration  
 This form must be completed for each owner, shareholder, member, and officer of the business.

Revised 11/06/19

**PART 2 - Personal Information (Owner) PLEASE PRINT Lottery Retailer ID#:**

1. Type of Ownership:  
 Sole Proprietor     Partnership     Corporation     Non-Profit     LLC (Corporation)     LLC (Partnership)     Other(specify): \_\_\_\_\_

2. First, Middle & Last Name of Owner or Principal (no initials): \_\_\_\_\_ 3. M or F: \_\_\_\_\_ 4. Place of Birth: \_\_\_\_\_

5. Title: \_\_\_\_\_ 6. Race: \_\_\_\_\_ 7. Percent of Ownership: \_\_\_\_\_ 8. Date of Birth: \_\_\_\_\_

9. Home Street Address: \_\_\_\_\_ 10. City/State/Zip Code: \_\_\_\_\_

11. Home Phone Number: ( ) \_\_\_\_\_ 12. Cell Phone Number: ( ) \_\_\_\_\_ 13. Social Security Number: [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ] \_\_\_\_\_ 14. E-mail Address: \_\_\_\_\_

15. •Do you reside in the same household as any officer or employee of the Georgia Lottery Corporation?  Yes  No  
 •Are you a vendor, employee or agent of any vendor of the Georgia Lottery Corporation?  Yes  No  
 •Have you been convicted of a criminal offense related to the security or integrity of the lottery in this or any other jurisdiction? If yes, where? and when?  Yes  No  
 •Have you been convicted of any illegal gambling activity, false statements, false swearing or perjury in this or any other jurisdiction or convicted of any crime punishable by more than one year of imprisonment or a fine of more than \$1,000.00 or both? If yes, where? and when?  Yes  No  
 •Are you delinquent in taxes, fees or other obligations owed to the State of Georgia?  Yes  No  
 •Have you filed bankruptcy in the last seven (7) years?  Yes  No  
 •Are you related to a COAM Class B Master Licensee?  Yes  No

**Note:** If you answered "Yes" to any of the above questions, please explain on a separate sheet and attach to this application.

16. List all other names you have used, including nicknames; if female, furnish maiden names. If you have ever used any surnames other than your true name, during what period and what circumstances were these used? If you have ever legally changed your name, give date, place, and court. (Attach additional page as needed):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

17. Citizenship  
 a. Present citizenship (Country): \_\_\_\_\_  
 b. Citizenship acquired by:  Birth  Marriage  Naturalization  
 c. Naturalization Certificate Number: \_\_\_\_\_  
 d. Date and place Naturalized: \_\_\_\_\_  
 e. Resident Alien Number: \_\_\_\_\_

18. Height: \_\_\_\_\_ 19. Weight: \_\_\_\_\_  
 20. Hair Color: \_\_\_\_\_ 21. Eye Color: \_\_\_\_\_

22. **Attach a copy of one of the following forms of identification for each owner. The following is a list of acceptable forms of identification: Driver's License, Georgia Identification Card, Identification Card issued by another state, U.S. Armed Forces Identification Card, U.S. Passport, or U.S. Resident Alien Card.**

23. **CONSENT AND AUTHORIZATION FOR RELEASE OF PERSONAL BACKGROUND INFORMATION:**  
 I hereby certify that the information contained on this form or otherwise submitted by me to the Georgia Lottery Corporation ("GLC") in connection with this application to become a GLC Retailer is true and correct in every respect. I understand, agree and consent that GLC may make any and all investigations of my background in order to satisfy the GLC requirements for qualification of the Applicant as a GLC Retailer, which investigations may include, without limitation, criminal history record information, credit history records, tax records, public records and other official records, and the investigation generally of any other matter relating to the Applicant being a GLC Retailer. As a potential Retailer or current Retailer for the Georgia Lottery Corporation ("GLC"), or as an owner of same, I am required to furnish certain information for use in determining my qualifications. I hereby authorize GLC to request a credit report, conduct a criminal background investigation, or conduct any other investigation as may be necessary to process my Retailer Application to become a GLC Retailer. I authorize GLC to share any such information, privileged, confidential or otherwise, necessary to consider the application to become a GLC Retailer. I further consent to allow GLC to use and share such information in all manner consistent with all applicable laws and necessary to effectuate, administer or enforce all rights, orders and obligations arising out of the relationship between the Retailer Applicant and GLC. A photocopy of this release will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature. This release will expire upon the final termination of my Retailer's contractual obligations with the GLC.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**The foregoing authorization notwithstanding, for the limited purposes of initially qualifying a Georgia Lottery Retailer, the GLC will not order, as a routine business practice, credit reports or criminal record history reports for individuals owning 10% or less of the equity ownership interests in the Georgia Lottery Retailer applicant. The GLC does reserve the right in its sole discretion to order such reports in accordance with business exigencies.**

