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PICK 3™

SCRATCH™

Retailer Application Packet

**It Pays to Play.
It Really Pays to Sell.**



A Letter from the Director

Dear Retailer Applicant,

Since 1983, the Colorado Lottery has been making an impact on your community, and one benefit of the Lottery to local businesses is to stimulate local economies through the sale of Lottery products in our retail outlets.

Currently, more than 3,100 retailers across Colorado sell Lottery games, increasing traffic to their stores, and ultimately contributing to parks, recreation, trails, open space, wildlife and conservation education. These retailers include large grocery stores, convenience stores, gas stations, liquor stores, independent 'mom and pop' shops and bars and restaurants -- so players can find the Lottery just about anywhere. We rely on this diverse network of retailers to be our 'window' to Lottery players.

Our retailers earn a commission for every ticket they sell and every prize they pay out. In FY13, our retail partners earned a total of \$42.2 million in retailer compensation.

The Lottery is proud of its partnership with the wide variety of retailers who sell Lottery tickets, and we hope to continue these positive relationships in the future.

We hope you will be able to join our family of retail stores.

Laura Solano
Colorado Lottery Director





Instructions for Completing Retailer Licensing Packet

Enclosed is the Retailer Licensing Application Packet.

Please complete the entire packet and return to:

Colorado Lottery, 225 N. Main St., Pueblo CO 81003, Attn: Retail Licensing

FOLLOW THIS EASY CHECKLIST

- 1** ☐ Application for Retailer License
 - ✓ Complete sections 1 - 10, and sign the application
- 2** ☐ Retailer Licensing Fees
- 3** ☐ Retailer Agreement
 - ✓ Read the agreement, and sign where indicated to acknowledge terms and conditions
- 4** ☐ EFT Authorization (Authorization for Electronic Funds Transfer)
 - ✓ Complete the EFT Form and attach a voided check where indicated
- 5** ☐ Individual History Form
 - ✓ All principals of the business are required to complete an Individual History Record Form. These include all partners, LLC members, sole proprietors, principal corporate officers, and all stockholders of corporations holding 10% or more
- 6** ☐ Authorization to Install Communications Form (if applicable)
- 7** ☐ Minimum Sales Requirement
- 8** ☐ W-9 **(A COPY OF YOUR FEIN APPLICATION MUST BE PROVIDED - Dept. of Treasury IRS Form SS4)**
- 9** ☐ Fingerprint Affirmation Form
- 10** ☐ ADA Letter and Requirements List
- 11** ☐ Fingerprint Card





Application for Retailer License to Sell Lottery Products

1**FOR LOTTERY
USE ONLY:**

County Code _____ Business Code _____ District # _____ Route # _____ Corp Acct # _____

PLEASE PRINT

1. BUSINESS NAME _____
(Name Visible to Public)
2. BUSINESS ADDRESS _____
(Sales Location) (Street Address)

(City) (County)

(State) (Zip)
3. BUSINESS PHONE NUMBER (at Sales Location) _____
4. CONTACT NAME & NUMBER FOR PRODUCT ORDERS _____
5. COLORADO STATE SALES TAX NO. _____
6. MAILING ADDRESS _____
(if different than Street Address)
7. BUSINESS HOURS ☐ 24/7 or Monday-Friday _____ - _____ Saturday _____ - _____ Sunday _____ - _____
8. Do you own any other locations that sell Lottery products (for chain stores, etc) ☐ YES ☐ NO
Attach a list showing store numbers, complete address of each location, phone number and branch numbers.
HEADQUARTERS ID# _____
9. Is this a change of ownership application? (previous owner was a Lottery retailer)
☐ YES ☐ NO Date of Change: _____ Previous Lottery ID# _____
10. Is store ready for terminal install? ☐ YES ☐ NO - If NO, what date should terminal be installed? _____

I understand that a false answer to any of the foregoing can subject the applicant to denial, suspension or revocation of a license. I certify, under penalty of perjury in the second degree, that all of the information in this application is complete and correct to the best of my knowledge and belief. I certify that I have read and understand the information contained in this form and the Colorado Lottery rules provided.

Sole proprietors/all general partners of partnerships must sign here:

Corporations/LLC must sign here:

Corporation/LLC Name _____

Signature
(corporate officer, stockholder/LLC member) _____





Retailer Licensing Fees

2

CHECK EITHER STATE BOND OR SELF BOND BELOW, AND THEN SIGN AT THE BOTTOM OF THIS PAGE THAT YOU UNDERSTAND AND AGREE TO THE LICENSING FEES.

