

# RETAILER APPLICATION

Louisiana Lottery Corporation Post Office Box 90008 Baton Rouge, LA 70879	Independent Acct: ___ Chain Head Acct: ___ Subordinate Acct: ___	FOR LOTTERY USE ONLY Region#  SR #	<b>CONTROL NUMBER</b>  COPY THIS CONTROL NUMBER TO ALL OTHER FORMS
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**Please Type or Print Clearly in Black Ink Only**

CORPORATION NAME	Address	CITY	STATE	ZIP Code
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BUSINESS TRADE NAME OR DBA NAME :

STORE LOCATION ADDRESS	City	State	Zip Code & Parish
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BUSINESS MAILING ADDRESS (IF DIFFERENT)	City	State	Zip Code
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BUSINESS PHONE NUMBER	CONTACT NAME & TITLE:
	CONTACT HOME PHONE NUMBER
	CONTACT CELL NUMBER

FEDERAL IDENTIFICATION NUMBER \_\_\_ - \_\_\_ - \_\_\_\_\_ STATE EMPLOYMENT & TRAINING No: \_\_\_\_\_  
 IF THIS BUSINESS IS CURRENTLY REGISTERED FOR ANY LOUISIANA TAX UNDER THIS OWNERSHIP, ENTER YOUR TAXPAYER IDENTIFICATION NUMBER HERE: \_\_\_\_\_

<b>TYPE OF OWNERSHIP:</b> ___ SOLE PROPRIETORSHIP ___ PARTNERSHIP(S)	<b>CORPORATION (FOR PROFIT)</b>	<b>OTHER (SPECIFY)</b> _____
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**ANSWER ALL OF THE FOLLOWING QUESTIONS?**

- YES NO • IS THE BUSINESS LATE IN PAYMENT OF ANY STATE & LOCAL TAXES, INTEREST OR PENALTIES?
- YES NO • IS THE BUSINESS LATE IN FILING ANY APPLICABLE TAX RETURNS TO THE STATE?
- YES NO • WAS THIS BUSINESS CONVICTED OF A FELONY WITHIN THE LAST 10 YEARS?
- YES NO • HAS THIS BUSINESS VIOLATED LOTTERY LAWS IN ANY JURISDICTION IN THE LAST 10 YEARS?
- YES NO • HAS THIS BUSINESS BEEN CONVICTED OF A GAMBLING RELATED OFFENSE IN THE LAST 10 YEARS?
- YES NO • IS THE BUSINESS (OR EMPLOYEE OR AGENT) SUPPLYING GOODS OR SERVICES TO THE LOTTERY?
- YES NO • HAS THIS BUSINESS ENTITY FILED FOR BANKRUPTCY?

•NOTE: Attach an explanation if you answered YES to any of the questions above.

**LIST BELOW ALL BUSINESS OWNERS / PARTNERS: ATTACH SEPARATE SHEET IF MORE THAN TWO:**

NAME (LAST NAME FIRST) 1.	TITLE	DATE OF BIRTH	MONTH	DAY	YEAR	SOCIAL SECURITY NUMBER • • •
HOME ADDRESS	CITY	STATE	ZIP Code	DRIVER'S LICENSE NUMBER STATE		
NAME (LAST NAME FIRST) 2.	TITLE	DATE OF BIRTH	MONTH	DAY	YEAR	SOCIAL SECURITY NUMBER • • •
HOME ADDRESS	CITY	STATE	ZIP Code	DRIVER'S LICENSE NUMBER STATE		

**I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED ABOVE TO THE LOUISIANA LOTTERY CORPORATION IS TRUE AND COMPLETE. I UNDERSTAND AND AGREE IT IS A VIOLATION OF STATE LAW (R.S. 47:9074) TO MAKE FALSE STATEMENTS TO THE LLC. I AUTHORIZE AN AGENCY TO INVESTIGATE FINANCIAL RECORDS, CRIMINAL HISTORY AND ANY OTHER MATTER PERTAINING TO THE AUTHENTICITY OF STATEMENTS MADE IN THIS APPLICATION PROCESS.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
TITLE



