



STATE OF DELAWARE
DEPARTMENT OF FINANCE
STATE LOTTERY OFFICE
MCKEE BUSINESS PARK
1575 MCKEE ROAD, SUITE 102
DOVER, DELAWARE 19904-1903

OFFICE OF THE
DIRECTOR

TELEPHONE: (302) 739-5291
FAX: (302) 739-6706

Dear Applicant:

Thank you for your interest in applying for a Delaware Lottery Retailer License. Please find enclosed all of the forms, information, and instructions you will need to begin the application process.

THE PROCESS:

The Delaware Lottery licensing process will take place in five stages:

- Application preparation: The licensing process begins, first, with the Lottery's receipt of a complete and properly supported application for your business.
- Site assessment: Second, once your application is determined to be complete, Lottery representatives will visit your business site to observe and document business activities, the proposed point of sale within your facility, and the physical relationship of your facility within nearby business and residential communities.
- Application evaluation: Third, upon the completion of site assessments, the Lottery will assemble and evaluate your submissions and all of its findings.
- Background checks and ADA Inspection: Fourth, if all indications are favorable for issuance of a license, the Lottery will contact you to provide instructions for obtaining a criminal history background check and to schedule an inspection of the path to the point of sale in your business to determine compliance with the Americans with Disabilities Act (ADA).
- Application Approval or Denial: The Lottery will notify you, in writing, concerning the approval or denial of your application.

PLEASE READ THIS BEFORE COMPLETING ANY FORMS!

The typical time required to evaluate a business for a Lottery Retailer License is six to eight weeks when the application and related materials are properly completed. Most often, additional delays are preventable. The most common causes of processing delays are:

- Incomplete forms
Read each form carefully, answer every question, and have every signature witnessed or notarized as indicated.
- Missing or incorrect financial and tax documents
Refer to the required financial reports and tax filings chart on the following page. In the chart, find the appropriate business structure type (LLC, C or S corporation, Partnership, etc.) in the chart to identify the required, most recent, IRS tax forms and standard business financial reports you must submit with your application.
- Failure to disclose personal history
The required SBI and FBI criminal history background check provided to the Lottery Director will report all non-traffic charges dating back 30 to 40 years. Check "Yes" where appropriate and provide a simple, signed explanation and disposition of the charge(s).
- Failure to provide a photocopy of a current State of Delaware Business License
This must be a clear copy of the Business License for the location identified on the application form issued for the primary business activity conducted at that location.

REQUIRED APPLICATION FORMS AND MATERIALS

PLEASE NOTE:

All of the information and records received by the Lottery in the course of evaluating your business for a Lottery Retailer License—whether provided by you or others—will be treated and held as confidential, as declared by Delaware Law and Lottery Rules and Regulations. To apply for a Lottery retailer License, you must:

COMPLETE ALL OF THE ENCLOSED FORMS:

- Application for Delaware Lottery Retailer License
- W-9 Form
- Delaware State Lottery Retailer Agreement
- Guaranty Agreement
- Criminal History Affidavit
- Customer Authorization Agreement for Electronic Banking Transactions

ASSEMBLE AND LABEL, AS NEEDED, COPIES OF THE FOLLOWING ITEMS:

- **Business License:** Provide copy of up to date business license for applicant. License must be related to primary business activity.
- **Financial Statements for your Business:** Provide documents from most recently completed fiscal year. Please note, documentation should include balance sheet, income statement, and statement of cash flows. (If in business less than 6 months, please provide a filed, stamped copy of your Certificate of Inc./Formation in lieu of Financial Statements.)
- **Most Recent Federal Tax Filings:** See chart below for specifics. (If in business less than 1 year, please provide PERSONAL Income Tax Returns, including Schedules and W2s.)

<u>Business Type</u>	<u>Financial Forms Required</u>	<u>Description</u>
Corporation	<ul style="list-style-type: none">• Corporate Income Tax Return	<ul style="list-style-type: none">• Form 1120 and all relevant schedules
Limited Liability Company (LLC)	<ul style="list-style-type: none">• See requirements for Corporations or Partnerships based on entity's federal filing status	<ul style="list-style-type: none">• See requirements for Corporations or Partnerships based on entity's federal filing status
Partnership	<ul style="list-style-type: none">• Partnership Return• Personal Income Tax Return for individual partners• Business Tax Return for partners who are also a business entity	<ul style="list-style-type: none">• Form 1065, including Schedule K-1• Form 1040, including Schedule E• Form 1120S or 1065, or relevant tax filing based on entity type. Include related schedules listed in this chart.
S-Corporation	<ul style="list-style-type: none">• S-Corporation Return• Personal Income Tax Return	<ul style="list-style-type: none">• Form 1120, including Schedule K-1• Form 1040, including Schedule E