- ✓ **\$21 LICENSE FEE** PER YEAR, PER LOCATION
PAYABLE YEARLY VIA ELECTRONIC FUNDS TRANSFER

BONDING

LOTTERY RULE REQUIRES THAT ALL RETAILERS BE BONDED. APPLICANTS MAY CHOOSE TO BE STATE BONDED OR SELF BONDED.

IF STATE BONDED, COST IS:

- ✓ **\$30 BOND FEE** PER YEAR, PER LOCATION
PAYABLE YEARLY VIA ELECTRONIC FUNDS TRANSFER

OR APPLICANT MAY OBTAIN A SURETY BOND THROUGH AN INSURANCE COMPANY TO COVER LOTTERY LOSSES UP TO \$2,000 PER LOCATION, AND PROOF OF BOND MUST BE SUBMITTED WITH APPLICATION.

(CHECK ONE) ☐ STATE BOND ☐ SELF BOND

NOTES:

- ✓ LICENSING FEE AND STATE BONDING FEE ARE NON-REFUNDABLE
- ✓ BONDING FEES MAY BE ADJUSTED BASED ON NUMBER OF OUTLETS PER HEADQUARTER
- ✓ **ELECTRICAL WIRING COSTS** (IF APPLICABLE)
- ✓ **\$5 WEEKLY COMMUNICATION CHARGE**

(Print Name)

(Signature)





Retailer Agreement to Sell Lottery Products

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Upon signature of this Agreement, retailer acknowledges all terms and conditions of the Colorado Lottery.

1. The applicant for a Lottery Retailer's license agrees to be bound by and comply with the law, rules, regulations and instructions promulgated heretofore and hereafter by the Colorado Lottery if such a license is issued.
2. The applicant for a Lottery Retailer's license understands and consents to a background investigation, to include criminal, personal credit, and state sales tax compliance, and waives any rights or causes of action against the Colorado Lottery or other individual or agency disclosing or releasing said information to the Colorado Lottery.
3. The applicant agrees to have adequate staff necessary for the operation of the Lottery terminal, and sell and merchandise all Lottery products effectively and appropriately, and will make available for sale to the public, valid Lottery tickets during the applicant's normal business hours.
4. The applicant agrees not to sell Lottery products to anyone under the age of 18.
5. The applicant agrees to meet minimum sales requirements as specified by the Lottery. Failure to do so may result in revocation of license.
6. Prize Payout: All retailers are required to pay winning Scratch and Jackpot Games (Lotto, Powerball, Mega Millions, Cash 5, Pick 3) tickets up to and including \$150. Retailers may choose to accept prize-winning tickets up to \$599 for validation and payment. Retailers are required to pay ALL tickets they validate!
7. The applicant agrees to maintain authorized displays, including approved point of sale, notices, drop boxes and other materials used in conjunction with Lottery ticket sales in accordance with the instructions of the Colorado Lottery.
8. Un-activated packs of Scratch tickets should be moved into a reasonably secure storage area immediately upon receipt. All packs, once activated, are the financial responsibility of the applicant, **including those that are stolen**. The applicant shall report ticket theft or loss to the Colorado Lottery and local authorities.
9. The applicant agrees to maintain accurate records of Lottery ticket sales in conformity with the rules, regulations and instructions promulgated or issued heretofore and hereafter by the Colorado Lottery.
10. The applicant agrees to make available to duly authorized representatives of the Colorado Lottery upon their request those records he/she shall be required to maintain.
11. The applicant agrees that the license issued hereunder may be revoked, suspended or its renewal rejected for any or all of the following reasons; but not necessarily limited hereto:
 - ✓ Whenever the applicant uses false or misleading information to obtain a license.
 - ✓ Whenever the applicant violates any of the provisions of the Colorado Lottery or any rules, regulations, or instructions promulgated or issued thereunder by the Colorado Lottery.
 - ✓ Whenever it is determined by the Lottery Director that the applicant fails to meet minimum sales or volume requirements considering the market locale of the applicant.
 - ✓ Multiple insufficient funds.
12. It is agreed by the applicant that he/she shall hold the Colorado Lottery harmless from any liability arising in conjunction with operating and conducting Lottery ticket sales if a license is issued.





