



Instructions for Lottery Retailers Adding an Additional Location to Retailer Contract

Please read the following instructions carefully before completing the forms included in this package.

WISCONSIN LOTTERY
2135 Rimrock Road
PO Box 8941
Madison, WI 53708-8941
(608) 267-4804
FAX (608) 264-6644

- Be sure your application is complete when submitted to avoid any delay.

A completed application includes three forms that must be completed and mailed to Attn: Retailer Contract Assistant at Wisconsin Lottery address above.

REQUIRED FORMS

- Application to Add Location to Existing Retailer Contract (WL-364), signed by individual authorized to bind the retailer.
- Electronic Funds Transfer (EFT) Authorization (WL-221).
- W-9 Taxpayer Identification Number (TIN) Verification Form, by owner.

APPLICATION TO ADD LOCATION TO EXISTING RETAILER CONTRACT

Please type or neatly print the information required • Retain a copy for your records • Each question must be answered

1. ORIGINAL APPLICATION INFORMATION & RETAILER NUMBER(S). The name shown on your Certificate(s) of Authority and your retailer number.
2. LOCATION NAME The name of the location you wish to add to the contract as it is commonly known.
3. LOCATION STREET ADDRESS, CITY, ZIP CODE AND COUNTY List the street address, city, zip code and county of your new location. Do not use a P.O. Box number as this will not permit locating your business for ticket delivery.
4. LOCATION MAILING ADDRESS The mailing address for your location. You may use a P.O. Box if applicable.
5. SELLERS PERMIT NUMBER List your Wisconsin Seller's Permit Number issued by the Department of Revenue.
6. UNEMPLOYMENT COMPENSATION FUND NUMBER List your UC number issued by the Department of Industry, Labor and Human Relations.
7. FEDERAL EMPLOYER IDENTIFICATION NUMBER The number utilized in payment of social security taxes or other federal taxes, also commonly known as the federal tax number.
8. CONTRACT TYPE You may initially apply for either a contract to sell instant (scratch or rub-off) tickets, break-open (pull-tab) tickets or both. If this location has an established instant ticket sales record with the Lottery and Lottery terminals become available, your location may be considered for a Lottery terminal. Lottery terminals are limited and placed only in locations with a proven sales record. If a Lottery terminal already exists at the location, it is the Lottery decision whether or not the Lottery terminal will remain at the location.
9. CONTACT NAME AND TELEPHONE NUMBER List the name and business telephone number (if different than location phone number) of the person who will be the primary location contact with the Lottery.
10. LOCATION PHONE List the telephone number for the new location.
11. BUSINESS OPERATIONAL HOURS List all hours location is open.
12. TYPE OF BUSINESS Check only one box that most accurately describes your location. If none of the descriptions are accurate, mark other and describe your business.
13. CONTRACT AMENDMENT AND WARRANTY The name and signature of the individual authorized to bind the retailer are required. Enter the date the application is signed.

EFT AUTHORIZATION FORM

Fill in all required information and attach a copy of a voided check or deposit slip. You may use one account for all locations if you wish.

GENERAL INFORMATION ABOUT THE ADDED LOCATION

When your additional location is approved, a \$25 contract fee will be charged to your EFT account.

QUESTIONS

If you have questions, please call (608) 267-4804.



Application to Add Location to Existing Retailer Contract

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Original Application Information

Retailer Name ("Retailer") (account to which new location is being added)	Retailer Number(s)
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New Location Information

Location Name ("Location")	County
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Location STREET Address	Location MAILING Address
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City	Zip Code	City	Zip Code
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Seller's Permit	UC Number	FEI Number
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Contract Type: Instant Pull tab Instant and Pull tab Online (Check ONLY if terminal exists at location)

Location Contact Name	Location Phone ()
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Business Operational Hours	Location Contact Phone (if different) ()
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Business Name of Prior Owner (if applicable)

Were Lottery products sold at the above address by a previous owner? Yes No
 If yes, if there an online terminal installed? Yes No

Type of Business (check one)

<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Convenience With Gas	<input type="checkbox"/> Drug Store
<input type="checkbox"/> Grocery Store / Market	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Tavern
<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Service Station	<input type="checkbox"/> Other (describe) _____

CONTRACT AMENDMENT AND WARRANTY

The Retailer identified above certifies that the above Location, for which application for a Lottery Retailer Contract and Certificate of Authority are herein made, is wholly owned by it. Retailer requests that its Lottery Retailer Contract be amended to extend to this Location, and it agrees to abide by the terms and conditions of its existing Contract in regard to this Location.

Retailer further agrees to pay a \$25.00 contract fee for this additional location and to pay the customary charges for an online terminal if the Lottery determines to retain an existing terminal at this Location.

Retailer understands that this Contract Amendment shall not become effective or binding upon the Lottery unless and until accepted by the Executive Director. Acceptance shall be evidenced by issuance of a Certificate of Authority to Retail for the Location.