# LOUISIANA LOTTERY CORPORATION CONTRACT TERMS AND CONDITIONS

Retailer Number: \_\_\_\_\_

This Contract is entered into between the Louisiana Lottery Corporation (LLC) and

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Corporate/Partnership/Sole Owner Name "dba"

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Location Address City State Zip

1. The retailer agrees to operate in a manner consistent with the Louisiana Lottery Corporation Act, applicable federal, state and local laws, rules promulgated by the LLC and these terms and conditions.
2. The retailer agrees to notify the LLC immediately if there is any change in ownership, location or financial status of the entity issued a lottery license. If the retailer is convicted of a crime in any judicial jurisdiction or becomes delinquent in payment or filing of taxes to any authority where the retailer is selling tickets, the LLC must be notified in writing within ten (10) calendar days.
3. The retailer shall prominently display the Official Retailer License and Official Retailer door decal. The retailer agrees that tickets may be sold only at the licensed location, and the license may not be transferred.
4. The retailer agrees to use a ticket dispenser for the sale of tickets in a prominent location near the cash register or checkout. An equipment deposit may be required for any dispensers or other equipment provided to the retailer by the LLC.
5. The retailer agrees to prominently display point-of-sale materials provided by the LLC, including door decals, game posters, display tickets, danglers, change mats, and lighted interior signs, unless exceptions are obtained in writing from the LLC.
6. The retailer agrees to make lottery tickets available for sale during the retailer's normal business hours and provide for the redemption of winning tickets during the same hours, subject to LLC operational limitations for validation approvals. The retailer may not charge a fee or surcharge as a condition of redemption.
7. The retailer agrees to pay any prize of \$50.00 or less.
8. The retailer agrees to obtain a bond, letter of credit or other financial guarantee, or participate in a self-bonding program established by the LLC.
9. The retailer agrees to notify the LLC within 24 hours of any lost, missing or stolen tickets. The retailer is responsible for all tickets delivered upon acknowledgment of receipt. The retailer shall provide reasonable security for all tickets and LLC property.
10. Failure of a retailer to order and/or accept delivery of instant tickets for any sixty (60) day period may result in a suspension and a thirty (30) day probation period.

11. The retailer agrees to maintain accurate and complete records of all transactions with the LLC and to make such records available to authorized representatives of the LLC during normal business hours.
12. The retailer agrees to offer no less than four (4) instant games for sale to the public at all times if four (4) or more games are available from the LLC. Retailer agrees that the aggregate number of dispensers will be determined by the Lottery using sales analysis. Tickets may not be sold to anyone under 21 years of age.
13. The retailer agrees to make a full financial settlement with the LLC for all tickets received in a timely manner as prescribed by the LLC. The retailer agrees to maintain an electronic funds transfer account in an institution insured by the FDIC. The account will be capable of electronic funds transfer for making payments of all sums due to the LLC and receiving credits from the LLC. In the event the retailer maintains more than one EFT account, any account may be used to satisfy all amounts due to the LLC.
14. The retailer acknowledges that the funds collected herein through the sale of lottery products or any other game offered by the LLC, constitute property of the LLC, and that any terminals, equipment, supplies, or promotional material provided by the LLC, is at all times herein property of the LLC. Further, the retailer acknowledges that the funds collected on behalf of the LLC shall not be subject to pledge, mortgage, hypothecation, loan, or encumbrances, to any third party.
15. The retailer agrees to notify the LLC of any change in its credit facility, loan structuring or refinancing of its business entity, within thirty (30) days of said change.
16. The retailer shall notify any lender or issuer of credit, that funds collected as a result of the sale of lottery products are not part of any collateral offered to creditor to secure financing, or additional lines of credits issued to retailer, and as such are specifically exempted from any calculation of value of collateral by any creditor providing or issuing credit to retailer.
17. The retailer acknowledges that the retailer has a fiduciary responsibility to hold all funds collected on behalf of the LLC, in trust as set forth in La. R.S 47:9055, et seq.
18. Skimming of lottery proceeds is the intentional excluding, or the taking of any action in an attempt to exclude, any thing or its value from the deposit, counting, collection, or computation of gross revenues or net proceeds from lottery activities, and constitutes a crime as provided in La.R.S. 47:9073.18.
19. Tickets may not be sold for more than the price established by the LLC.
20. Any contract executed by the LLC, at the discretion of the President, may be canceled, suspended, revoked, or terminated by the LLC for reasons which shall include but not be limited to:
  - a.) Commission of a violation of the Retailer Regulation, the Louisiana Lottery Corporation Law or administrative regulations adopted pursuant thereto or other provisions of Louisiana Law.
  - b.) Failure to accurately account for lottery tickets, revenues, or prizes as required by the LLC.
  - c.) Commission of any fraud, deceit, or misrepresentation.
  - d.) Insufficient sale of tickets.
  - e.) Conduct prejudicial to public confidence in the LLC.
  - f.) The retailer filing for or being placed in bankruptcy or receivership.
  - g.) Any material change in any matter considered by the LLC in executing the contract with the retailer.
  - h.) Failure to meet any of the objective criteria established by the Board of Directors pursuant to the Retailer Regulations.