Retailer Agreement to Sell Lottery Products

3 Page 2

- 13.** The applicant agrees to provide authorization for an account with EFT (Electronic Funds Transfer) capability to be used for weekly billing of all Lottery products.
- ✓ Applicant also agrees that the state of Colorado, its agencies, officers and assigns, shall be entitled to collect from applicant all expenses incurred in recovery of any debt created by the agreement, or in pursuing any other remedy provided by law, including but not limited to reasonable attorney fees and/or collection costs.
 - ✓ The applicant is aware that their Lottery terminal will be interrupted by the Lottery for any non-payment of funds, license expiration or rule infraction listed herein.
- 14.** It is understood and agreed by the applicant that the license issued is non-transferable. It is further understood that a change of ownership or reorganization must be reported to the Colorado Lottery immediately. New owners buying a licensed retail outlet may be denied a license if current minimum sales levels are not being met at this location.
- 15.** It is understood and agreed by the applicant that after the license expires he/she shall not misrepresent themselves as a Lottery Retailer unless a renewal license is granted.
- 16.** The Lottery reserves the right to remove any Lottery terminal(s) if a retailer fails to comply with any condition set forth in this agreement, or in Lottery rules, regulations and policies.
- 17.** All Lottery terminals, signage and ticket dispensers are the property of Colorado Lottery or on-line vendor, and the Lottery reserves the right to remove Lottery equipment at any time at the Lottery Director's discretion.

WARNING

The principles of the firm or organization submitting this Lottery License application warrant that no person of the applicant's firm or organization who has proprietary, equitable or credit interest, or who is an officer, director or managing agent whether compensated or not, or who participates in the management or sales of Lottery tickets or shares, is:

- ✓ A person who has been convicted of a gambling-related offense, notwithstanding the provisions of the Colorado Revised Statutes 1973, as amended, section 24-5-101;
- ✓ A person who is or has been a professional gambler or gambling promoter;
- ✓ A person who has engaged in bookmaking or any other form of illegal gambling;
- ✓ A person who is not of good character and reputation, notwithstanding the provisions or section 24-5-101, in the community which he resides;
- ✓ A person who has been convicted of a crime involving fraud or misrepresentation, notwithstanding the provisions of section 24-5-101. The penalties for making false statements or employing ineligible persons under (C.R.S. 24-35-201 et seq.) are license suspension, revocation, or appropriate criminal charges.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION CONCERNING THE APPLICATION FOR RETAILER LICENSE.

(Print Name)

(Signature)





Authorization for Electronic Funds Transfer (EFT)

4

BUSINESS NAME: _____

This Electronic Funds Transfer (EFT) authorization form must be completed, signed and submitted with the Application for Lottery Retailer's License.

Do you own more than one location that sells Lottery? ☐ YES ☐ NO

If YES, do you want to bill all locations to one account? ☐ Bill Jointly ☐ Bill Separately

I (we) authorize the COLORADO LOTTERY, hereinafter called COMPANY, to initiate debit and credit entries to my (our)

☐ CHECKING ACCOUNT or ☐ SAVINGS ACCOUNT

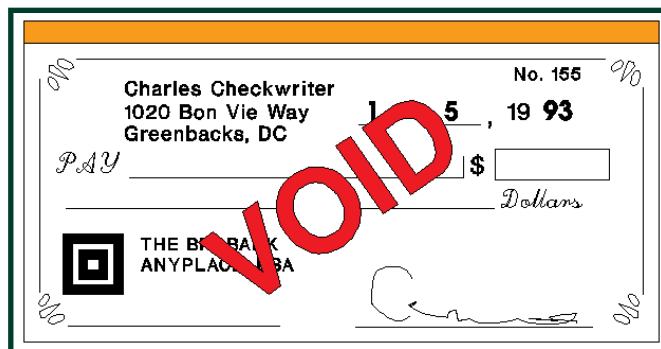
indicated below, and the depository named below, hereinafter called DEPOSITORY, to debit or credit the same such account.

DATE FUNDS WILL BE AVAILABLE: _____

BANK (DEPOSITORY) NAME _____

NAME ON ACCOUNT _____

ATTACH A VOIDED CHECK HERE



This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me/ us of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable time to act on it.

PRINT NAME

SIGNATURE

PRINT NAME

SIGNATURE

If there are not enough funds in your bank account for the payment to clear, a non-transfer of funds (NTF) is created. Having an NTF may result in one or more of the following: ✓ A processing fee charge; ✓ Lottery terminal interruption; ✓ Loss of Lottery license.

