



THIS APPLICATION CHECKLIST MUST BE RETURNED WITH YOUR COMPLETED APPLICATION

APPLICATION CHECKLIST

APPLICANT NAME: _____ RETAILER #: _____

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 Certificate.
- 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.

OVER