<b>NOTARY</b>          <b>SEAL HERE</b>	STATE OF: _____ COUNTY OF: _____
	SWORN TO AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____ (MONTH) _____ (YEAR)
	Notary Public Seal and Signature: _____ My Commission Expires: _____
	Personal Identification (ID) is required to be presented to and verified by Notary Public. Type of ID: _____ ID Number: _____



PART 3 - Lottery Retailer Electronic Funds Transfer Authorization

Lottery Retailer ID#:

1. Corporate or Legal Name (list the name of the legal entity which owns the business and files income tax returns):

2. Georgia State Tax Identifier Number (11

Grid of 11 boxes for State Tax Identifier Number

3. Georgia Alcohol License Number (if any, 7 digits):

Grid of 7 boxes for Alcohol License Number

4. Georgia Sales Tax Number (9

Grid of 9 boxes for Sales Tax Number

Service Business Only

Box for Service Business Only

5. Federal Employers ID Number. 9 digit number used to file Federal business income tax return. (For Sole Proprietor use Social Security Number)

Grid of 9 boxes for Federal Employers ID Number

INSTRUCTIONS: The Retailer must establish a separate electronic funds transfer (EFT) bank account for the preservation and transfer of lottery funds. The separate bank account must be specified "IN TRUST FOR THE GEORGIA LOTTERY CORPORATION." The Retailer's depository institution must confirm the establishment of the Georgia Lottery Corporation Trust Account by signing in the space below.

6. RETAILER AUTHORIZATION: I (we) hereby authorize the Georgia Lottery Corporation to initiate debit and credit entries in any available and appropriate amount to my (our) account indicated below and authorize the depository named below to debit or credit the same to such account. I (we) hereby further authorize and direct the depository institution named below to release any information regarding such account, including, but not limited to, account balance information, payment history, and overdraft information to the Georgia Lottery Corporation upon request by an authorized representative of the Georgia Lottery Corporation. My (our) authorization is given in accordance with subsection (e)(2) of Section 502 of the "Gramm-Leach-Bliley Act of 1999" (15 U.S.C.A. § 6802) and shall remain in effect until expressly revoked by me (us) in writing. Any such revocation shall be deemed to have been properly given if sent by hand delivery, or by overnight courier, to such depository institution at the address set forth below. Such revocation shall be deemed to have been delivered on the date of delivery if by hand delivery or if by overnight courier, on the next business day following the deposit of such communication with the overnight courier.

Bank Account Name: Corporate or legal name of entity which owns the business and files income tax returns: (see attached example) / "IN TRUST FOR THE GEORGIA LOTTERY CORPORATION."

Corporate or legal name of entity which owns the business and files income tax returns: (see attached example)

Bank Name (print): Branch:

Bank Street Address: City: State:

EFT Bank Route Transit Number: Grid of 9 boxes

EFT Bank Account Number:

Signature of Owner or Principal: Date:

Printed Name of Owner or Principal:

THE SECTION BELOW MUST BE COMPLETED BY DEPOSITORY INSTITUTION (BANK)

7. DEPOSITORY INSTITUTION ACKNOWLEDGMENT: The above account has been established "IN TRUST FOR THE GEORGIA LOTTERY CORPORATION." We acknowledge that our customer, the Retailer, has directed us to provide information concerning the above referenced account to the Georgia Lottery Corporation upon request by an authorized representative of the Georgia Lottery Corporation. We further acknowledge that the Retailer has directed us to provide this information in accordance with subsection (e)(2) of Section 502 of the "Gramm-Leach-Bliley Act of 1999" (15 U.S.C.A. § 6802), and we will continue to provide such information as directed until receipt of Retailer's written revocation in the manner set forth in Section 6 above.