Please list the name, address and telephone number of the person the Lottery should contact in the event of an NTF.

Please print:

Name

Mailing Address

Telephone Number

Cell Number

E-Mail Address





Individual History Record

5

MUST BE COMPLETED BY EACH OWNER OF 10% OR MORE.

1. BUSINESS NAME: _____
2. INDIVIDUAL'S FULL NAME: _____
☐ Mr. ☐ Mrs./Ms. First Name Middle Name Last Name
AKA (Also Known As, i.e. Maiden Name/Nickname): _____
3. HOME ADDRESS: _____
Street, City, State, Zip
4. E-MAIL ADDRESS: _____
5. DATE OF BIRTH: _____ (Mo/Da/Yr) 6. ☐ SOCIAL SECURITY # or ☐ ITIN #: _____
7. INDIVIDUAL'S RELATIONSHIP TO BUSINESS: ☐ Owner ☐ Partner ☐ LLC Member ☐ Principal Officer
☐ Stockholder (10% or more) % of Ownership: _____
8. U.S. CITIZEN? ☐ Yes ☐ No
9. COLORADO RESIDENT? ☐ Yes ☐ No If No, where do you reside? _____
10. DAY PHONE NUMBER (area code & number): _____
11. HOME PHONE NUMBER (area code & number): _____
12. Have you, or has any company or organization directly or indirectly controlled by you, ever been convicted, fined, imprisoned, placed on probation or received a suspended sentence for ANY offense (Petty Offense, Misdemeanor, Felony, or any other classification) in criminal or military court (do not include traffic violations)? ☐ Yes ☐ No
If Yes, explain in detail on separate sheet and attach.
13. Are you currently, or were you previously, an owner, partner, principal officer, or stockholder of a business which is currently or was previously licensed by the Colorado Lottery? ☐ Yes ☐ No
If Yes, list business name(s) or Lottery Retailer ID# _____

I understand and consent to an investigation of my personal credit history, background and police records, and to waive any rights or causes of action that I may have against the Colorado Lottery and any other individual or agency disclosing or releasing said information to the Colorado Lottery.

I understand and consent, for the duration of the license, if issued, to inspection by any law enforcement official or duly authorized state Lottery official without a warrant or other process, of my licensed premises to determine whether I am complying with the provisions of the Colorado Lottery Laws, Rules and Regulations.

I further understand that a false answer to any of the foregoing can subject the applicant to denial, suspension or revocation of a license. I certify under penalty of perjury in the second degree that all of the information in this Individual History Record is complete and correct to the best of my knowledge and belief.

Signature of Applicant

Date





Authorization to Install Communications

6

RETAILER: DO NOT ORDER PHONE LINES/COMMUNICATIONS FOR LOTTERY TERMINAL.

This form provides authorization for the Colorado Lottery (either directly or through a sub-contractor) to install and maintain the necessary communications equipment to support a Colorado Lottery terminal (satellite, wireless or DSL). The Colorado Lottery and its vendor, IGT, will determine the best communications equipment for your location. Installation of this equipment cannot begin until this completed form is received by the Colorado Lottery.

Business Name: _____

Location Address: _____

Printed Name/Telephone Number of contact person: _____

Current telephone service provider: _____

Does a landlord own the retailer's business building? ☐ No ☐ Yes

If 'No,' please complete the DSL section, and initial where indicated for VSAT authorization.

If 'Yes,' please have landlord complete the satellite (VSAT) portion of this form, and store owner/manager complete the DSL authorization section. **(If this is Change of Ownership and landlord's authorization for VSAT is already on file at the Lottery, landlord will not need to complete the VSAT portion.)**

FOR SATELLITE INSTALLATION: The signatory below acknowledges ownership of the business building at the above address, leased to _____ (name of retailer). The owner authorizes the Lottery's vendor, IGT, to install any necessary satellite communications equipment/cabling at this business building. Equipment normally includes a satellite dish (36" x 36"), a non-penetrating roof or pole mount to support the dish, an indoor unit, and appropriate cabling. If a penetrating mount is needed or if a cable path needs to be created, GTECH's satellite vendor will inform the store contact prior to performing the necessary work to complete the install.

