West Virginia Lottery Commission

900 Pennsylvania Avenue, Charleston, WV 25302



LVL Retailer License Application

This Application Contains Instructions, Terms and Conditions and Forms Needed to Become a West Virginia Limited Video Lottery Retailer



Basic Requirements for Limited Video Lottery Retailer License

- I. In order to be licensed as a Limited Video Lottery Retailer, the applicant must provide the following:
 - A valid Class "A" Private Club or Non-intoxicating Beer License issued by the WV ABCA.
 - A valid business license issued by the WV Secretary of State's office.
 - A copy of your West Virginia Business Registration Certificate issued by the WV State Tax Department.
 - Proof of current workers' compensation coverage.
 - Compliance letter from Unemployment Compensation/Workforce WV.
 - A copy of the lease agreement for the location, if any.
 - A completed Zoning Compliance form evidencing full compliance with city and/or county zoning laws regarding video lottery, if any.
 - Each new officer added will also need to be fingerprinted. Fingerprints may be completed at:
 - WV Lottery Headquarters in Charleston, Monday through Friday, from 9:00am-4:00pm. Request the assistance of the Security Division upon entrance to the 1st floor of Headquarters.
 - Your local Law Enforcement Agency. Have (2) Fingerprint Cards completed and submit these cards to the Security Division with a completed Fingerprint Information Release Form.
 - "IdentoGO by MorphoTrust," request Fingerprint Cards & ensure the fingerprints taken, are <u>not</u> sent to the Security Division electronically. Once Fingerprint Cards are completed at IdentoGO, please provide them to the Security Division with a completed Fingerprint Information Release Form. If IdentoGO requests a "Code," this is not necessary for Fingerprint Cards. Please specify to IdentoGO, you are requesting the <u>actual</u> Fingerprint Cards be printed.
 - Fingerprints obtained by the ABCA for their licensing requirements are not acceptable for use by the WV Lottery. Each officer and member is required to complete an Individual Release.
- II. Qualified applicants must also comply with the following:
 - Business name and doing-business-as name: Legislative Rule §179-5-33.4 states that a limited video lottery licensed retailer shall not use words commonly associated with gambling in either its corporation name or its doing-business-as name. For questions concerning your entity and/or DBA name, please contact the WV Lottery Licensing Division and speak with Elizabeth Webb, Deputy Director of Licensing, at 304.558.0500 Ext. 1934.
 - The location cannot be within 150 feet of another Limited Video Lottery location or a place of business that sells
 petroleum products capable of being used as fuel in an internal combustion engine. The location also cannot
 be within 300 feet of a church, school or day care center or the perimeter of a public park,. For more
 information, please contact the WV Lottery, 304-558-0500 and ask for Limited Video Lottery Security.
 - A site controller will be installed by a manufacturer and servicer to manage the video machines. The Scientific Games equipment will require a counter space available for use that is not less than 24" x 36" x 15" and a 20 amp electric circuit with at least two (2) outlets within 6 feet of the counter space.
 - For a list of licensed operators, the Limited Video Lottery Act, Rules, and general information, please visit our website: www.wvlottery.com.



Limited Video Lottery Retailer Application Instructions

Provide a copy of any current or proposed agreement between applicant and a licensed operator for the placement of video lottery terminals on the applicant's premises. This does not apply to independent retailers who own permits.

Unless owned by the applicant, you must provide a copy of the lease/rental agreement for the proposed limited video lottery retaillocation.

If you are an operator who owns a retail establishments(s) you are subject to the laws and regulations for retailers set forth in West Virginia Code §29-22B-1, *et seq.*, and West Virginia Code of State Rules §179-5-1, *et seq.*

Please write your current ABCA Class 'A' license number in the space provided on the top of each page.

Complete the application in its entirety. Incomplete applications will not be considered and cannot be processed until all required information is received. Forms requiring signatures must include an original signature in blue ink. Signature stamps are not accepted.

Please include supplemental information for any component of the application that may require additional explanation.

Please note that all forms may be photocopied for your use. Photocopy the form prior to completing and signing the form.

