

Basic Requirements for Limited Video Lottery Retailer Licensing

- 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 License Division and speak with James Cox, Deputy Director of Licensing, at 304.558.0500 Ext. 213
- You must have a valid Class “A” Private Club or Nonintoxicating Beer License issued by the WV ABCA. Fingerprints obtained by the ABCA for their licensing requirements are not acceptable for use by the WV Lottery.
- You must have a valid business license issued by and registered with the WV Secretary of State’s office.
- You must have an approved Workers’ Compensation policy or valid exemption letter. A copy of your Proof of Insurance or Exemption Letter must be supplied with the completed application.
- You must register with Unemployment Division of Workforce WV.
- You must include with your application a copy of your West Virginia Business Registration Certificate issued by the WV State Tax Department.
- The location cannot be within 150 feet of another Limited Video Lottery location or business that sells petroleum products capable of being used as fuel in an internal combustion engine; excludes WV Authorized Truck Stops. Location cannot be within 300 feet of a church, school, day care center, or the perimeter of a public park. *NOTE The WV Lottery does not follow the same guidelines as the ABCA when measuring and determining distance. For more information, please contact the WV Lottery, 304-558-0500 and ask for Limited Video Lottery Security.
- You need to be aware of your city and county zoning laws regarding video lottery. You may contact your City Hall or County Commission for more information.
- Each officer and member must be fingerprinted by the West Virginia Lottery for a background check. After you have submitted your application to the Lottery – call 1.800.982.2274, ext. 231 or 1.304.558.0500, ext. 231 to schedule your fingerprint session. You will be required to be fingerprinted twice, once for ABCA and once for the WV Lottery. Each officer and member is required to complete an Individual Release, Page 3.
- One of the qualifications to be eligible for a license, found in W.Va. Code §29-22B-504(B), is residency: If the applicant is a corporation, partnership or other business entity, the chief executive officer and the majority of the officers, directors, members, and partners, both in number and percentage of ownership interest, must have been citizens of the United States and residents of this state for the four-year period immediately preceding the application. Fifty-one percent (51%) of the ownership, including the CEO and/or President, must pass our residency requirements – meaning they would have filed a West Virginia income tax return, in a timely manner, for the four years preceding application. The CEO and a majority of the officers (51%), directors and members, both as to number of people and percentage of the business owned, must meet the residency requirements.
- You will be required to install a separate dedicated dial-up telephone line to connect to a site controller at the location. This line is not to be used for any other purpose and may not be connected to any other devices.
- For a list of licensed operators, the Limited Video Lottery Act, Regulations, and general information, please visit our website: www.wvlottery.com.

Limited Video Lottery Retailer Application Instructions

Provide a statement disclosing all financing or refinancing arrangements for placement of video lottery terminals on premises.

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.

Provide a copy of any current or proposed agreement between the applicant and licensed operator or licensed service technician for the servicing and maintenance of video lottery terminals. This does not apply to an applicant who holds a valid service technician license.

Provide a copy of any current or proposed management agreement between you and any third party regarding these services.

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

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 be signed in blue ink. Signature stamps are not acceptable.

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.

\$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 card 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 on the upper right side. If paying online, your application must include a copy of the payment receipt showing the transaction ID#.

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
License Division
P.O. Box 2067
Charleston, WV 25327-2067**



WEST VIRGINIA LIMITED VIDEO LOTTERY RETAILER
INITIAL APPLICATION

PLEASE PRINT OR TYPE. ATTACH ADDITIONAL SHEETS AS REQUESTED

1. **\$500 Non-refundable Application Fee – Select Method of Payment**

Business/Cashier's/Business Check # _____

Money Order # _____

Online Payment – Transaction ID # _____ (Include copy of receipt with transaction ID#)

2. Business Organization Name: _____

Doing Business as Name: _____

Location Phone No. _____ Fax No. _____

Location Address _____ City _____

County _____ State _____ Zip _____

Mailing Address _____ City _____

State _____ Zip _____

F.E.I.N (No Social Security Numbers, please) _____

Worker's Compensation or Exemption Number _____

3. List all names as required per type of business defined above and any executive employee or agent having power to significantly exercise influence in business operation. Each individual listed will also be required to complete the Individual Release (page 3).