Depository Institution Representative (print): Telephone Number:

Signature of Depository Institution Representative: Date:



**Part 4 – Lottery Retailer E-Verify Affidavit**

Lottery Retailer ID#:

The GLC Retailer, signed below, confirms and verifies its compliance with Georgia law (See OCGA §13-10-91, as amended), and affirmatively states that the business (Sole Proprietor, Partnership, Corporation, Non-Profit, LLC Corporation, or LLC Partnership) which sells GLC lottery tickets: (check and complete #1 or #2 below)

**Legal Business Name of Georgia Lottery Retailer/Applicant:** \_\_\_\_\_

\_\_\_\_1. Has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program. Furthermore, the undersigned retailer will continue to use the federal work authorization program throughout the contract period. Retailer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_

Federal Work Authorization User Identification Number

This number is at least 4 or more digits in length, does not contain letters and is **NOT** your Federal Employer Identification Number (FEIN).

\_\_\_\_\_

Date of Authorization

OR

\_\_\_\_2. Employs no employees, or otherwise does not fall within the requirements of OCGA §13-10-91.

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_ in \_\_\_\_\_ (city) \_\_\_\_\_ (state).

\_\_\_\_\_  
 Signature of Authorized Owner/Officer

\_\_\_\_\_  
 Printed Name and Title of Authorized Owner/Officer

-----  
 SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



## Important E-Verify Affidavit Instructions

Revised 11/06/19

### **Dear Valued GLC Lottery Retailer Applicant:**

The Georgia Security and Immigration Compliance Act (OCGA §13-10-91) has been amended by the passage of Georgia Senate Bill 160, which implemented new retailer contract requirements for the Georgia Lottery Corporation ("GLC").

As a result, all new GLC Retailers contracted after July 1, 2013 must submit an E-Verify affidavit to the GLC with their GLC Retailer application. The E-Verify affidavit provides proof of the retailer's registration and participation in E-Verify, the current federal work authorization program.

Under the amended law, a new GLC retailer must submit an E-Verify affidavit with an E-Verify user number (Federal Work Authorization User Identification Number), unless the business has no employees (in which case it must present an approved state-issued identification card or driver's license, with an E-Verify affidavit that it has no employees).

### **The E-Verify Affidavit is attached:**

- a) Complete Section 1 of this affidavit to provide the GLC an E-Verify user number. If you are not currently registered in the E-Verify program and do not have an E-Verify number, one can be obtained on-line, for free, at <http://www.dhs.gov/e-verify>. For further information, visit the website or contact the U. S. Department of Homeland Security at 888-464-4218.
- b) Your E-Verify number is at least 4 or more digits in length, does not contain letters and is **NOT** your Federal Employer Identification Number (FEIN).
- c) If your business has NO employees, place a check mark in section 2 and ensure a copy of an approved state-issued identification card or driver's license is provided with E-Verify affidavit.
- d) Once an E-Verify user number is obtained for Section 1 or a copy of the state-issued identification card or driver's license is obtained for Section 2, the business owner (or authorized representative of the business) on the original GLC contract must sign the affidavit, before a notary.
- e) The notarized affidavit must be returned to the GLC with your completed GLC Retailer Application package.

If you have any questions, please contact your GLC Sales Representative, or the RCA (Retailer Contracts Administration) department at 1-800-746-8546 - option #4 then #7.