A \$500 non-refundable application fee must be paid at the time of application submission. The WV Lottery accepts the following forms of payment: business check, certified check, cashier's check, or money order. The WV Lottery also accepts credit/debit cards and automated clearing house (ACH) payments made securely on the WV Lottery website. To pay online, please go to www.wvlottery.com. Once there, select "Customer Service" at the top of the home page, then scroll down and select "Licensing." Once on the Licensing page you will see the online payment options in the upper right side. If paying online, your application must include a copy of the payment receipt showing the transaction ID number.

If you are utilizing a checking account for your lottery account, you must attach a voided check from the account you are instructing us to use. If you are utilizing a savings account, you must attach a voided deposit slip. **The EFT Form is not needed if you are leasing your machines from an Operator.**

Mail completed application to:

West Virginia Lottery Licensing Division P.O. Box 2067 Charleston, WV 25327-2067

For Ouestions: 1-800-982-2274 ext. 1903 or 1-304-558-0500 ext. 1903

ABCA License Number



WEST VIRGINIA LIMITED VIDEO LOTTERY RETAILER INITIAL APPLICATION

PLEASE PRINT OR TYPE. ATTACH ADDITIONAL SHEETS AS NEEDED

1.	\$500 Non-refundable Application Fee – Select Method	l of Payment
	Business/Cashier's Check#:	
	Money Order#:	
	Online Payment – Transaction ID #: (Include copy of receipt with transaction ID#)	
2.	Business Organization Name:	
	Doing Business as Name:	Email:
	Location Phone #:	_Fax #:
	Location Address:	City:
	County:State:	Zip:
	Mailing Address:	City:
	State:	Zip:
	F.E.I.N (No Social Security #s):Work	xers' Compensation Policy:
3.	Type of Business or Organization:	
<i>3</i> .	Sole Proprietorship— List owner Partnership or Joint Venture— List each general partner Corp. or Subsidiary Association— List each officer and company or subsidiary.) Also list each stockholder, excee each stockholder who owns 5% or more stock and perce LLC, LLP— List each member, if member-managed; or Fraternal— See Page 14 for additional information requi	director (including those of the parent opt if publicly owned. If publicly owned, list ntage of stock owned by each. Manager, if Manager-managed.
	Sole Proprietorship LLP LLC Corporation or Subsidiary	Partnership or Joint Venture Fraternal/Veteran IRS Tax Exempt
4.	List all names as required per type of business defined at having the power to exercise significant influence over de- operation. Each individual listed will also be required to	ecisions concerning any part of the business

1

1	NAME (Last name, First name, M.I.)	NAME (Las	t name, First name, M.I.)
-			
-			
-			
-			
	any persons listed in response to question 4 preser ery license? Yes No If "yes," pr		ginia issued limited video on in the chart below.
	Business Name/DBA Name	Location	License #
1. 2.			
3.			
1 .			
5.			
5.			
7.			
3.			
9.			
10.			
forth Do	are an operator owning or acquiring a retail estate in West Virginia Code §29-22B-1, et seq., and of any persons associated with this business present the or country? Yes No If "yes	West Virginia Code	e of State Rules §179-5-1, et s
	First Name/Last Name		State/Country Licensed
1.			
2.			
3.			
1 .			

authorize the Director of the WEST matter set forth in the lottery applica State Tax records, and criminal hist	reby declare that the foregoing information is VIRGINIA LOTTERY or his or her designed ation including, but not limited to, financial retory as necessary for entering into an agreement execute such additional documents as are required check agreement form.	e, to investigate any ecords, financial sources, ent as a limited video
I	(Licensee) hereby acknowledge	and agree:
result from any disclosure or public Commission pursuant to action on a against the Lottery Commission, the	otice, embarrassment, criticism, damages or fration of any material or information obtained an application and furthermore, expressly was estate of West Virginia and the employees of ation, disclosure or publication relating to an ENT/TRUSTEE	by the Lottery ive any and all claims feither for damages as
BUSINESS/ORGANIZATION		
	Type or Print Name	Title
	Signature	Date
STATE OF WEST VIRGINIA		
COUNTY OF	, to-wit:	
	, a Notary Public in and for the County and St., 20	
auy 01	, 20	(Seal)
My Commission Expires:		
Notary Signature:		
· ,		