NAME (Last name, First name, M.I.)

NAME (Last name, First name, M.I.)

4. Type of Business or Organization:

Sole Proprietorship – List owner

Partnership or Joint Venture– List each general partner, limited partner, or joint venture.

Corp. or Subsidiary, Association – List each officer and director (including those of the parent company if subsidiary.) Also list each stockholder, except of publicly owned. If publicly owned, list each stockholder who owns 5% or more stock and percentage of stock owned by each.

LLC, LLP – List each member, if member-managed; or Manager, if Manager-managed.

Fraternal - See Page 9 for additional information required for fraternal/veteran groups.

____ Sole Proprietorship ____ LLP ____ Partnership or Joint Venture
 ____ LLC ____ Corporation or Subsidiary ____ Fraternal/Veteran IRS Tax Exempt

5. Do any persons associated with this business presently hold a WV issued gaming or lottery license?
 ____ Yes ____ No If "yes" provide the license number and date issued.

6. Do any persons associated with this business presently hold a gaming or lottery license issued in another
 state or country? ____ Yes ____ No If "Yes" provide the type of license and where issued.

7. DISCLOSURE STATEMENT (Read Carefully)

"I, the undersigned, upon oath, do hereby declare that the foregoing information is true and complete. I authorize the Director, WEST VIRGINIA LOTTERY, to investigate any matter set forth in the lottery application including, but not limited to, financial records, financial sources, State Tax records, and criminal history as necessary for entering into an agreement as a limited video lottery retailer. I will, upon request, execute such additional documents as are required to facilitate this process, including a criminal record check agreement form."

APPLICANT/AUTHORIZED AGENT/TRUSTEE
 OF BUSINESS/ORGANIZATION

 Type or Print Name Title

 Signature Date

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 Signature

(Seal)

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



INDIVIDUAL RELEASE
Limited Video Lottery

1. NAME _____ MAIDEN NAME _____
 HOME PHONE _____
 HOME ADDRESS _____ DATE OF BIRTH _____

 SOCIAL SECURITY NUMBER _____
 EMAIL _____

2. YOUR RELATIONSHIP TO BUSINESS _____
 JOB TITLE _____
 PERCENT OF OWNERSHIP _____ PERCENT OF STOCK OWNED _____

3. PRESENT EMPLOYER:

4. U.S. CITIZEN: YES _____ NO _____ (If No, attach details)

Disclosure of WV Lottery Employee Relationship(s):

I hereby authorize any representative of the West Virginia Lottery Commission having this release to obtain information from files or other sources pertaining to the applicant's personal background including, but not limited to, WV State Tax records, police records, credit records, or any other record applicable to the approval of this application. I hereby direct you to release such information as requested. Should there be any question as to the validity of this release, you may contact me as indicated above.

I confirm that I do not have any ownership, control interest, or serve, in the capacity of key personnel for any licensed limited video lottery operator.

Additionally, I confirm that neither I, nor any member of my immediate family, is employed by the WV Lottery. I understand that any connection to employees of the WV Lottery should be disclosed above by the name of the WV Lottery Employee, and a description of the relationship.

(Print Name, Title) (Signature) (Date)



EFT AUTHORIZATION

LVL RETAILER INFORMATION

- 1. Lottery ID # (to be assigned) _____
- 2. Retailer Name _____
- 3. Address _____
- 4. City/State/Zip _____
- 5. Telephone Number _____

FINANCIAL INFORMATION

- 1. Name of Financial Institution _____
- 2. Routing/ ABA Number _____
- 3. Denote Checking or Savings CHECKING SAVINGS
- 4. Account Number _____

Must attach a voided check (checking) or deposit slip (savings) from account noted above.

I (We) hereby authorize the State of West Virginia, hereinafter called STATE, to initiate debit and/or credit entries into my (our) account indicated above and the Financial Institution named above, hereinafter called DEPOSITORY, to debit and/or credit the same any amounts owed by or due me (us) to/from STATE. This authority is to remain in full force and effect until the STATE has received WRITTEN NOTIFICATION from me (us) to its termination in such time and in such manner as to afford the STATE and DEPOSITORY a reasonable opportunity to act on it.