The individual who signs below and executes this Contract Amendment warrants and represents to the Executive Director that he or she has full right, power and authority to execute the Contract Amendment on behalf of the Retailer and to fully bind the Retailer to this Contract Amendment.

Type or Print Name of Individual Signing Below

Signature of Individual Authorized to Bind Retailer

Date



**Lottery Retailer
Electronic Funds Transfer (EFT)
Authorization**

WISCONSIN LOTTERY 2135 Rimrock Road PO Box 8941 Madison, WI 53708-8941 Phone: (608) 267-4804 Fax: (608) 264-6644
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Lottery Retailer Name: _____

I hereby authorize the Wisconsin Lottery to initiate debit / credit entries to the business's designated account as listed below. The Financial Institution has been notified that this account will be subject to EFT transaction.

(check one)

Checking account

Savings account

Name of Financial Institution _____

City _____ State _____ Zip _____

Account Number _____ Routing Number _____

(check one)

The entire amount of my Lottery direct deposit payment **IS** ultimately deposited to a financial institution outside the U.S.

The entire amount of my Lottery direct deposit payment **IS NOT** deposited to a financial institution outside the U.S.

This authority is to remain in full force and effect until the Lottery and Financial Institution have received written notification from the business of its termination in such time and in such manner as to afford the Lottery and the Financial Institution a reasonable time to act on it.

Person Authorized To Bind The Retailer

Name (Please Type or Print)

Signature

Date

Fax completed form to: (608) 267-4565

ATTACH A VOIDED CHECK OR DEPOSIT SLIP FOR THE ACCOUNT HERE

Frequently Asked Questions and Answers by Lottery Retailers Regarding Electronic Funds Transfer

1. What is Electronic Funds Transfer (EFT)?

EFT is a process by which a retailer's bank account can be automatically debited and credited with permission from the account holder without having to write and mail a check. The system uses the telecommunications network of the Federal Reserve to link a retailer's bank with the Lottery's bank. An automated clearinghouse (ACH) routes funds to their proper accounts.

2. What are the advantages for me in using the EFT system?

- You are assured the funds are received by the Lottery.
- You will know exactly when your account will be debited as the transaction will occur at the same time every week.
- The cost of writing and mailing a check is eliminated.
- Your on-line account may be credited if the Lottery Division owes you money for cashing instant or on-line tickets in an amount over sales for the week.

3. Do I have to participate in EFT?

Yes. All lottery retailers are required to participate in the EFT system.

4. Is a separate Lottery account required?

You may use an existing business account or, if you desire, open a separate account. There may be some advantages to using a separate account for Lottery transactions, such as: it separates Lottery funds from your business or personal funds. However, your bank may charge for maintaining this type of account. You should weigh the pros and cons of a separate account.

5. Can I use my present bank for EFT?

Yes. Any Wisconsin bank is acceptable. If your bank has any questions, have then contact the Lottery.

6. What do I have to do to authorized EFT transactions?

Simply notify your bank that your account will be subject to EFT transactions by the Lottery. Complete the EFT Authorization form (WL-220) and attach a voided check or deposit slip. Return the form with your application.

7. How much will EFT service cost me?

The Lottery pays the transaction initiation fees. The transaction charges and service charges that you will pay vary from bank to bank. In most cases, these charges are very reasonable.

8. Whose name should be on the account?

The account you use for Lottery transactions should be in the name of the business or organization that is applying for a retailer contract.

9. Can I earn interest on the account?

You should check with your bank regarding the use of an interest bearing account for Lottery EFT transactions. Some accounts, such as NOW accounts, cannot be used for EFT.

10. Can this account be used by the Lottery to monitor my financial activities?

No. The Lottery can only debit or credit your account. The Lottery has no way of monitoring your bank activities or balances.

11. How much money should I keep in the account?

The money in your account must be at least equal to the amount you currently owe the Lottery. It would be advisable to maintain a "cushion" to protect against bank charges or other situations. If less than the amount due the Lottery is available in your account, the system will reject the withdrawal.

12. When must money be deposited in the account?

The funds required must be deposited to your Lottery account no later than the close of business on the day before the EFT sweep occurs. You should check with your bank to determine the cutoff time for deposits to be posted for that day as well as when they post debits.

13. What happens if the amount in my account is not sufficient to cover the EFT withdrawal?

Insufficient funds at the scheduled time of an EFT sweep results in a Non-Transfer of Funds (NFT), which is similar to bouncing a check. Insufficient funds may result in the suspension of your Lottery contract, and you will be assessed a service fee. Subsequent NFT situations could result in suspension or termination of your contract.

14. Can third party checks be deposited in the account?

Checks can take a number of days to clear and become "good" money. If checks are deposited in the EFT account, you should take into account the fact that it may be several days before it will be available to cover any withdrawals.

15. What if I have a problem with the EFT system?

As indicated earlier, the toll-free number should be used to communicate to the Lottery's accounting staff. Call the Lottery Division toll-free number when problems arise.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
	6 City, state, and ZIP code		
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 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 real estate transactions, item 2 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 the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.