



## APPLICATION CHECKLIST

APPLICANT NAME: \_\_\_\_\_ CONTROL #: \_\_\_\_\_

Before we can accept your application, you must submit all forms and documentation listed below if the box is checked. If the information is incomplete, your application will be returned for completion. Some forms must be notarized.

**Section A: Forms—Complete the forms in blue or black ink or type.**

- 1. Retailer Location Data.
- 2. Personal Guarantee.
- 3. Temporary Retailer Contract. Complete page 14 (& Exhibit C for **Video Retailers** only).
- 4. Retailer's Contract with the Oregon State Lottery. Complete page 14 (& Exhibit C for **Video Retailers** only).
- 5. W-9 or Request for Taxpayer ID Number.
- 6. Electronic Fund Transfer (EFT) Form.
- 7. Wheelchair Accessibility Affidavit. **(Notarized)**
- 8. Application for Retailer Contract. All questions must be answered, all pages initialed, and the form must be signed and **notarized** where indicated. You must also submit an Application for Retailer Contract form for all parent companies and any companies that hold stock in your corporation. If your corporation is publicly traded, only companies that hold 10% or more of the stock need to complete the Application form.
- 9. Oregon Department of Revenue Tax Compliance Certification Form.
- 10. Statement of Funding – See #1 in Section B below.
- 11. Gross Sales Report. **(Video Only)**
- 12. IRS Form 4506-T- Request for Transcript of Tax Return.
- 13. Authority to Release Financial Records and Credit, Character and Personal History Information.
- 14. Other: \_\_\_\_\_

**Section B: Documentation—In addition to completing the forms listed above, you must submit copies of documents and/or provide information (where a document is not requested) with your application if the box is checked. Failure to provide the documents or information will result in your application being returned to you for completion.**

- 1. Verification of source of funds listed on the Statement of Funding – See #10 in Section A above.
- 2. Copy of OLCC License or Temporary License/Restrictions. **(Video Only)**
- 3. Copy of Assumed Business Name Registration filing or Acknowledgment letter from the Secretary of State's office.
- 4. Filed copy of  Articles of Incorporation,  Articles of Organization, or  Partnership Agreement.
- 5. Copy of meeting minutes or operating agreement (if LLC) indicating the election of current officers/directors/members and showing the sale or distribution of shares to current shareholders.

- 6. Stock Subscription Agreements, Stock Certificates, or other transaction documents showing stock ownership.
- 7. Signed copy of Mortgage, Rental Agreement, Lease Agreement, Lease Assignment, Assumption and Consent, if applicable, or Deed of Ownership for property. Include all exhibits to agreements. Include name of mortgage holder (if owned) and include terms of mortgage. If rented or leased, list the lessor or owner. Include property owner's name, address, and phone number.
- 8. Signed copy of Rental or Lease Agreement, Lease Assignment, Assumption and Consent, if applicable, if business entity itself is being rented or leased. Include all exhibits to agreements.
- 9. Signed copy of Sale Agreement if business has been purchased within the last year. Include all exhibits to agreements.
- 10. Other: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

- 11. Total square footage of facility:\_\_\_\_\_. Include only the square footage of areas that are open to the public. For example, do *not* include the kitchen area or storage areas. **(Video Only)**
- 12. Type of No Minor Posting: **OLCC: Type I**  **Type II**  **or Lottery**  **(Video Only)**
- 13. Date business opened: \_\_\_\_\_.
- 14. Do you have workers' compensation insurance?  Yes  No

**Section C: Key Persons—The following forms and documents must be submitted for each Key Person associated with this business. To determine who Key Persons are, see instructions.**

- 1. Personal Disclosure. All questions must be answered (include "N/A" if the question is not applicable to you). **(Notarized)**
- 2. Authority to Release Financial Records and Credit, Character and Personal History Information.
- 3. IRS Form 4506-T- Request for Transcript of Tax Return.
- 4. Two fingerprint Cards. Make sure all information on each Fingerprint Card is complete. You may have your local police or sheriff's department take your fingerprints. You are responsible for any fees that may be required. The Oregon Lottery will take your fingerprints at Lottery headquarters by appointment only. Contact the Oregon State Police, Lottery Security Section at 1-800-766-6789. **(Video Only)**
- 5. Oregon Department of Revenue Tax Compliance Certification Form.
- 6. Other: \_\_\_\_\_