(Printed Name)	(Authorized Signature)	(Title)	(Date)
(Printed Name)	(Authorized Signature)	(Title)	(Date)

If you have questions about completing this form, please call the WV State Treasurer's Office EFT Division at 304.340.5032

If you have questions concerning your Lottery account, please call the WV Lottery Commission at 800.982.2274 or 304.558.0500 x220

SEND COMPLETED FORM TO:

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

THIS FORM IS NOT REQUIRED IF YOU LEASE YOUR MACHINES FROM AN OPERATOR

**AFFIDAVIT
COMPLIANCE WITH THE 40-80 RULE**

Now comes _____, the owner or lawful representative of _____, a business or organization applying for a video lottery retailer license under the Limited Video Lottery Act, who after first being duly sworn, affirms that the following information is true:

That section 328 [W.Va. Code §29-22B-328] of the *Limited Video Lottery Act* requires that a limited video lottery retailer license holder who **does not have a private club liquor license** must derive at least forty percent of its annual gross receipts at that licensed location from sales of beer to consumers and of such beer sales, at least eighty percent are sales of beer for consumption on the premises;

That as a condition of applying for a limited video lottery retailer license, I must provide the West Virginia State Lottery Commission with evidence that my business location qualifies for licensure;

And that to comply with the so-called 40/80 rule, I affirm that the checked statement below is true with respect to my business or organization:

- During the most recent twelve consecutive months, the business or organization location to be licensed derived at least forty percent of its annual gross receipts at that licensed location from sales of beer to consumers and of such beer sales, at least eighty percent are sales of beer for consumption on the premises; or
- The business or organization location to be licensed has been in operation less than a year, and it derived at least forty percent of its annual gross receipts at that licensed location from sales of beer to consumers and of such beer sales, at least eighty percent are sales of beer for consumption on the premises for the length of time the location has been in operation; or
- The business or organization location to be licensed is new or just recently opened, and at least forty percent of gross annual receipts at that licensed location will be from sales of beer to consumers and of such beer sales, at least eighty percent will be sales of beer for consumption on the premises

And Further this affiant saith naught.

(owner or lawful representative)

(date)

(title)

STATE OF WEST VIRGINIA

COUNTY OF _____,

Taken, subscribed and sworn before me this _____ day of _____, 20_____.

Notary Signature: _____

My commission expires: _____.

SEAL:



LIMITED VIDEO LOTTERY RETAILER DATA SHEET

DBA: _____ ABCA #: _____

Business Organization Name: _____

Location Address: _____ County: _____
(Physical Address)

City/State/Zip: _____

Location Phone: (304) _____ Location Manager Name: _____

Business Owner Name: _____ Business Owner Email: _____

Business Owner Phone: (304) _____ Business Owner Cell: (304) _____

Business Hours: **MON** **TUES** **WED** **THUR** **FRI** **SAT** **SUN**

OPEN: _____ _____ _____ _____ _____ _____ _____

CLOSED: _____ _____ _____ _____ _____ _____ _____

Operator: _____ Operator Phone: (304) _____
(Operator - Company that supplies your video lottery terminals.)

Dear Retailer:

Below is a list of basic requirements that must be met. For more information contact the WV Lottery, 304-558-0500 and ask for Limited Video Lottery Security.

- A. Location must be in excess 150 feet from an existing Limited Video Lottery retailer or a place of business that sells petroleum products capable of being used as fuel in an internal combustion engine. Measurement to be determined by LVL Security.
- B. Location must be in excess 300 feet from a church, school, daycare center, perimeter of a public park. Measurement to be determined by LVL Security.
- C. ATM machines may not be located within the immediate gaming area. If the video lottery terminals are in the main area, the ATM must be located in a separate room with a door. If video lottery terminals are in a private room, the ATM must be located outside of that area.