21. The retailer understands that the retailer will receive a commission of five percent of net sales of lottery games sold at the licensed location.
22. The retailer agrees to pay any weekly communications charge which may be assessed for each on-line gaming terminal installed at the licensed retail outlet.
23. The retailer acknowledges that pursuant to Article C, Section 1. of the Louisiana Lottery Corporation On-Line Retailer Selection Policy Statement, “The Corporation shall review the performance and profitability of the On-line Retailers on a periodic basis. The Corporation reserves the right to terminate the retailer’s status as an On-line Retailer for purpose of relocating the terminal to a more profitable retailer location.”
24. The retailer agrees to send at least one person to training sponsored by the Corporation. The Corporation, at its discretion, may waive this requirement for Retailers who have previous lottery experience.
25. Prior to executing this contract, the retailer has reviewed the following enactments:
  - a. Louisiana Lottery Corporation Law, La. R.S. 47:9000 et seq.
  - b. Louisiana Lottery Corporation Retailer Regulation LAC 42 XV
  - c. Louisiana Code of Governmental Ethics, La R.S. 42:1101 et seq.

The above enactments can be found using links provided at [www.louisianalottery.com](http://www.louisianalottery.com)

**I HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS STATED ON THIS CONTRACT.**

**LOUISIANA LOTTERY CORPORATION**

**RETAILER**

LLC Representative: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Retailer Number: \_\_\_\_\_

Date: \_\_\_\_\_

(NOTE: RETURN SIGNED FORM TO LOTTERY REPRESENTATIVE OR NEAREST LOTTERY OFFICE.)



**LOUISIANA LOTTERY CORPORATION  
ELECTRONIC FUNDS TRANSFER (EFT) INFORMATION**

***What is an EFT?***

The Electronic Funds Transfer (EFT) program for Louisiana Lottery Corporation retailers is a method for the Lottery and the retailer to exchange funds through bank accounts without having to visit the bank to fill out deposit or withdrawal slips.

***How does EFT work?***

At the close of business each Saturday, the Lottery creates an EFT file on each retailer for the week's activity. Your invoice is available Sunday morning upon sign on to your terminal. This invoice reflects your activity from the previous accounting week and will indicate the amount due for your EFT withdrawal on Thursday.

***How do I set up an EFT account?***

Setting up a checking account which allows for EFT transactions (if you don't already have one) is a simple procedure. Contact your local banker and ask to speak with someone in new accounts. Tell them that you are a retailer applying to the Louisiana Lottery as a sales outlet for lottery tickets and that you want to establish or convert one of your bank accounts to one that will permit EFT. If you are already conducting your banking business through the bank, there should be little or no cost for this service.

Be sure that your banker understands that you are establishing a common *electronic funds transfer* account and not a wire transfer or credit line transfer account. If you have a bank customer service representative already, they will help you establish your accounts. Ask them to show you how the EFT transaction will appear on your banking statement and explain any charges associated with opening or operating the account. They will be happy to explain any local bank services (such as overdraft protection, "zero balance", etc.) that may also be available to you.