THIS RETAILER CONTRACT is between GEORGIA LOTTERY CORPORATION (GLC), a public corporation created pursuant to the Georgia Lottery for Education Act (Act), and the undersigned Retailer. Capitalized terms used herein shall have the meanings set forth in Appendix A to GLC's Retailer Rules and Regulations, unless otherwise defined in context. Subject to approval by GLC of Retailer's application to sell lottery Tickets, Retailer and GLC hereby agree as follows:

1. **Retailer Rules.** Retailer agrees to comply with and be bound by the Act, the Rules and Regulations of GLC, and all other applicable laws, rules, regulations, ordinances and orders. Retailer agrees at all times to meet the minimum qualifications for a GLC Retailer and to notify GLC of any changes in its business, as specified in the Act and the Rules and Regulations. Copies of the Act and all Rules and Regulations are always available upon request from GLC.
2. **Term and Renewal.** Unless earlier terminated, the term of this Retailer Contract shall begin as of the date it is executed by Retailer, as shown below, shall remain in effect for a period of one (1) year, and may be renewable annually at the sole discretion of GLC. In the event that GLC and Retailer have entered into any Retailer Contract(s) dated prior to the date of this Retailer Contract, GLC and Retailer agree that from the beginning of the term hereof, this Retailer Contract shall amend, renew, replace, and restate any prior Retailer Contract in its entirety for each Retailer Business Location listed below.
3. **Contract Termination.** This Retailer Contract may be canceled by Retailer upon twenty (20) calendar days prior written notice to GLC. If the CEO determines, in her/his sole discretion, that cancellation, denial, revocation, suspension or termination of this Retailer Contract is in the best interest of GLC, the State of Georgia or the public welfare, the CEO may cancel, deny, revoke, suspend or terminate this Retailer Contract upon written notice to Retailer; provided, however, Retailer shall be entitled to a hearing on such cancellation, denial, revocation, suspension or termination in accordance with the Act and the Rules and Regulations; provided, further, that the CEO may temporarily suspend Retailer's rights under this Retailer Contract without prior notice, pending any prosecution, hearing or investigation, in accordance with the Act. In addition to the foregoing, GLC may immediately cancel, deny, revoke, suspend, terminate, or refuse to renew this Retailer Contract for any of the reasons set forth in Exhibit A on the next page hereof.
4. **Ticket Sales.** Retailer agrees to sell lottery Tickets for all the games authorized by GLC, in GLC's sole discretion, and only at its Retailer Business Locations listed below for which GLC has issued a Certificate of Authority under this Retailer Contract. Retailer agrees that it shall sell no other lottery Tickets in the State of Georgia, except those provided to it for sale by GLC. Retailer agrees that it shall adopt safeguards to assure that it will not sell lottery Tickets or pay prizes to persons under the age of 18 years. Retailer agrees that it shall sell lottery Tickets only at the prices, and only subject to the terms and conditions, fixed by GLC unless prior written authorization is received from the CEO in each instance. In accordance with the amounts specified in the Act and the Rules and Regulations, as full and complete compensation under this Retailer Contract, GLC will pay Retailer Commissions and other compensation for lottery Tickets sold and for winning lottery Tickets paid by Retailer.
5. **Electronic Funds Transfer.** Retailer shall have a fiduciary duty to preserve and account for all proceeds from the sale of lottery Tickets collected by it and shall be responsible and liable for all such proceeds. All proceeds from the sale of lottery Tickets and all other funds due the GLC shall constitute a trust fund in favor of the GLC until paid to the GLC. Subject to the Act and the Rules and Regulations, Retailer agrees. (i) to maintain for the purpose of this Retailer Contract a separate bank account in the name of the Retailer as "Trustee for the Georgia Lottery Corporation", with a bank acceptable to GLC which is a member of an automated clearing house association; (ii) to deposit daily into that bank account all proceeds from the sale of lottery Tickets and other funds due the GLC; (iii) to authorize GLC to initiate Electronic Funds Transfer (EFT) to and from that account for the net settlement due from the sales of GLC lottery Tickets; and (iv) that sufficient funds shall be available in the designated account on the dates specified by GLC to cover the amounts due GLC, as determined by GLC.
6. **Prize Payments.** During its normal business hours, Retailer agrees to immediately validate and pay all lottery Tickets winning prizes up to and including \$600 for all lottery games that it is authorized by GLC to sell, in accordance with the Act and the Rules and Regulations. Such payment for winning Tickets shall not be in amounts greater or less than the amounts authorized by GLC, and shall never be subject to restrictions or conditions other than those imposed by GLC.
7. **Promoting Sales.** Retailer agrees to prominently display, in locations accessible to the public, point-of-sale advertising and other public information material and supplies provided from time to time by GLC and its Vendors and suppliers. Retailer agrees to attend all training sessions, as requested from time to time by GLC. In order to assist Retailer with sales of lottery Tickets, GLC and its Vendors and suppliers may provide certain equipment (such as Lottery Terminals, Ticket dispensers, Ticket vending machines, play stations, etc.) to be held in the custody and control of Retailer without any transfer of ownership of such equipment to Retailer; Retailer agrees to return any such equipment and supplies upon request of the owner and agrees to be financially liable and responsible for the use, preservation and protection of such equipment and supplies, normal wear and tear excepted.
8. **Acceptance and Return of Instant Tickets.** Subject to the conditions and reporting requirements more fully set forth in the Rules and Regulations: (i) each Retailer shall have a fiduciary duty and responsibility to preserve and account for all Instant Tickets accepted from the GLC or its distributor, as well as cash proceeds from the sale of any lottery products; (ii) any Instant Tickets not properly accounted for by the Retailer upon termination of the Retailer Contract, upon demand by the GLC, or at the End of Game date for the corresponding Instant Game, regardless of the reason, shall be deemed to have been purchased by the Retailer; (iii) Retailer shall be responsible for the full price of Instant Tickets, less any applicable Commissions, for all Instant Tickets which may be lost, stolen, or damaged after delivery to Retailer; and (iv) GLC will accept full and partial Instant Ticket Pack returns within (3) weeks of the termination, cancellation, suspension, revocation or non-renewal of this Retailer Contract.