For Lottery use only: **Formerly ABCA #:** _____

_____ **Upgrade** _____ **Downgrade** _____ **to Private Club** _____ **to Tavern** _____ **Other**



AUTHORIZED TRUCK STOP RETAILER DISCLOSURE

Business Entity that Owns Truck Stop _____

Doing Business As Name of Truck Stop _____

Street Address of Truck Stop _____

City _____, State _____, Zip _____

Pursuant to Legislative Rule §179-5-2.12.a., I swear and affirm that the Authorized Truck Stop identified above is a facility that:

- 1) Is also a convenience store
- 2) Has separate diesel islands for fueling commercial vehicles
- 3) Has overnight parking spaces for commercial vehicles
- 4) Is open 24 hours, and
- 5) Has at least fifty (50) parking spaces

APPLICANT/AUTHORIZED AGENT/TRUSTEE
OF BUSINESS/ORGANIZATION

Type or Print Name Title

Signature Date

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 Signature

SEAL:



BUSINESS ZONING COMPLIANCE

ZONING COMPLIANCE BY APPLICANT 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 _____ :

Take Notice:

- West Virginia Limited Video Lottery Act [W.Va. Code §29-22B-1902(b)] says:

The provisions of this article preempt all regulations, rules, ordinances and laws of any county or municipality in conflict herewith: Provided That nothing herein shall invalidate any zoning law, or Sunday closing law under article 61-10-1, et seq., of this code.

- The following individual, business, fraternal organization, or veterans’ organization is applying to the State Lottery Commission for a limited video lottery retailer license within your jurisdiction:

Business Name:	
Street Address:	
County:	
City:	State:
Zip Code:	

- Please confirm there is (yes) _____/is not (no) _____ a zoning ordinance(s) that specifically would prohibit limited video lottery gaming on the premises, or that the limited video lottery gaming on the premises constitutes an allowed non-conforming use of the property under W.Va. Code Chapter 8A.

If you checked yes, please indicate the law, regulation, rule, ordinance or code prohibiting the use of limited video lottery machines at this location. _____.

I, _____, do hereby certify this is a true city/county zoning confirmation for this “Business Zoning Compliance Form” for the Applicant applying for a Limited Video Lottery Retailer License which was served on this the

_____ day of _____, 20 ____.

Authorized signature for jurisdiction



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: _____

Signed: _____

Date: _____

Additional Instructions and Requirements for Fraternal/Veterans Organizations

Pursuant to WV 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 if 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 is named.
- 7) Meet all other requirements for licensure.

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 case 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.**

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/>

W.V. Lottery Commission
Contact: Danielle Boyd, Esq.
304-558-0500 ext. 255
dboyd@wvlottery.com

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

A B C A

1-800-642-8208

304-356-5500

Fax: 304-957-0306

900 Pennsylvania Avenue

Charleston, WV 25302

Secretary of State

1-866-767-8683

304-558-6000

WV Tax Department

304-558-8651

1-800-982-8297

Workers' Compensation

Contact your insurance company

Unemployment Compensation

304-558-2451

To register, contact Status Determination

304-558-2677

WV State Treasurer's Office

Grace Gilmore

304-340-1569

Fax: 304-558-4179

**WEST VIRGINIA LOTTERY
LICENSE DIVISION CONTACT INFORMATION**

Please mail completed applications to:

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

**Please contact the following for questions, concerns or to check the status of your application for
all non-fraternal/non-veteran retail locations:**

**Kitty Lamb, Senior Licensing Specialist 304-558-0500 Ext. 278
Gina Edwards, Licensing Specialist 304-558-0500 Ext. 245**

For questions, concerns or to check the status of fraternal/veteran applications please contact:

Melissa Belcher, Senior Licensing Specialist 304-558-0500 Ext. 233

For all other questions or concerns you may contact the following:

**Patsy Young-Greiner, Manager – Licensing Division 304-558-0500 Ext. 218
James Cox, Deputy Director – Licensing Division 304-558-0500 Ext. 213**



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; or
4. You have applied for a lottery license or permit and you have been asked to send copies of one or more years of your federal income tax returns in order to determine your credit worthiness for a table games license.²

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. 255.

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 28% of the prize money.

² Either after the license is issued to the applicant, or else after the applicant has exhausted all appeals, the returns will be taken from the application file and shredded.