Signature of building owner: _____

Telephone number of building owner: _____

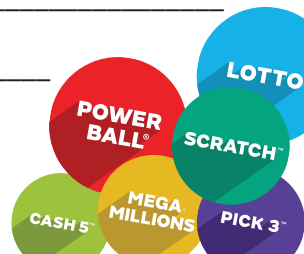
Date: _____

FOR DSL INSTALLATION: The preferred communication equipment is satellite, however if satellite or wireless will not work at your location, DSL will be installed. Retailer authorizes the Lottery's vendor, IGT, to order/install necessary DSL telecommunications equipment at this business location. Extended wiring to support Lottery terminal will be completed after DSL circuit is completed. Retailer acknowledges maintaining local service through Century Link for a period of 18 months from order date or until business is no longer a Lottery retailer. If a retailer will be changing their local telephone service carrier, IGT and the Colorado Lottery must be notified two weeks prior in order to ensure no interruption of Lottery service.

Telephone Number for DSL service: _____

Signature of business owner: _____ Date: _____

INITIAL HERE if you are the Owner of the building at the above address, for authorization to install satellite (VSAT) communications, if necessary. _____





Minimum Sales Requirement

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As a business and also a state agency, the Colorado Lottery needs to ensure that it is operating efficiently, securely, and best promoting the public interest. In order to comply with Lottery Rule 2 and to make sure that our retail network performs profitably, the Lottery has established minimum sales standards for all retailers based on a fiscal break-even analysis of Lottery costs. Findings determined that a retailer must sell at least \$10,800 per year or \$2,700 per quarter to cover their operating expenses.

MINIMUM SALES PROCEDURES:

- All retailers will now be required to meet the new minimum sales requirement of \$2,700 per quarter or approximately \$208 per week in total sales.
- Any retailer that has failed to meet the requirement by the last day of a given quarter will be placed on probation for the following quarter to be given a chance to increase their sales above the requirement. The sales representative will notify the owner of their sales progress throughout the quarter by requiring them to sign a sales notification form at least twice during probation period. If at the end of their probationary quarter the retailer has still not been able to reach the \$2,700 total sales requirement, they will no longer be able to sell Lottery products and all equipment and tickets will be picked up.
- They must wait a minimum of one year and demonstrate that circumstances have changed to significantly increase sales before re-applying for a license. If traffic volume has not shown an increase the license will not be approved.
- An individual retailer may only be placed on probation once during the fiscal year. If they fall below the minimums a second time they will immediately surrender their Lottery license.

EXCEPTION REQUESTS:

If a retailer has failed to meet the minimum sales requirement of \$2,700 at the end of their probationary period the sales rep may request an exception to allow them to keep their license. An exception may be granted on a permanent basis or temporary for a specified amount of time. Your Lottery sales representative will explain what these exceptions are, and the exception approval process.

NEW RETAILERS AND CHANGES OF OWNERSHIP:

- All new retailers and changes of ownership will be given two full quarters to reach the required \$2,700 per quarter minimum.
- An exception can be requested but no probationary period will be granted to a new retailer or change of ownership. If a new account has not met the required sales after their six month startup period their license will be revoked immediately.

CORPORATE/CHAIN ACCOUNTS:

- A corporate or chain account is defined as a retailer with multiple outlets and has a headquarter ID number set up with the Colorado Lottery.
- If an individual store within a chain account falls below the minimum sales requirement, the chain total will be used to determine the next course of action. For example; a chain has four outlets and one location did not meet the \$2,700 requirement but the others far exceeded the minimum. We can establish their new minimum is \$10,800 total sales for the quarter (four stores X \$2,700 minimum) so if they exceed the new minimum as a chain then no further action is required.
- If the chain cannot meet the new established minimum then the individual store will be placed on probation for one quarter, an exception could be requested, or if they still fail to increase sales then that individual store will no longer be able to sell Lottery.





W-9 Form

8

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (S/c corporation, S/c corporation, Partnership): _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applicable only to payees established outside the U.S.)</small>
5 Address number, street, and apt. or suite no.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
			-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends or your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

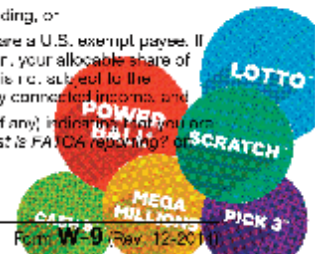
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.





