



Dear Prospective Lottery Retailer,

Thank you for your interest in becoming a New Hampshire Lottery® retailer. Our retailers have helped us contribute over \$1 Billion in aid to Education since 1964: we look forward to working with you.

IMPORTANT! Please see the enclosed checklist. All forms must be completely filled out and signed by the appropriate person(s). If required information is missing your application will be considered incomplete and returned to you. Incomplete applications will delay the process.

We must have the originals. Fax copies will not be accepted as complete. Please be advised that a part of our processing includes a check of your personal credit history and criminal background. Of course, all information is kept strictly confidential. Once we receive the completed paperwork, we will begin processing it. Approval is not granted until the criminal background check is returned to the NH Lottery®. The entire licensing process could take up to **4 weeks**. Lottery licenses are non transferable. If you are buying an existing business you must apply for your own lottery license and attend a training class prior to taking ownership.

The only related lottery licensing cost to you is the required Criminal Background Check at a cost of \$25.00 as detailed in the Application Checklist. **The payment and request form(s) must be sent by you directly to the Department of Safety.**

We also require that you provide a dedicated outlet as described in the accompanying Application Checklist. A lottery terminal will not be installed without this dedicated outlet.

Once your application has been approved, a physical survey at your location will be performed by one of our sales staff to ensure our retailers are in compliance with The Americans with Disabilities Act (ADA) that became law in 1990 (see the Application Review Process). If your location passes we will then contact you for training class. These classes are **mandatory** and must be completed prior to the terminal becoming active. Classes are held at the NH Lottery office in Concord, NH and we will contact you to schedule the class. For new locations the Lottery will have our vendor, Intralot perform a site survey. This will be done to determine the type of communication that is required for your location to connect to your terminal, usually there is no expense to the retailer. **Please allow a minimum of 4 weeks for completion of all the steps necessary to process your application.**

In the meantime, if you should have any further questions, please feel free to contact the licensing department at 603-271-3391 ext 338 or ext 332, Monday through Friday, 8:00 a.m. to 4:00 p.m.

APPLICATION CHECKLIST

Before submitting your application the following items must be included or completed:

- W-9 with taxpayer identification number verification from the IRS
- Authorization Agreement for Withdrawals (ACH form for weekly EFT's)
- Copy of voided check, or bank verification if savings account
- Sales Retailer Application including personal data from each partner or member of corporation (must also be signed and dated by each member)
- Retailer Agreement for Sale of New Hampshire Lottery Tickets
- List of current owner(s), partners, members, managers or officers of the business structure.
- Criminal Record Release Authorizations Form (one for each partner or member of corporation listed on business structure) along with a \$25.00 check for each release form made payable to State of NH – Criminal Records. **Form(s) must be sent to the Division of State Police (see top of the form for the address) along with your fee for processing them. Form(s) must be notarized failure to do so will delay the process.**
- Provide the NH Lottery® with a dedicated outlet to be used exclusively for the terminal. A dedicated electrical circuit originates from the circuit breaker panel and terminates in a dual electrical outlet. This must be located within 10 feet of the terminal location and nothing else can be plugged into this outlet at any time.

All current owners, partners, members, managers or officers listed on the business structure and on this application are subject to a credit check by the NHLC and a criminal background check by the NHSP.

If your application does not include all of the items listed above, or if portions of the application are missing required information including signatures, it will be considered incomplete and will be returned. Your application will not be reviewed until the criminal record release has been returned by the Division of State Police to the NH Lottery®.

All applications must be mailed to:
NH LOTTERY®
14 INTEGRA DR
CONCORD, NH 03301

APPLICATION REVIEW PROCESS

Step 1

- The licensing department will review your application to ensure that all required documents have been completed and signed.
- If the application is incomplete, it will be returned.
- If the application is complete, the review process will continue.

Step 2

A credit check is performed for all current owners, partners, members, managers or officers listed on the application. The credit checks are then reviewed and are approved or rejected based on credit history. If your credit has been denied for bankruptcy, poor payment history or tax liens you will be contacted by the licensing department to give you some options. You can still become a retailer by providing us with a \$20,000 surety bond or by paying for your instant tickets up-front; this will be explained more in detail if needed.

