

## Treasury Release Instructions:

1. Print the Treasury Release Form (sample) and the Treasury Release Form from the WV Lottery website [www.wvlottery.com](http://www.wvlottery.com).
2. Complete the Treasury Release Form, according to the sample with the following information (must be the same as the information from the successful bid):
  - a. Top of Page: Company Name, DBA Name, Address and Phone number
  - b. Date
  - c. Company Name
  - d. Amount on Deposit at the WV State Treasurer's Office
  - e. Signature and Title
3. Have the form notarized.
4. Mail or hand deliver the **original** to:  
West Virginia Lottery  
Attn: Mara Dawson  
P. O. Box 2067  
Charleston, WV 25327
5. The West Virginia Lottery will then notify the WV State Treasurer's Office to release the funds.

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*DBA Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, WV Zip*

\_\_\_\_\_  
*Phone number*

\_\_\_\_\_  
*Date here*

RE: Limited Video Lottery  
West Virginia State Treasurer's Office  
Charleston, WV

\_\_\_\_\_  
*Company Name* gives permission to the West Virginia State  
Treasurer's Office to release \$ \_\_\_\_\_  
*Amount here* to the West Virginia Lottery for the  
Limited Video Lottery bids.

\_\_\_\_\_  
*Owner Signature here*

\_\_\_\_\_  
*Title here*

UNITED STATES OF AMERICA  
STATE OF WEST VIRGINIA  
COUNTY OF \_\_\_\_\_, TO-WIT:

Subscribed and sworn to before me, a Notary Public in and for the County  
and State aforesaid, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_

Notary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
RE: Limited Video Lottery  
West Virginia State Treasurer's Office  
Charleston, WV

\_\_\_\_\_ gives permission to the West Virginia State Treasurer's  
Office to release \$\_\_\_\_\_ to the West Virginia Lottery for the Limited  
Video Lottery bids.

\_\_\_\_\_  
\_\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF WEST VIRGINIA  
COUNTY OF \_\_\_\_\_, TO-WIT:

Subscribed and sworn to before me, a Notary Public in and for the County  
and State aforesaid, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My Commission expires \_\_\_\_\_

Notary \_\_\_\_\_