7. DISCLOSURE STATEMENT (ReadCarefully)

ABCA License Number_____

(Copies of this form should be made for completion by each person associated with Application)



	DIVIDUAL RELEASE Limited Video Lottery
1. FULL NAME:	PRIOR LAST NAME(S):
HOME PHONE:	
HOME ADDRESS:	DATE OF BIRTH:
	PERCENT OF STOCKOWNED:
3. PRESENT EMPLOYER:	
4. U.S. CITIZEN: YES NO	(If No, attach details)
Disclosure of WV Lottery Employee Relations	nip(s):
I hereby authorize any representative of the information from files or other sources pertaito, WV State Tax records, police records, crapplication. I hereby direct you to release su validity of this release, you may contact me as I confirm that neither I, nor any member of	my immediate family, is employed by the WV Lottery. I understand Lottery should be disclosed above by the name of the WV Lottery p.
(Print Name, Title)	(Signature) (Date)



EFT AUTHORIZATION



LV	L RETAILER INFORMA	ATION	
1. Lottery ID # (to be assigned)			
2. Retailer Name			
3. Address			e e
4. City/State/Zip			
5. Telephone Number			Y
, , , , , , , , , , , , , , , , , , ,	FINANCIAL INFORMAT	TON	
1. Name of Financial Institution			
2. Routing/ABA Number			
3. Denote Checking or Savings	CHECKING	SAVIN	NGS
4. Account Number			
Must attach a voided ch	neck or a letter from the bank fo	or account note	ed above.
I (We) hereby authorize the State of entries into my (our) account indic called DEPOSITORY, to debit and STATE. This authority is to remain in WRITTEN NOTIFICATION from me the STATE and DEPOSITORY a real	ated above and the Financial I for credit the same any amount in full force and effect until the ST e (us) to its termination in such the	nstitution name its owed by or ATE has receiv	ed above, hereinafter due me (us) to/from ed
(Printed name)	(Authorized signature)	(Title)	(Date)
(Printed name)	(Authorized signature)	(Title)	(Date)

If you have questions about completing this form, please call WV State Treasurer's Office EFT Division at 304.558.3599

If you have questions concerning your Lottery account, please call WV Lottery Commission at 800.982.2274 or 304.558.0500 x351

SEND COMPLETED FORM TO:

West Virginia Lottery LVL Accounting PO BOX 2067 CHARLESTON WV 25327-2067

AFFIDAVIT COMPLIANCE WITH THE 40-80 RULE

Now co	omes				resentative of ization applying for a
	lottery retailer license under the lowing information istrue:	he Limited Video Lottery Act,			
retailer annual	r license holder who does not	22B-328] of the Limited Video thave a private club liquor land location from sales of beer to option on the premises;	license must	derive at 1	east forty percent of its
		a limited video lottery retailer lence that my business location			he West Virginia
	hat to comply with the so-call business or organization:	ed 40/80 rule, I affirm that the	checked state	ement belo	w is true with respect
	least forty percent of its annua	consecutive months, the business l gross receipts at that licensed lo nt are sales of beer for consumption	cation from sa	ales of beer	
	percent of its annual gross rece	cation to be licensed has been in o eipts at that licensed location from a of beer for consumption on the p	n sales of beer	to consume	rs and of such beer sales,
		location to be licensed is new or just location will be from sales of been consumption on the premises.			
And F	urther this affiant saith naugl	ht.			
		(owner or lawful represe	ntative)		(date)
		(title)			
STAT	E OF WEST VIRGINIA				
COUN	NTY OF	,			
Taken,	subscribed and sworn before m	ne thisday of		_, 20	
Notary	Signature:		_		
Му сог	mmission expires:		SEAL:		
*This fo	orm is required when the busines	s holds a "beer only" license.			