Step 3

A criminal background check will be performed on all current owners, partners, members, managers or officers listed on the business structure and on this application. The review will be completed by the NHLC Security Department. Results must meet the requirements of RSA 284:21-h II (e) that states "Owners of retail establishments who have been convicted of a felony within the previous 10 years which has not been annulled by a court, or a misdemeanor involving falsehood or dishonesty within the previous 5 years which has not been annulled by a court, shall not be allowed to sell lottery tickets in their retail establishment".

Step 4

A lottery representative will perform a physical survey at your location to ensure that your location is in compliance with The Americans with Disabilities Act (ADA) that became law in 1990. If your location does not meet ADA requirements we will notify you in writing and you will have 30 days to comply. Information regarding the ADA requirements for small businesses can be found at www.ada.gov/smbustxt.htm. Once compliant the process will continue.

Step 5

We will contact you to schedule a training class held at The NH Lottery® in Concord, NH. Classes are mandatory.

Step 6

New locations will require a site survey by our vendor Intralot. They will determine the type of communication you will receive for your terminal.

BUSINESS STRUCTURES

Below is a list of the business structures licensed by the NH Lottery®:

Sole Proprietorships
Partnerships

Corporations
Limited Liability Companies

Non-Profit Corporations

All business entities must provide:

- Sales Retailer Application (includes personal data form(s))
- W-9 with taxpayer identification number verification
- Authorization Agreement for Variable Withdrawals (ACH for weekly EFT's)
- Copy of voided check
- Retailer Agreement Contract
- Criminal Record Release Authorization Form(s) – sent to State Police
- Partnerships, Corporations, Limited Liability Companies (LLC) and Non Profit Corporations must also include a current list of the officers and directors of the organization. Each member on this list will be required to give personal data on the sales application and must also submit a criminal record release form.
- Dedicated outlet within 10 feet of the terminal for lottery only.

These required documents must be completed. If portions are missing required information including all signatures and all personal data, it will be considered incomplete and returned.

Applications will not be approved until paperwork is completed and approved. This means credit checks for each member and criminal background checks for each member have been returned from the Department of Safety and approved. Each member must be approved and will be checked against the board of director or member list provided to the NH Lottery®.

BOARD OF DIRECTORS – MEMBER LISTING

Please list the names of all current owner, partners, members, managers or officers of the business structure. Each individual listed below must submit personal data on the application along with their signature and a criminal record release authorization form.

	First Name	Last Name	Title
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

For Lottery Use Only

	Application Completed	Date Received:
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	Applicant Approved	Date Opened:
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	Criminal Applicant Approved	Date Received:
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	Applicant Denied	Reason:
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Number Assigned							
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Replaces Agent #							
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Rep Name:											
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Territory Number			
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Agent Type:		Instant		On-Line		Vending Machine
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STATE OF NEW HAMPSHIRE

ALTERNATE W-9 FORM

PAYER'S REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

PLEASE USE THIS FORM TO PROVIDE THE REQUESTED INFORMATION

Pursuant to IRS Regulations, you must furnish your Taxpayer Identification Number (TIN) to the State whether or not you are required to file tax returns. If this number is not provided, you may be subject to a 28% withholding on each payment made to you. To avoid this 28% withholding & to ensure that accurate tax information is reported to the IRS, **A RESPONSE IS REQUIRED.**

If a service provider is a part of a **GROUP PRACTICE**, it is the group name & TIN which is required on this Alternate W-9.
If the service provider is a **SOLE PROPRIETOR**, it is the individual name & TIN which is required on this Alternate W-9.

