



Application Instructions for a Nonprofit Organization

Carefully read the instructions before completing the forms in this packet

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

Please read the Nonprofit Retailer Manual online at wilottery.com to determine if your organization meets the requirements to sell Wisconsin Lottery tickets. The packet includes an application, location information form, certification form, personal data form, EFT form and a W-9 form.

APPLICATION FOR A TEMPORARY CONTRACT BY A NONPROFIT ORGANIZATION

All information requested on the application form must be completed and printed legibly. Please note the following related to specific questions on the application.

2. **Address:** List the street address of your organization. PO Box cannot be used for the physical address.
6. **Contact Name:** List the person who will be the primary contact with the Lottery for your organization. This person should be able to answer questions about the information submitted on the application, be responsible for placing ticket orders and receiving tickets during daytime hours.
7. **Contact Telephone:** List the daytime telephone number for the contact person listed in question 6.
8. **Mailing Address:** Mailings from the Lottery will be sent to this address. This will include legal notices, newsletters, renewals, and new game information.
12. **FEIN:** Enter your Federal Employer ID number in this space. The number usually begins with 39 and should have 9 digits.
13. **Wisconsin Tax Number:** Enter the Wisconsin Tax Number that is associated with the Seller's Permit, issued by the Department of Revenue.
14. **Unemployment Compensation Number:** List the unemployment compensation number issued by the Department of Workforce Development for payments to the Unemployment Compensation Fund.
Note: If your organization has not been issued the numbers requested in 13 or 14, please write "Not Applicable" in the space. Do not leave these spaces blank.
15. **Status:** Check applicable box and list the date your organization was incorporated or organized.
16. **Organization Type:** Check the applicable box for the information you are enclosing with the application.
18. **List Organization Activities:** List other activities sponsored by your organization in addition to selling lottery tickets.
19. **Officers and Directors:** List names and titles of the officers OR directors if your organization is incorporated. Associations must list the names, titles, and social security numbers of all officers AND directors. A personal data form must be completed by each person listed in section 19. Attach an additional sheet if you have more than four persons.

NONPROFIT SELLING LOCATION INFORMATION FORM

List all addresses for locations you wish to sell pull-tab tickets during your contract period. Include the street, city and zip for each location you are applying for. Any location changes after the filing of your application require an amendment and you must notify the lottery prior to your change.

An organization is permitted to have unlimited selling locations and may sell from more than one location at the same time.

NONPROFIT ORGANIZATION ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION FORM

Your organization may choose to pay for tickets upon delivery (COD) by check or money order or by setting up an EFT account. If your organization chooses the option of paying by COD, the COD charge will be added to the amount due for your order.

The advantages of paying by EFT are:

- It's easy – funds are withdrawn on a pre-determined scheduled day.
- Save time – No need for a check or money order.
- Save money – No C.O.D. charges with EFT.

If your organization chooses the option of EFT, complete the enclosed EFT form. A voided check or deposit slip must be attached to the EFT form. If your organization elects to pay COD, please note "COD" on the EFT form.

CERTIFICATION OF LOTTERY AUTHORIZED AGENT FOR NONPROFIT ORGANIZATION FORM

The authorized agent of the corporation or organization must sign the application.

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Complete the enclosed Taxpayer Identification Number (TIN) Verification Form to certify that the FEIN you are providing is correct.

NONPROFIT ORGANIZATION PERSONAL DATA FORM

A separate copy of this form must be completed by each individual named in Section 19 of the application. If more forms are required, please copy the form. Make sure each form is filled out completely and signed.

GENERAL INFORMATION

The Contract and License Issued by the Wisconsin Lottery Apply **ONLY** to Pull-tab Tickets Issued by the Wisconsin Lottery.

FEE

The nonrefundable application fee is \$25.00. Enclose a check or money order made payable to the Wisconsin Lottery with the application materials and return to Wisconsin Lottery, Attn: Retailer Contracts, PO Box 8941, Madison WI 53708-8941.

CONTRACT AWARD / CERTIFICATE FEE

When your application has been reviewed and all statutory requirements are met, a contract will be mailed to the contact person listed at the mailing address.

The contract must be signed and returned. There is a \$10 contract fee. If you have elected to use an EFT account, do not enclose the \$10 fee. If you elected COD delivery, enclose a \$10 check or money order made payable to the Wisconsin Lottery. Upon receipt of the signed contract and certificate fee, your Certificate of Authority will be mailed to the contact person.

TICKET ORDER AND DELIVERY PROCEDURES

Nonprofit Organizations will be called using a pre-determined scheduled call. Tickets will be shipped the same day ordered via courier service. Delivery will usually occur the following business day. A shipping address will be confirmed when the first ticket order is placed. All ticket deliveries need to be signed for – tickets will not be left without a signature.

If tickets cannot be delivered to your contact person during the day, organizations may have the tickets delivered to another person or location.

EXAMPLE OF PULL-TAB GAME PRICE PER PACK

Casino Gold II (2,040 tickets at \$0.50 retail)		
Retail sales price		\$ 1,020
Less: Prizes (61.96%)	\$ 632	
Your cost (10%)	\$ 102	
Total Deductions		\$ 734
Your Profit (28.04%)		\$ 286

PAYING FOR LOTTERY TICKETS

You will receive an invoice for your Lottery tickets when they are delivered. You must pay by Electronic Funds Transfer (EFT), check or money order. Make check or money order payable to the Wisconsin Lottery. COD orders include an additional fee.

The above is just an example. Pull-tab ticket prices for Nonprofit Organizations vary by game. Be sure you know the price of the tickets ordered and be prepared with sufficient funds in your EFT account, or with a check or money order for the correct amount when your tickets are delivered.

Only full unopened sealed boxes of pull-tab tickets may be returned. If you do not sell all of the tickets you purchase, you may sell them at future events or other locations. You may not transfer them to another retailer. Be sure to take security precautions with your tickets to ensure maximum profits for your organization.

APPLICATION REVIEW

If you have any questions about the application process, please call (608) 267-4804 or (800) 242-7782 and request to speak with a contract specialist.

Failure to provide the requested information will delay the awarding of a contract to your organization.

Please refer to the Nonprofit Retailer Manual for other information about your nonprofit account.