LIMITED VIDEO LOTTERY RETAILER DATA SHEET

DBA:					ABC	A #:		
BusinessOrganizati	onName:							
	cal Addres					_County:_		
City/State/Zip:								
Location Phone: (30)4)			Lo	cation Ma	nager Name	e:	
Business Owner Na	me:			B	usiness Ov	wner Email:		
Business Owner Ph	one: (304)]	Business C	Owner Cell:	(304)	
Business Hours :	MON	TUES	WED	THUR	FRI	SAT	SUN	
OPEN:						· -	- <u></u>	
CLOSED:								
Operator:(Opera	tor - Comp	any that supr	olies vour vid	eo lottery te	rminals)	Operator Pl	none:	
Dear Retailer:	or comp	any and supp	ones your via	es issuery to				
Limited Video Lotte	ery Securit	zy.					•	558-0500 and ask for
place of b	usiness th	at sells pet		ducts capa				er of a public park or combustion engine.
B. Location r LVL Secu		excess of 3	300 feet from	n a church	, school o	r day care o	center. Measurement	to be determined by
area, the A	ATM must		in a separa					ninals are in the main a private room, the
For Lottery	use only	: Former	ly ABCA	.#: <u> </u>				
Upgr	ade	Dow	ngrade_	to	Private	cClub	to Tavern_	Other
Comm Soluti	on Verifie	ed/Contrac	t Amended	by SG		Initial	Date	
Verified By:]	Email:			Phone #: (30	04)

ABCA License Number	
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<u>AUTHORIZED TRUCK STOP RETAILER DISCLOSURE</u>

Busin	ess Entity that Owns Truck Stop		
Doing	Business As Name of Truck Stop_		
Street .	Address of Truck Stop		
City		, State	, Zip
	nt to Legislative Rule §179-5-2.12.	a., I swear and affirm that the Authoriz	ed Truck Stop identified above
2) 3) 4)	Is also a convenience store Has separate diesel islands for fue Has overnight parking spaces for Is open 24 hours, and Has at least fifty (50) parking spa	commercial vehicles	
		APPLICANT/AUTHO BUSINESS/ORGAN	ORIZED AGENT/TRUST OF IZATION
		Type or Print Name	Title
		Signature	Date



BUSINESS ZONING COMPLIANCE

ZONING COMPLIANCE FOR A LIMITED VIDEO LOTTERY RETAILER LICENSE

YOU ARE REQUIRED TO TAKE THIS FORM TO YOUR LOCAL CITY OR COUNTY

ZONING OFFICE FOR COMPLETION. PLEASE RETURN THE COMPLETED FORM

WITH YOUR APPLICATION.

To:	The Building Official of the Municipality of The Building Official of the County of
	The Clerk or Recorder of the Municipality of
	The County Clerk/Administrator of the County of(Complete one of the above)
Take Noti	
• West V	irginia Limited Video Lottery Act [W.Va. Code §29-22B-1902(b)] says:
0	The provisions of this article preempt all regulations, rules, ordinances and laws of any county or municipality in conflict herewith: Provided <u>That nothing herein shall invalidate any zoning aw</u> , under article 61-10-1, et seq., of this code.
	llowing individual, business, fraternal organization, or veterans organization is applying to the ottery Commission for a limited video lottery retailer license within your jurisdiction:
	Business Name:
	Street Address:
	County:
	City:State:
	Zip Code:
	s not (no) a zoning ordinance(s) that specifically would prohibit limited video lottery gaming oremises.
• There is	s (yes) a zoning ordinance(s) that specifically would prohibit limited video lottery gaming on mises.
• Do und aut use	es the limited video lottery gaming on the premises constitute an allowed non-conforming use of the property der West Virginia Code Chapter, 8A? Yes No If yes, provide a letter signed by an horized agent of the County Commission indicating the law, regulation, rule, ordinance or code prohibiting to of limited video lottery machines at this location as well as the reasoning for permitting the establishment to erate in the county.
Ι,	, do hereby certify this is a true city/county zoning confirmation for this
"Business Zo	oning Compliance Form" for the Applicant applying for a Limited Video Lottery Retailer License which
was served o	n this theday of, 20
thorized sign	nature for jurisdiction Title



