



# RETAILER APPLICATION PACKAGE CHECKLIST

Please use this checklist to ensure that your application package is complete. Incomplete information can delay the approval of your Lottery Retailer Application. Should you have questions please contact your Lottery Sales Representative: \_\_\_\_\_ at \_\_\_\_\_ or your local Lottery District Office at \_\_\_\_\_.

Contact your nearest Lottery District Office to request a site visit.  
[floridalottery.com/about/lottery-offices](http://floridalottery.com/about/lottery-offices)

## CHECKLIST



### APPLICATION PACKAGE:

- ☐ All documents must be signed by an authorized owner, officer, director, or shareholder.
- ☐ Prepare the appropriate application-processing fee (\$100 for the first location and \$25 for each additional location) in the form of a business check, cashier's check, or money order.
- ☐ Complete all pages of the Retailer Application, and have it notarized.
- ☐ Follow the instructions to complete the W-9 Form.
- ☐ Complete the Electronic Fund Transfer Authorization Form and enclose a void business check or bank letter.
- ☐ Review the terms and conditions of the Retailer Contract. Complete and sign the contract. All seven pages are required.

### ADDITIONAL REQUIREMENTS:

- ☐ Review the Florida Lottery Retailer Rules and retain for future reference.
- ☐ Review the Retailer Awareness and Integrity Training document found on the Florida Lottery's website.

**HAND DELIVER COMPLETED PACKET TO YOUR  
SALES REPRESENTATIVE OR YOUR LOCAL DISTRICT OFFICE.**