



Retailer Application Packet Checklist

Before sealing up your package to send back to the Lottery, make sure you have done the following:

1. ____ **Included** a check for **\$25** payable to Idaho State Lottery Commission (*Application Fee*).
2. For Lotto terminals **ONLY** - **Included** a check for **\$200 one time fee (per Legal Entity) - (per Idaho Lottery Retailer Certificate Location)** payable to Idaho State Lottery Commission (*Lottery Certificate Fee*).
 - 2a. ____ *For Single accounts ONLY - Single Locations - \$200.00 per Legal Entity.*
 - Or**
 - 2b. ____ *For Chain accounts ONLY - Multiple Retailer Locations under a Single Legal Entity - \$200.00 per Idaho Lottery Retailer Certificate Location.*
3. ____ **Included** a copy of your original or temporary **Idaho State Police Alcohol Beverage License and/or Wine & Beer License** on all locations selling alcohol.

Filled out each section of each form

4. ____ **BUSINESS APPLICATION** (*Legal Entity*) - **Signed & Dated**
5. ____ **W-9** (*Request for Taxpayer Identification # & Certifications*) - **Signed & Dated**
6. ____ **RETAILER LOCATION FORM** (*Location selling Lottery Products*) - **Completed**
7. ____ **NEW RETAILER ACKNOWLEDGEMENT FORM** (*ADA*) - **Signed & Dated**
8. ____ **ELECTRONIC FUNDS TRANSFER AUTHORIZATION** - **Signed & Dated**
9. ____ **LOTTERY RETAILER CONTRACT SIGNATURE FORM** - **Signed & Dated**

Background Checks

10. **ALL** owners, members, managers, officers, directors, stockholders, partners, joint ventures, trustees **who owns and/or controls 5% or more of such**; Securities, Corporations, Publicly Trade Corporations, Trusts, Partnerships, Joint Ventures, All General Partners, Limited Partners, Subsidiaries, Associations, Non-Profit, Fraternal, Governmental, Civic & Sole Proprietorships; **Each individual to which the above applies must complete "2" different background checks.**

- 10a. ____ **INVESTIGATION AUTHORIZATION** (*credit check*) - **Signed & Dated**
- 10b. ____ **IDAHO STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION** (*Criminal check*)
Signed & Dated
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11. ____ **Inserted** – all requested application packet documents and fees are mailed back to the Lottery in the return envelope