West Virginia Lottery Limited Video Lottery ADA Compliance

Upon information or belief, WV Lottery games at this location are accessible to customers with disabilities as required by the Americans with Disabilities Act. Yes No				
Name of Location				
Address:				
City, State, Zip:				
ABCA Number:				
Q: 1				
Signed:				
Date:				

For more information or to see where this information originated, visit the U.S. Department of Justice, Civil Rights Division's website at: www.usdoj.gov/crt/ada/adahom1.htm



Business Name:

WEST VIRGINIA LOTTERY WORKERS' COMPENSATION EXEMPTION FORM

*This form should only be completed when a business has no employees

If your business has zero employees, it is exempt from obtaining Workers' Compensation Coverage. All businesses must register with Workforce WV/Unemployment Compensation by calling 304.558.2677 to determine if they are exempt from Unemployment Compensation.

If you or your business is exempt from Workers' Compensation, please complete below.

Street Address:	
City, State, Zip:	
Employees:	
<u> </u>	



$Fingerprint\ Information - \underline{All\ fields\ are\ mandatory\ unless\ otherwise\ noted}$

Name (Please Print):	L-at Name		N.A.	Idla Nama	SSI	N:	
	Last Name	First Name		ddle Name			
Alias (Maiden name)			Ci	tizenship (country):			
Home Address:	G A 11				Business	Name	
Street Address			Street Address City, State and Zip Code				
City, State, Zip Code							
Data of Diala]		Diama C D'ada			
Date of Birth:				Place of Birth:			
Gender: Ra	ce: He	ight: W	eight:	Eye Color:		Hair Color:	
Finger Amputations	/Randagas:						
ringer Amputations	Dandages.						
		RELEASE OF	INEOD	MATTION!			
I certify t					_	entification System. Virginia Lottery to	
history rec informatio	ords of the FBI. n contained in t	You have the of he FBI identific	oportuni cation re	ty to complete or c	hallenge ure for o	o check the criminal the accuracy of the obtaining a change, TR, 16.34.	
with Section you to penalt	7 of the Privacy Act	of 1974. Your discluntarily to supply yo	osure is vo our social s	should only be made if oluntary and failure to p ecurity number, it will	provide the	number will not subject	
Signat	ure:	·					
				form is true and corre			
Dat	e:						
	CHECKED AN	D VERIFIED	INIT	IALS OF INVES	ΓIGATO)R	

Additional Instructions and Requirements for Fraternal/Veterans Organizations

Pursuant to West Virginia Code §29-22B-1101(c) you may qualify as a Fraternal or Veteran group and may operate up to 10 video lottery terminals if you satisfy the following requirements:

- 1) Provide a letter dated within the previous 12 months from the Internal Revenue Service stating the organization is either a fraternal benefit society that is exempt from federal income tax under section 501(c)(8) of the Internal Revenue Code; a domestic fraternal society that is exempt from federal income tax under section 501(c)(10), or a veterans organization that is exempt from federal income tax under section 501(c)(19).
- 2) Provide documentation indicating whether your organization is covered under an individual or group exemption.
- 3) You must also provide a letter of good standing dated within the last 12 months from the state or national governing body.
- 4) Provide a copy of the most recently completed IRS Form 8821, Tax Information Authorization.
- 5) Provide a legible copy or photograph of the local unit, chapter or lodge charter that shows the date the charter was issued. In compliance with WV Lottery Interpretive Rule §179-7-2.1 and §179-7-2.4 the local unit, chapter or lodge must have been chartered on or before January 1, 2001. Organizations with a local charter issued after January 1, 2001, may only operate up to five video lottery terminals.
- 6) Provide a copy of the most recently completed IRS Form 990. Must have been completed within the previous two years. If covered under a group exemption, provide copy of the IRS group exemption showing the subordinate unit, chapter or lodge.
- 7) Meet all other requirements for licensure.