MAIL OR DELIVER ALL APPLICATION FORMS AND MATERIALS TO:

Delaware State Lottery
Attention: Retailer Licensing
1575 McKee Road, Suite 102
Dover, DE 19904

CONTACT:

Heather Shank: 302-744-1629
heather.shank@state.de.us

The big payoff

Retailer Commissions and Bonuses



Delaware Lottery Office • McKee Business Park
1575 McKee Road Suite 102 • Dover, DE 19904
302-739-5291 • delottery.com

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Commissions

- ✓ *Delaware Lottery Retailers receive a five percent (5%) sales commission for selling tickets for all games allowed by their license type.*
- ✓ *In addition, Retailers are paid one percent (1%) commission for every prize redeemed in their store by players who win from \$1 to \$599.*

Bonuses

- ✓ *A bonus of two percent (2%) of the prize amount is paid to a Retailer when an Instant Game prize of more than \$100 is paid on a ticket sold in their store.*
- ✓ *A bonus of \$1,000 or one percent (1%) of the prize amount, whichever amount is greater, is paid to a Retailer who sells a top-prize-winning ticket for MULTI-WIN LOTTO.*
- ✓ *A bonus of \$500 is paid to a Retailer who sells a \$25,000 winning ticket for Lucky for Life™.*
- ✓ *A bonus of \$5,000 is paid to a Retailer who sells a top-prize-winning ticket for Lucky for Life™.*
- ✓ *A bonus of \$1,000 is paid to a Retailer who sells a winning HOT LOTTO® ticket with a \$90,000 Sizzler prize.*
- ✓ *A bonus of \$5,000 is paid to a Retailer who sells a jackpot-winning ticket for HOT LOTTO®.*
- ✓ *A bonus of \$10,000 is paid to a Retailer who sells a*
 - *jackpot-winning ticket for POWERBALL®.*
 - *jackpot-winning ticket for MEGA MILLIONS®.*
 - *POWERBALL® ticket that wins \$1 million.*
 - *POWERBALL® ticket with POWER PLAY that wins \$2 million.*
 - *MEGA MILLIONS® or MEGA MILLIONS® with MEGAPLIER ticket that wins \$1 million to \$5 million.*
 - *KENO ticket that wins \$1 million.*
- ✓ *The Lottery pays periodic bonus commissions to Retailers meeting the requirements of its Retailer incentive program. Retailer incentive programs are based on increases in sales for certain lottery games. Sales for a Retailer incentive bonus period are compared to previous sales periods. Any increase in sales during the bonus period is rewarded by multiplying the increase times a bonus factor to determine the bonus amount.*
- ✓ *There are additional incentives for Retailers to increase their Lottery business from year to year.*

VENDOR/SUPPLIER REFERENCES

Three (3) references are required.

8. List Corporate Name, Contact Name and Phone Number

a. _____

b. _____

c. _____

CONTACT INFORMATION

9. Contact for Lottery Business.

Contact person phone (Area code & number)

 /

10. List primary contact persons at this business location.

Name

Title/function

Name

Title/function

ELIGIBILITY - Failure to fully disclose may result in denial of application or future license revocation.

11a. Has the applicant(s) been convicted of an offense other than a traffic violation?

☐ Yes ☐ No

11b. Has the applicant(s) been subject to any disciplinary action, past, or pending, by any administrative, governmental or regulatory body?

☐ Yes ☐ No

11c. Has the applicant(s) been charged with a violation of any statute, rule regulation or ordinance of any municipal, administrative, regulatory or other governmental body?

☐ Yes ☐ No

12. Is your business in default of any taxes, fees, or other obligations owed to STATE OF DELAWARE, local or federal government?

☐ Yes ☐ No

If "YES" to any of the above, attach detailed explanation.

CERTIFICATION

By completing this application, I am authorizing the Delaware State Lottery to investigate my finances completely, including permission to review my tax returns and other tax information.

I HEREBY CERTIFY that there are no misrepresentations or falsifications in the information stated in this application. I am aware that false or misleading statements will cause for rejection or revocation of Sales Retailer's License.

Signature of Applicant in Ink

FOR LOTTERY USE ONLY

Signature

Date

Title

Print or Type Name

Sales Rep.

ACCEPT

☐ YES☐ NO

Sales Mgr.

ACCEPT

☐ YES☐ NO

Marketing

ACCEPT

☐ YES☐ NO

Director

ACCEPT

☐ YES☐ NO

Sworn and Subscribed to before me, this

DAY OF

A.D. 20

Seal of Notary
Public