Lottery Retailer ID: \_\_\_\_\_

Revised 11/06/2019

9. **Contract Changes.** This Retailer Contract, including the Act and the Rules and Regulations, is the entire contract between GLC and Retailer. This Retailer Contract may not be modified or amended except by a writing signed by both parties hereto or by amendment to the Act or the Rules and Regulations. To the extent of any conflict, the provisions of the Act shall govern the Rules and Regulations, and the Rules and Regulations shall govern the Retailer Contract.

IN WITNESS WHEREOF, GLC and the undersigned Retailer have executed, or caused their duly authorized representatives to execute, this Retailer Contract as of the date noted below.

1. Corporate or legal name (list the name of the legal entity which owns the business and files income tax returns): \_\_\_\_\_

2. Business Address where tickets are to be sold:

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

(City, State & Zip) \_\_\_\_\_

3. Printed Name and Title: \_\_\_\_\_

4. By (signature): \_\_\_\_\_ 5. Date: \_\_\_\_\_

GEORGIA LOTTERY CORPORATION

By: \_\_\_\_\_

Gretchen Corbin, President and CEO

## EXHIBIT A to Retailer Contract

### Notice of Specific Reasons for which a Retailer Contract may be Terminated

GLC may immediately cancel, deny, revoke, suspend, terminate, or refuse to renew any Retailer Contract if a Retailer or any of its owners:

- a. violates a provision of the Act or of the Rules and Regulations; or
- b. is or has been, or retains an employee involved in the sale of lottery Tickets who is or has been, convicted of a criminal offense related to the security or integrity of GLC or a lottery in any other jurisdiction; or
- c. is or has been, or retains an employee involved in the sale of lottery Tickets who is, or has been, convicted of a gambling-related offense, false statements, false swearing or perjury in this or any other jurisdiction or a crime punishable by more than one year of imprisonment or a fine of more than \$1,000.00 or both unless the person's civil rights have been restored and at least five (5) years have elapsed from the date of the completion of the sentence without a subsequent conviction of a crime described above; or
- d. commits fraud, misrepresentation or deceit; or
- e. provides false or misleading information to GLC; or
- f. acts in a manner prejudicial to the security or integrity, or the public confidence in the security or integrity, of GLC; or
- g. conducts business for the sole purpose of selling lottery Tickets; or
- h. is delinquent in the payment of any federal, state or local taxes owed by it; or
- i. changes any Retailer Business Location for which GLC has issued a Certificate of Authority under this Retailer Contract; or
- j. fails to accurately or timely account for proceeds or prizes from the sale of lottery Tickets; or
- k. fails to accurately or timely account for lottery Tickets received from GLC; or
- l. fails to comply with any term of this Retailer Contract; or
- m. fails to maintain a minimum level of sales, as established by GLC from time to time; or
- n. substantially changes the ownership of Retailer without prior written notice to, or consent of, GLC; or
- o. files for or is placed in bankruptcy, receivership, insolvency or similar proceedings or fails to pay its debts as they become due; or
- p. resides in the same household as any director, officer or employee of GLC; or
- q. contracts with any other person or entity for lottery goods or services without the prior written approval of GLC; or
- r. fails to meet any of the objective criteria established by GLC pursuant to the Act, or
- s. is subjected to any material change, as determined to be material in the sole discretion of GLC, in any matter considered by GLC in entering this Retailer Contract; or
- t. fails to maintain the designated account from which Electronic Funds Transfers (EFT) payments are to be made, fails to authorize GLC to initiate EFT transactions to and from such designated account, or fails to have sufficient funds available in such designated account on the dates specified by GLC.