NAME _____

ADD'L or D/B/A NAME _____

BUSINESS ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

HOME ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

TAXPAYER IDENTIFICATION NUMBER (TIN) as used on IRS tax return

SSN _____ -- _____ -- _____ EIN/FIN _____ - _____

PRINCIPAL ACTIVITY (select only ONE)

____ Service Provider ____ Product/Merchandise Provider ____ Other Provider

List principal type of service, product, or other that you provide _____

DESIGNATION (select ALL which apply to you/your organization)

____ Individual ____ Government ____ Personal Service Corporation
____ Sole Proprietor ____ Estate or Trust ____ Health Care Provider
____ Partnership ____ Corporation ____ Non-Profit (attach copy of exemption)

Under penalty of perjury, I declare that the information provided is true, correct & complete, to the best of my knowledge & belief.

NAME & TITLE (print or type) _____

TELEPHONE # () _____ CELL PHONE # _____

SIGNATURE _____ DATE _____



RETAILER AGREEMENT FOR SALE OF NEW HAMPSHIRE LOTTERY™ TICKETS

THIS AGREEMENT, made this ____ day of _____, 20__ by and between the New Hampshire Lottery Commission, hereinafter referred to as the "Commission" and

_____, hereinafter referred to as the "Retailer or "Lottery Games Retailer".

THE PARTIES HERETO agree as follows:

- 1) The Lottery Games Retailer agrees:
 - a) To provide services for the Commission for the sale of Lottery tickets in accordance with instructions from the Commission as may be amended from time to time.
 - b) That his/her service shall be held to the standard of the reasonably prudent businessperson.
 - c) That he/she is financially responsible to the Commission for all revenues derived from the sale of Lottery tickets; he/she also agrees to keep a separate accounting of money received from the sale of tickets.
 - d) To prominently post point-of-sale and other promotional materials supplied by the Commission.
 - e) To attend such training sessions as the Commission shall deem necessary, to ensure that the Retailer and his/her employees are properly trained in the operation of the computer terminal for the sale of Lottery tickets.
 - f) To have the computer terminal available and operational for the sale and redemption of Lottery tickets during all hours and days that the Retailer's business is open.
 - g) To provide space for all Lottery-supplied equipment including, but not limited to, a lottery terminal, playslip reader, barcode reader, customer ticket checker (prize checker), customer display unit., and advertising monitor.
 - h) To publicly display any Lottery-supplied peripherals to the Lottery terminal that the Lottery may require, said equipment including a customer ticket checker (prize checker), customer display unit, and advertising monitor.

- i) To provide a twin-receptacle 110 volt electric outlet, the use of which shall be exclusively for Lottery-supplied equipment.
- j) The terminal will be located (indoors) within the Retailer's premises in a location acceptable to the Commission. The Retailer shall not move the terminal and any move of the terminal must be pre-approved by the Commission; said move will be conducted only by the Lottery's on-line vendor.
- k) To exercise due care in the operation of the terminal and other Lottery-supplied equipment, and to immediately notify the on-line vendor (who is responsible for the maintenance of all computer terminals and communications) of any terminal and other Lottery-supplied equipment malfunction by calling its toll-free number.
- l) Not to perform any mechanical or electrical maintenance of the terminal or any modifications to Lottery equipment.
- m) To ensure the physical security of the terminal and other Lottery-supplied equipment.
- n) To have available sufficient funds to instantly pay (either by cash or check) all claimed prizes up to and including \$599.00.
- o) To inquire of winning numbers and post them prominently as soon as possible, following the drawing of each on-line game.
- p) To be bound by the terms of the Commission's rules and regulations as they pertain to Lottery Games.
- q) To notify the Commission, at least **14 days in advance**, of the Retailer's intent to cease operations of his business either temporarily (due to vacation) or permanently.
- r) To participate in Electronic Funds Transfer (EFT) pertaining to payment of money due the Commission. Participation in Electronic Funds Transfer will entail a weekly withdrawal from the retailer's bank account equal to the amount due the Commission. The retailer may determine the amount due by taking a weekly statement from the terminal. The retailer is responsible for any expenses related to participation in Electronic Funds Transfer.
- s) To be responsible for all instant tickets they have been issued. Retailers are financially responsible even if the tickets are lost, stolen or destroyed.
- t) To settle fully sold lots (books or packs of tickets) prior to the scheduled visit by the sales representative of the Commission. A book of tickets is said to be settled when it is moved from Active status to Settled status and payment of the book becomes due to the Lottery.
- u) That the Retailer and the Retailer's staff shall not play any lottery games during the course of their working hours.