W-9 Form - Page 2

Form W-9 (Rev. 12-2014)

Page 2

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details);

3. The IRS tells the requester that you furnished an incorrect TIN;

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1985 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list, first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-9 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.





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Page 3

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(c)(3), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(j)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4047

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Barter transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and brokerage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" for any similar indication written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(c)(3) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulation's section 1.472-1(c)(3)(ii)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulation's section 1.1472-1(c)(3)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4047(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.





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Page 4

Part II Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN or:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner
5. Sole proprietorship or disregarded entity owned by an individual	The owner ⁴
6. Grantor trust filing under Optional Form 1066 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁵
For this type of account:	Give name and EIN or:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁶
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1066 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also circle your business or ITIN name on the "This account is being paid to by" name line. You may also circle your SSN or EIN (if you have one). List the IRS account number you use to use your EIN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the EIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 2.

⁵ Note. Grantor also must provide a Form W-9 to trustee of trust.

⁶ Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4525, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business, email, and websites. The most common scam is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via email. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@ftc.gov or contact them at www.ftc.gov/idtheft or 1-877-431-1234 (1-877-438-4388).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3408, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.





Fingerprint Affirmation Form

9

I, _____, am an employee with the
_____ and have rolled the
fingerprints of _____,
on _____ and returned the Applicant fingerprint card to
_____.

Signature of Officer/Employee taking fingerprints

Date

(Please print all information except the signature)





ADA Requirements for Lottery Retailers

10

Dear Applicant,

As you are probably aware, in 1990 the Federal government passed the Americans With Disabilities Act (ADA) which, among other things, requires businesses to make their establishments accessible to persons with disabilities. In January 1992, the section of the ADA that pertains to your business became effective.

In order to comply with this Federal law, the Colorado Lottery Commission passed Rule 2, which states all Lottery retailers must meet ADA requirements as they pertain to the purchase of Lottery products. Because of the sweeping impact of the ADA, your business has most likely been working to assure ADA compliance, too. Lottery Commission Rule 2 requires that disabled persons must be able to park, enter your business, purchase Lottery products and exit safely and easily.

The ADA establishes the specific guidelines for businesses to determine accessibility to products by disabled persons. These guidelines, as they apply to the sale of Lottery products, are documented in Lottery Rule 2. A condensed version of the rule is included in your application packet (9a).

We are committed to making our products accessible to disabled players. We recognize the vast majority of business owners share our commitment to Colorado's disabled population, so while Commission Rule 2 provides for denial or revocation of a license if a retail location is not in compliance, owners will be given ample time to evaluate their business and make any corrections necessary before this type of action would be taken.

We appreciate your cooperation in this important matter and thank you for your continuing support of the Colorado Lottery.

A handwritten signature in cursive script that reads "Laura Solano".





ADA Guidelines

10a

- ✓ If you provide a parking area for your customers that is not on a street or highway, and do not share the parking area with any other businesses, the parking area must comply with the parking area requirements under the Federal ADA Act. Those requirements include one van accessible parking space (must be at least 192" wide) for every 25 spaces, or at least one van accessible space in an unmarked lot. A vertical parking sign must mark the accessible space.
- ✓ The path from a customer's vehicle to your front door must be stable, firm and slip resistant (i.e., no sand or gravel), and at least 36" wide at all points.
- ✓ If there is a curb or stairs to get into your store, there must be a curb cut or ramp built to ADA specifications for disabled customer access.
- ✓ Any overhead objects in the path must be higher than 80" from the ground. Any objects on the ground or walls cannot extend more than 4" into the path and be higher than 27" off the ground.
- ✓ If a customer in a wheelchair cannot get into your front door, be sure there is another entrance he or she can use. Post a sign indicating the way to the accessible entrance.
- ✓ Your front door needs to be at least 36" wide, and have no obstacles blocking the door (i.e., trash can, newspaper stand, etc) for easy access.
- ✓ Be sure your door threshold is not too high, and meets ADA requirements. Also be sure someone with a closed or clenched fist is able to open your door without needing assistance.
- ✓ Make sure your door does not close too fast for someone in a wheelchair or with crutches.
- ✓ The path to your Lottery Sales Counter must also be stable, firm and slip resistant. Be sure to remove insecure or very high floor mats, and make certain any carpeting is low pile and secure at the edges.
- ✓ The Lottery Sales Counter must have at least a 3-foot section that is not more than 36" high, and there must be enough space in the sales area for a wheelchair to turn around.