Dear Bank Representative:

Thank you for assisting our Retailer applicant. The Retailer must establish a separate electronic funds transfer (EFT) bank account in order to complete their Georgia Lottery Corporation application. This separate bank account must be specified “In Trust For the Georgia Lottery Corporation.”

Example:

XYZ, Inc.  
D/B/A RCA Food Mart  
In Trust for the Georgia Lottery Corporation

Please ensure that the account is not titled “Lottery Account.”

If you need any additional information, or have any questions, please contact Retailer Contracts Administration at 1-800-746-8546 option #4 then #7.

## Helpful Hints for completing the GLC Retailer Application Package



**In order to facilitate the efficient processing of your GLC Retailer Application, we've itemized some helpful hints for you.**

**Also, be sure to carefully read the Retailer Application instructions.**

1. When making corrections, please use a single line to cross through the incorrect information. Then initial your correction. Do not use white out. Applications with white out cannot be accepted.
2. Please ensure that all information on the application is accurate and complete before submitting to the Georgia Lottery Corporation. An incomplete or inaccurate application will only slow down the processing of your application.
3. Please maintain a copy of the application for your reference during the application process.
4. Identification:  
Please submit one of the following forms of valid identification. No other forms of identification can be accepted:
  - Driver's License
  - Georgia Identification Card
  - Identification Card issued by another state
  - U.S. Armed Forces Identification Card
  - U.S. Passport (must be signed)
  - U.S. Resident Alien Card
5. Application Fee:
  - The Application fee should be in the form of a cashier's check, business check, or money order only.
  - No personal checks or counter checks can be accepted.
  - Please do not submit the application fee with a check from the Lottery EFT account.
6. Business Registration/Tax ID #s (Part 3 of the application):
  - Federal Employers ID number: Obtain from the IRS by calling 1-800-829-0115. If you are a sole proprietorship, please use only your Social Security Number.
  - All Corporations and Limited Liability Corporations must be properly registered with the Secretary of State.
  - Further information can be obtained by contacting the Corporations Division of the Secretary of State at 404-656-2817 or by visiting their website at <http://www.sos.ga.gov/index.php/corporations>.
  - All businesses must be registered with the Georgia Department of Revenue. Please call (404) 417-4445 to obtain registration information.
  - Georgia State Tax Identifier Number & Georgia Sales Tax Number:  
If already registered, this number can be found on your Georgia Department of Revenue registration certificate.
7. Legal Business Name/Ownership Type:
  - Corporate or Legal Name: The legal entity which owns the business and files income tax returns.
  - Store Name or DBA Name: The name of the business where tickets are sold. This name should match the Georgia Department of Revenue registration.
  - Sole Proprietor: Your legally given name.
  - Partnership: Partnership name should match the name on the Internal Revenue Service notification of the Federal Employers Identification Number.
  - Corporation and Limited Liability Corporation: Please ensure that the legal business name and Secretary of State registered name match.



## FSD (financial security deposit) Guidelines at Time of Application To Protect Education Proceeds

The Georgia Lottery will conduct a complete review of your application and this review may result in the need for a Financial Security Deposit as set forth in the following guidelines. If a Financial Security Deposit is required, you will be contacted by the Georgia Lottery's Retailer Contracts Administration Department and provided further information and instructions. FSDs may be in the form of a cash escrow, letter of credit, or bond.