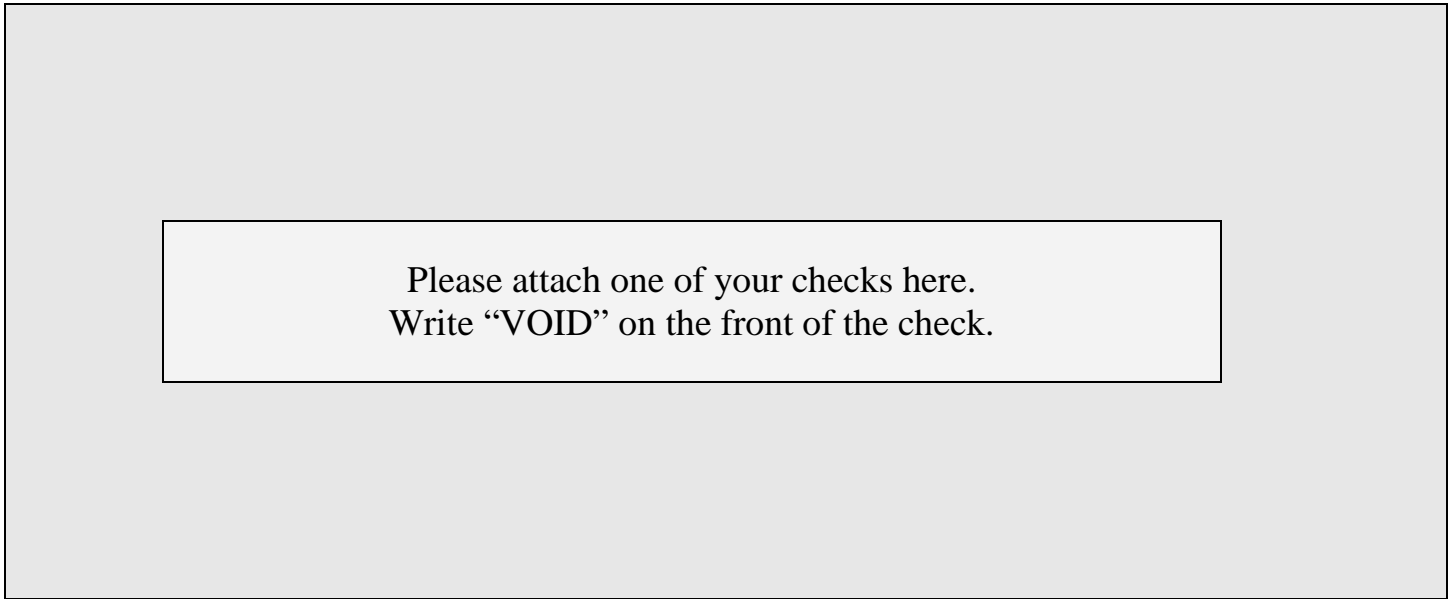
***Questions: Call 1-800-272-2807***



Return completed form to:  
 Louisiana Lottery Corporation  
 Attention: Retailer Licensing Department  
 Post Office Box 90008  
 Baton Rouge, LA 70879  
 or Email to: [Licensing@louisianalottery.com](mailto:Licensing@louisianalottery.com)  
 or Fax to: (225) 297-2124

# Electronic Funds Transfer Authorization

1. Business Name (d.b.a.)		2. Retailer Number	
3. Bank Name		4. Bank Phone Number	
5. Address	City	State	Zip Code



6. I (we) hereby authorize the Louisiana Lottery Corporation to initiate debit entries to my (our) account indicated above and the depository named above to debit the same to such account.

