

# West Virginia Lottery Commission

900 Pennsylvania Avenue, Charleston, WV 25302



## LVL Retailer Location Transfer Application



## Location Transfer Application

### Contact:

\_\_\_\_\_ The ABCA (1-800-642-8208 or 304-356-5500) and update your location on your liquor/beer license. **(Tell them you are doing a “Location Transfer”)**. *(When moving limited video lottery machines, you will need to change both the current ABCA and limited video lottery licenses to the new location).*

\_\_\_\_\_ The Secretary of State (1-866-767-8683) requesting a change to the location address on your business license.

### WV Lottery Required Documents:

\_\_\_\_\_ \$500 *Non-refundable* Location Transfer Fee

\_\_\_\_\_ LVL Application

\_\_\_\_\_ Proof of current Workers’ Compensation coverage or completed Exemption Form (pg. 5)

\_\_\_\_\_ Proof of Compliance with Unemployment Compensation

\_\_\_\_\_ Copy of WV Tax Business Registration Certificate

\_\_\_\_\_ Lease/Rental Agreement for the location (unless owned by applicant)

\_\_\_\_\_ If a change in County occurs with respect to the transfer of the location, a new EFT and Voided check is required

Please note: If a retailer with a Certificate of Reservation(s) (CORs) transfers the location of their business, the CORs lose their status and will revert to a BID permit. Location transfers with extenuating circumstances "beyond the control of the permittee" as discussed in 1795CSR 5 - 2.14 may be an exception to this general rule and will be reviewed on a case-by-case basis.

**Mail completed application to:  
West Virginia Lottery  
Licensing Division**

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

**WV Lottery Licensing Division  
1-800-982-2274 ext. 1906  
1-304-558-0500 ext. 1906**



**WEST VIRGINIA LIMITED VIDEO  
LOTTERY RETAILER  
LOCATION TRANSFER APPLICATION**

PLEASE PRINT OR TYPE. ATTACH ADDITIONAL SHEETS AS NEEDED.

**1. \$500 Non-refundable Application Fee – Select Method 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: \_\_\_\_\_

Location Phone No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

F.E.I.N (No Social Security #): \_\_\_\_\_ Workers’ Compensation Policy #: \_\_\_\_\_

**3. Previous Licensed Location Address: \_\_\_\_\_**

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

New Location Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**4. 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 operations. Each new individual listed will be required to complete the IndividualRelease.**

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

POSITION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. 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.

I \_\_\_\_\_ (Licensee) hereby acknowledge and agree:

to bear all risks of adverse public notice, embarrassment, criticism, damages or financial loss which may result from any disclosure or publication of any material or information obtained by the Lottery Commission pursuant to action on an application and furthermore, expressly waive any and all claims against the Lottery Commission, the State of West Virginia and the employees of either for damages as a result of any background investigation, disclosure or publication relating to an application for a video lottery license or permit.

APPLICANT/AUTHORIZED AGENT/TRUSTEE OF BUSINESS/ORGANIZATION

\_\_\_\_\_  
Type or Print Name Title

\_\_\_\_\_  
Signature Date

**NOTARY**

Before me, the undersigned, a Notary Public in and for said County and State, the above individual personally appeared and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

**IN WITNESS WHEREOF**, I, \_\_\_\_\_, have executed this instrument in the County of \_\_\_\_\_, State of \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expire: \_\_\_\_\_

County of Residence: \_\_\_\_\_

**SEAL:**



## LIMITED VIDEO LOTTERY RETAILER DATA SHEET

DBA: \_\_\_\_\_ ABCA #: \_\_\_\_\_

Business Organization Name: \_\_\_\_\_

Location Address: \_\_\_\_\_ County: \_\_\_\_\_  
(Physical Address)

City/State/Zip: \_\_\_\_\_

Location Phone: \_\_\_\_\_ Location Manager Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Business Owner Email: \_\_\_\_\_

Business Owner Phone: \_\_\_\_\_ Business Owner Cell: \_\_\_\_\_

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

OPEN:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

CLOSED:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Operator: \_\_\_\_\_ Operator Phone: \_\_\_\_\_  
(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 of 150 feet from an existing Limited Video Lottery retailer, perimeter of a public park or 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 of 300 feet from a church, school or day care center. 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

Comm Solution Verified/Contract Amended by SG

Initial \_\_\_\_\_

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 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, 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: \_\_\_\_\_

- There is not (no)  a zoning ordinance(s) that specifically would prohibit limited video lottery gaming on the premises.
- There is (yes)  a zoning ordinance(s) that specifically would prohibit limited video lottery gaming on the premises.
  - Does the limited video lottery gaming on the premises constitute an allowed non-conforming use of the property under West Virginia Code Chapter, 8A?  Yes  No If yes, provide a letter signed by an authorized agent of the County Commission indicating the law, regulation, rule, ordinance or code prohibiting the use of limited video lottery machines at this location as well as the reasoning for permitting the establishment to operate in the county.

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

\_\_\_\_\_  
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: \_\_\_\_\_

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](http://www.usdoj.gov/crt/ada/adahom1.htm)*



# 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.**

<b>Business Name:</b>	
<b>DBA Name:</b>	
<b>Street Address:</b>	
<b>City, State, Zip:</b>	
<b>Employees:</b>	

**If at any time your business acquires employees, you must disclose this information to the West Virginia Lottery by supplying the appropriate documentation.**

I attest that all information written on this form is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# EFT Authorization



- 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 ext 1861.

**SEND COMPLETED FORM TO:**

West Virginia Lottery  
Licensing Division  
PO Box 2067  
Charleston WV 25327-2067

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

## **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.**



**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 all retail locations contact:  
**Marsha Sheets, Licensing Specialist 304-558-0500 Ext. 1906**

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.hrc.wv.gov>

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

---

For persons who are neither Lottery Commissioners, Lottery officers nor 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**]<sup>1</sup>:
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 extension 1802.

---

<sup>1</sup> 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.