### Credit

The applicant will be required to provide a FSD in the amount of 2x the district average weekly sales if the applicant does not meet the GLC's requirement for creditworthiness. Examples of a lack of creditworthiness include

- 1) a credit score below 690
- 2) account(s) placed for collection that exceed \$1,000
- 3) account(s) with past due balance of \$1,000 or more that are more than 30 days past due
- 4) account(s) charged off or written off by a credit grantor that exceed \$1,000 in the last 3 years
- 5) civil judgments of \$1,000 or more in the last 3 years
- 6) being on a tax payment plan or has tax liens of \$1,000 or greater in the last 3 years
- 7) less than 3 trade accounts; or if applicant has only 3 trade accounts, 1 or more of the 3 trade accounts are less than one year old
- 8) personal credit report is unrated due to lack of credit history
- 9) bankruptcy in the last 7 years

### Criminal Record

FSD's are based on risk assessment considering

- 1) crimes of dishonesty (e.g. crimes related to false statements, theft, fraud, conspiracy, forgery or offenses against public administration) and gambling-related; and
  - 2) the eventual outcome of the case
- A. If the criminal charge(s) for any single incident involving crime(s) of dishonesty/gambling is dismissed, it will not serve as a basis of a FSD.
- B. If there are instances of one or more criminal charge(s) and any of those charges are resolved with dead docket, nolle prosequere, nolo plea, conviction or guilty plea, the GLC will protect against the risk of dishonest conduct or risk of illegal gambling and FSDs will be applied by requiring the following FSD:
- 1) 1 in the past 7 years  
Credit FSD (i.e. 2x district average weekly sales)
  - 2) 2 in the past 7 years  
\$40,000 or 3x weekly sales for that store, whichever is higher
  - 3) 3 in the past 7 years  
\$50,000 or 4x weekly sales for that store, whichever is higher
  - 4) 4 or more in the past 7 years  
\$60,000 or 5x weekly sales for that store, whichever is higher
  - 5) 8 years have passed with no criminal activity related to dishonesty/gambling, no FSD
- C. Conviction/guilty plea of any felony ... application is denied unless 5 years have passed from completing sentence and civil rights restored.
- 1) If 5 years have passed and civil rights are restored, the applicant may be eligible by providing a FSD as outlined above
  - 2) If 5 years have passed and civil rights are restored, and felony conviction is not related to dishonesty/gambling, no FSD



## **FSD (financial security deposit) Guidelines at Time of Application To Protect Education Proceeds**

### **Retailer Provides Unreliable Personal Location**

- 1) Out of State ID & Out of State Presence With No Active Management of Store  
\$50,000 or 4x weekly sales for that store, whichever is higher
- 2) PO Box as Home Address  
\$50,000 or 4x weekly sales for that store, whichever is higher

### **Retailer (or associated persons) History - Prior or Current Locations**

- 1) Collection Litigation or Unpaid Balance  
Unpaid balance, \$30,000 or 3x weekly sales for that store, whichever is higher
- 2) Prior rules violations (e.g. failed compliance test, tampered with inventory, missing inventory, excess missing nonchargeables, inquiries on confirmed packs, validation/activations)  
\$30,000 or 3x weekly sales for that store, whichever is higher
- 3) Non-payment of lottery proceeds history  
\$30,000 or 3x weekly sales for that store, whichever is higher
- 4) Misrepresentation (e.g. using another person's information to submit an application; misrepresenting the reasons for unusual sales/cashing activity or criminal activity)  
\$30,000 or 3x weekly sales for that store, whichever is higher
- 5) Law enforcement activity at store (gambling, welfare fraud, drugs)  
\$30,000 or 3x weekly sales for that store, whichever is higher
- 6) Undisclosed change of ownership  
\$30,000 or 3x weekly sales for that store, whichever is higher
- 7) GLC Trust Account Seizure  
\$30,000 or 3x weekly sales for that store, whichever is higher
- 8) Prior retailer at location was subject to FSD (within past year)  
Amount of the prior FSD (unless a lower FSD applies pursuant to 1-8 above)