- v) That the Retailer's right to sell Lottery tickets may be terminated by the Commission for violation of any of the provisions of this agreement. The Commission reserves the right to remove an on-line computer terminal, and other Lottery-supplied equipment, from the Lottery Retailer's location when the Retailer fails to meet the minimum sales volume requirements of an average of \$500.00 per week over a period of 10 consecutive weeks or for any violation of the provisions of this agreement or the rules and regulations of the Commission. The Retailer, upon demand by the Commission, shall allow free access to the premise for purpose of such removal of the terminal.
- w) The Lottery Commission reserves the right to terminate a retailer's right to sell lottery tickets, if the retailer does not sell sufficient quantity of tickets per week, to meet expenses of maintaining the retailers account.

2) IN CONSIDERATION of all services to be performed under this agreement, the Commission agrees:

- a) To pay the Lottery Retailer 5 percent commission on all valid sales. This commission may be changed from time to time, as determined by the State of New Hampshire, and may be increased by additional bonuses and other incentives.
- b) To pay the Lottery Retailer a 1% cashing commission on all prizes (up to and including \$599) paid by the Retailer; this cashing commission applies to instant scratch tickets and TriState Pick 3/Pick 4 only.
- c) To provide a computer terminal and other equipment as described in Section 1(g) above to the Retailer at no installation cost and to provide training for the operation of same.
- d) To install required communications systems for the operation of terminals at no expense to the Retailer.
- e) To furnish ticket stock, bet slips, and other forms necessary to produce tickets from the sales terminals.
- f) To supply instant ticket dispensers, Point Of Sale and other publicity material plus other equipment to facilitate the sale of lottery products.
- g) To provide routine terminal maintenance.

3) The term "Retailer" as used in this agreement includes the natural person, in his/her individual capacity, who has signed this agreement on behalf of a corporation, limited partnership, partnership or any other entity. In affixing his/her signature to this agreement on behalf of any entity, the said natural person agrees to be personally bound by the provisions of this agreement and agrees to be held personally liable for any breach.

4) A survey of ADA requirements will be conducted by the Lottery prior to licensing and periodically thereafter as required by the Commission. A retailer is required to meet ADA (Americans with Disabilities Act) Guidelines under Title II.

5) This agreement shall take effect immediately and shall continue until terminated as provided by the terms of the agreement.

Witnessed By:

Owner's Signature

Signature

Print Name

Print Name

Date

Date

Lottery Director

Date

**New Hampshire Sweepstakes Commission
 Authorization Agreement for Variable Withdrawals (ACH Debits)**

I hereby authorize the New Hampshire Sweepstakes Commission to make withdrawals each week from the account identified below at _____ (Depository Financial Institution, or DFI) and authorize the DFI to charge such withdrawals to my listed account. The amount of such weekly withdrawals will be equal to the amount shown on my weekly invoice for gaming transactions, of which I will maintain a record. Adjusting entries to correct errors are also authorized.

It is agreed that these withdrawals may be made electronically and under the rules of the national and local Automated Clearing House Associations. I understand that this authorization will remain in effect until fourteen days advance notice of termination or change of account is given to the New Hampshire Sweepstakes Commission. I acknowledge receipt of a completed copy of this authorization.

		Tax I.D. Number	
Name as shown on Checking Account (Please Print)		Signature of Authorizing Party (Owner, Partner, Officer)	
		Date	
Address: Street, P.O. Box		City	State
		Zip Code	Agent Number
FOR SWEEPSTAKES USE ONLY			
Checking Account Only	DFI's Routing and Transit Number	Account Number	

PLEASE ATTACH VOIDED CHECK OR DEPOSIT TICKET TO THIS AUTHORIZATION
 WHITE COPY — LOTTERY YELLOW — LOTTERY PINK — AGENT