Additional Instructions and Requirements for Operator/Owned Locations

Pursuant to West Virginia Code §29-22B-503, *et seq.*, an Operator may also be licensed as a limited video lottery retailer in compliance with the following:

- 1. An Operator may own up to 10 limited video lottery locations.
- 2. The owner(s) listed on the limited video lottery retailer application must be the same owner(s) listed on the Operator license.
- 3. All transactional documentation of the purchase of the limited video lottery location(s) must be provided to the WV Lottery.
- 4. All other qualifications for licensure must be met.

FREQUENTLY ASKED QUESTIONS ABOUT ADA

- Q: Are there limitations on the ADA's barrier removal requirements for existing facilities?
- A: Yes. Barrier removal need be accomplished only when it is "readily achievable" to do so.
- Q: What does the term "readily achievable" mean?
- A: It means "easily accomplishable and able to be carried out without much difficulty or expense."
- Q: How do I determine what **is** readily achievable?
- A: Determining if barrier removal is readily achievable is a case-by-case judgment. Because removing common barriers can be simple and inexpensive in some cases and difficult and costly in others, the regulations for the ADA provide a flexible approach to compliance. Factors to consider include: (1) the nature and cost of the action; (2) the overall financial resources of the site involved; (3) the number of persons employed at the site; (4) the effect on expenses and resources; (5) legitimate safety requirements necessary for safe operation; and (6) if applicable, the relationship with any parent corporation.
- Q: What are examples of the types of modifications that would be readily achievable in most cases?
- A: Examples include the simple ramping of a few steps, the installation of grab bars where only routine reinforcement of the wall is required, and similar modest adjustments.
- Q: Will businesses need to rearrange furniture and display racks?
- A: Possibly. For example, bars may need to rearrange tables in order to permit access to wheelchair users.
- Q: Does the ADA require existing buildings and newly constructed facilities to meet the same standards?
- A: No. The ADA establishes different requirements for existing facilities and new constructions.
- Q: If an area of my store is reachable only by a flight of steps, would I be required to add an elevator?
- A: Usually, no. The readily achievable standard does not require barrier removal that requires burdensome expense, and in most cases, installing an elevator would qualify as a burdensome expense.
- Q: I have a portable ramp that we use for deliveries can't I just use that?
- A: Yes, you could, but only if the installation of a permanent ramp is not readily achievable. If you use a portable ramp, it should be properly secured and staff should be trained in its safe use.
- Q: What if I'm not able to remove barriers at this time due to my financial situation? Does that mean I'm relieved of current responsibilities?
- A: No. When you can demonstrate that the removal of barriers is not readily achievable, you must make your goods and services available through alternative methods, if such methods are available and readily achievable. Keep in mind that barrier removal is a continuing obligation that changes as your circumstances change.
- Q: When barrier removal is not readily achievable, must alternative steps be taken without regard to cost?
- A: No, only readily achievable alternative steps must be undertaken.
- Q: Must my business have handicapped-accessible restroom facilities?
- A: Not as far as your license with the West Virginia Lottery is concerned. The Lottery is only interested in making sure that your lottery games are accessible to disabled persons. That does not mean that as a private citizen you do not have other obligations under the ADA, such as accessibility to your restrooms, but it does mean that the Lottery is not required to assure your compliance in regards to those other obligations in order to grant or renew a license.
- Q: I have removed all barriers that are readily achievable, but there are still barriers to my lottery games. Can I honestly say that I am in compliance with the ADA?
- A: Yes. If you have removed all barriers that are readily achievable, then you are ADA-compliant and may so answer on your license form.

APPLICANT CHECKLIST

An incomplete application will result in a delay

Your completed application must contain the following:

➣	Enclose the following nonrefundable fee by check payable to the West Virginia Lottery: []\$500.00 - Application Fee
$\overline{\mathbb{X}}$	Completed application including the following: Each Member must complete an Individual Release Form Each officer/member is required to be live scanned with the West Virginia Lottery for background check. Please call 1.800.982.2274, ext. 231 or 1.304.558.0500, ext. 231 to schedule a live scan fingerprint session.
	Fingerprint Form
	Proof of Workers' Compensation Insurance
	☐ Proof of Unemployment Coverage with Workforce WV
	■ WV Tax Business Registration Certificate
	■ WV Secretary of State Business License
	☐ Agreement with the operator for the placement of video lottery terminals
	☐ Lease/Rental Agreement for the location (unless owned by applicant)
	☐ If you own your own LVL Machines, you must complete the EFT form included in the
	application and include a voided check
	☐ If you are a Fraternal Organization you must also include the following:
	 1st page of your most recently file IRS 990
	 Recently dated letter of good standing from your state or national organization
	 Legible Copy of your Organization's Charter

