MICHIGAN LOTTERY
RETAILER SERVICES
101 E. HILLSDALE, BOX 30023
LANSING, MICHIGAN 48909
retailers.michiganlottery.com

MICHIGAN LOTTERY
APPLICANT CHECKLIST

Your completed application must contain the following (an incomplete application can result in delay):

- ☐ **Retailer Contract/Application**
- ☐ **Personal Data Sheet (**one data sheet for each owner/shareholder).
- ☐ **Identification** (Out of state applicants must provide a photocopy of their driver's license, social security card, and one other piece of identification.)
- ☐ **W-9 Form**
- ☐ **Copy of IRS Notice CP 575A** (Notice sent to you by IRS showing your Employer Identification Number. If you are unable to locate this notice please contact IRS at 1-800-829-0115 and request a 147C letter be faxed or mailed to you to fulfill this requirement.) This requirement excludes sole proprietorships.
- ☐ **EFT Authorization Form** (Include a void check or a letter, on bank letterhead, with the bank's routing number and your checking account number.)
- ☐ **Liquor Control License Number**
- ☐ **Bill of Sale or Proof of Ownership** (property tax statement, lease, rental, or land contract, etc.).
- ☐ **Communications Equipment Installation Approval Sheet** (A communication equipment installation fee of $550 will be withdrawn from your account after the equipment is installed. Form is not required IF equipment is already installed.)
- ☐ **Review that all forms are signed and dated.**
- ☐ **$150 Nonrefundable Application Fee** check made payable to State of Michigan or pay on-line at https://www.thepayplace.com/mi/lottery/retailerserv
  PayPlace Authorization Code: 11131972

If paying application fee by check you can mail the check with completed application to:

Michigan Lottery
Attn: Retailer Services
P.O. Box 30023
Lansing, MI 48909

If paying application fee online you can fax or email the payment receipt with completed application to:

Fax: 517-335-5757

OR

Email: msl-licensing@michigan.gov.

Thank you for your interest in the Michigan Lottery. If you have any questions you can contact the Licensing Department at 517-335-5619.

Authority: Act 239, 1972 as amended.