



# 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 \_\_\_\_\_.

## CHECKLIST

### APPLICATION

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 and sign the Retailer Application, and have it notarized.

Provide personal data on all individuals listed in Section 2-Officer Information of the Retailer Application.

### EFT FORM

Complete and enclose an Electronic Fund Transfer Authorization Form and a void business check.

### TERMS & CONDITIONS

Review the terms and conditions of the Retailer Contract. Sign contract and fill in information on pages 1 & 7.

Review the Florida Lottery Retailer Rules and retain for future reference.

If you are leasing your location, obtain your landlord's written approval for the installation of communications equipment in your location.