WV ABCA 900 Pennsylvania Ave Charleston, WV 25302	Secretary of State State Capitol - Suite 157-K 1900 Kanawha Blvd. E Charleston, WV 25305	WV State Treasurer's Office Grace Gilmore State Capitol Bldg 1, Rm E-145 1900 Kanawha Blvd Charleston, WV 25305
304-356-5500 1-800-642-8209 Fax: 304-957-0306	304-558-6000 1-866-767-8683	304-340-1569 Fax: 304-558-4179
WV Tax Department 1124 Smith Street Charleston, WV 25301	Workers' Compensation Coverage	Unemployment Compensation 1321 Plaza East Shopping Ctr. Charleston, WV 25330
		304-558-2451

WEST VIRGINIA LOTTERY LICENSING DIVISION

CONTACT INFORMATION

Please mail completed applications to:

West Virginia Lottery Licensing Division P.O. BOX 2067 CHARLESTON WV 25327-2067

For questions, concerns or to check the status of your application for <u>all</u> retail locations you may contact:

Niki Kitchen, Licensing Specialist 304-558-0500 Ext. 1903

For all other licensing questions or concerns you may contact: Elizabeth Webb, Deputy Director 304-558-0500 Ext. 1934

ADDITIONAL CONTACT INFORMATION

United States Department of Justice Civil Rights Division 800-514-0301 http://www.ada.gov/

West Virginia Human Rights Commission 1321 Plaza East Room 108A Charleston, WV 25301-1400

Phone: 304-558-2616 Toll Free: 1-888-676-5546 http://www.wvf.state.wv.us/wvhrc/

WV Lottery Commission Legal Division 304-558-0500 ext.1802

Your local zoning or business compliance official may also be able to assist in answering your ADA questions.

PRIVACY NOTICE USAGE OF SOCIAL SECURITY NUMBERS

This form is included to notify you of our privacy practices and no action is required on your part.

With the exception of Lottery Commissioners, Lottery officers or Lottery employees, the West Virginia Lottery will only ask you for your social security number in the following circumstances:

- 1. You claim a lottery prize of \$600 or more directly from the Lottery, either by mail or personally at our Charleston or Weirton office. Your social security number is also your tax identification number, and the Internal Revenue Code requires that this prize payment be reported to the IRS along with the winner's tax identification number [Form W-2G]¹ or
- 2. You are a sole proprietor of a business, a partner in a business, or the shareholder of an incorporated business that is a lottery retailer or sales agent, and the Lottery must prepare an IRS [Form 1099] to report sales commissions received by you along with a tax identification number if that number is also a social security number [Form 1099]; or
- 3. You are applying for a lottery license or permit and you must allow the Lottery to capture your fingerprint images to be transported to the FBI's National Criminal Information Center [NCIC] for criminal background investigation required by statutory or regulatory authority. This is an FBI requirement.

Disclosure of your social security number should only be made if obtained from you in accordance with Section 7 of the Privacy Act of 1974. Your disclosure is voluntary and failure to provide the number will not subject you to a criminal or civil penalty.

When the West Virginia Lottery obtains your social security number, it will use the number for the purpose(s) cited above. The Lottery will not sell or share this number with any other person or entity, and will decline to make it available in response to any freedom of information request. Only government entities that are authorized to receive and use social security numbers by law will gain access, other than when outside access is ordered by a competent court of record.

If you have any questions or concerns about this privacy notice, or if you wish to submit a complaint regarding the Lottery's privacy policy, please contact the Legal Division at (304) 558-0500 ext. 1802.

¹ Prize winners of more than \$600 who are unable or unwilling to submit their tax identification number are subject to federal income tax "back-up withholding" of 24% of the prize money.