Name (print)	Authorized Signature	Date
Name (print)	Authorized Signature	Date
(For Lottery Use Only) Processed By:		Date

- 1. Business Name - Enter the "doing business as" name under which you were licensed by the Lottery.
- 2. Retailer Number - Enter your 6-digit retailer number assigned by the Lottery.
- 3. Bank Name - Enter the name of the bank where you have your account.
- 4. Bank Phone No. - Enter the bank phone number (including the area code).
- 5. Address - Enter the bank branch address where you conduct your banking business.
- 6. Name/Sign/Date - Print your name as it appears on your bank account. Your signature must match the name in which the bank account was opened and the authorized name on your lottery application.

## EFT INSTRUCTIONS



# BILLING OPTION AUTHORIZATION FORM

Fax Completed Form To (225) 297-2124

- New Retailer (Pending)
- Existing Retailer (Active)
- Change in Ownership
- Change in Structure

Retailer Name (dba) \_\_\_\_\_

Retailer Number \_\_\_\_\_

## BILLING OPTION

**Pack Settlement**

Pack(s) are settled and billed when one of the following conditions are met after activation:

- 75% of the low tier prizes have been claimed
- Another pack of the same game is activated
- 60 days after the pack is activated

**Activation Only** (If this option is selected, also check one below)

- New Retailer  
Pack() are settled and billed upon activation.
- Immediately settle all activated packs  
Billing will appear on the next statement following the close of the accounting week.
- Allow all currently activated packs to time out.

## AUTHORIZATIONS

Authorized Retailer Print Name: \_\_\_\_\_ Authorized Retailer Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Your signature authorizes the Louisiana Lottery Corporation to execute the above billing option\**

Authorized Lottery Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERNAL USE ONLY

Yes No Transfer current deferred inventory From Retailer # \_\_\_\_\_ Yes No Transfer current activated inventory From Retailer # \_\_\_\_\_

Accounts Receivable Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy Forwarded to Licensing?  Yes  No Date: \_\_\_\_\_

Retailer Licensing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy Forwarded to Accounts Receivable?  Yes  No Date: \_\_\_\_\_



# Retailer Information Form

NEW APPLICANT  
CHANGE OF OWNERSHIP  
CHANGE IN STRUCTURE  
TERMINAL PRESENT  
RELOCATION PREVIOUS  
RETAILER #

Retailer Name \_\_\_\_\_

Retailer # \_\_\_\_\_

Name (local store contact(s) authorized to conduct lottery transactions). *If CPA/bookkeeper is used, please list.*

1. \_\_\_\_\_ Title / Function \_\_\_\_\_

2. \_\_\_\_\_ Title / Function \_\_\_\_\_

CPA/Bookkeeper Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Business Fax Number \_\_\_\_\_

### HOURS OF OPERATION

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

### STORE LOCATION

Mall  Freestanding  Strip Shopping Center  Office Building  Kiosk  Storefront

### TYPE OF BUSINESS (SIC CODE)

- |                                |                                |                                 |
|--------------------------------|--------------------------------|---------------------------------|
| 5300 DEPARTMENT STORE          | 5400 SUPERMARKET               | 5401 GROCERY STORE 7+C          |
| 5403 GROCERY STORE 1-6CO       | 5500 GAS STATION               | 5601 LIQUOR STORE               |
| 5602 DRUG STORE                | 5603 CARD/NOVELTY/GIFT         | 5605 TOBACCO STORE              |
| 5606 NEWSSTAND/NEWS DEALER     | 5701 CONVENIENCE STORE, NO GAS | 5702 CONVENIENCE STORE, 1-8BAYS |
| 5704 CONVENIENCE STORE, 9+BAYS | 5801 BARS                      | 5802 RESTAURANT                 |
| 5900 TRUCK STOPS               | 6000 MISCELLANEOUS             | 7900 CASINO                     |
| 9999 NOT CLASSIFIED            |                                |                                 |

### RETAILER INFORMATION

1. Are you currently licensed to sell Lottery tickets at another location? Yes  No

2. Please list DBA names and retailer numbers for all existing Lottery outlets that you own:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please provide us with the date on which the change in ownership will occur: \_\_\_\_\_

4. Is the location presently under construction? Yes  No

If so, Please provide projected opening date: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_

PLEASE INCLUDE THIS FORM WHEN RETURNING RETAILER APPLICATION