

# **West Virginia Lottery Commission**

900 Pennsylvania Avenue, Charleston, WV 25302



**LVL Retailer Corporate**

**Buyout/Ownership Change Application**

# Corporate Buyout/Ownership Change Guideline

This application is used for corporate buyouts and **all** ownership changes and must include:

- I. An unexecuted Purchase Agreement is required to be submitted to the WV Lottery for **pre-approval** prior to a corporate buyout. The purchase agreement should contain:
  - a. Name, mailing address and physical address (if different) of business to be sold/purchased
  - b. Name(s), addresses and percentage(s) of ownership of current seller(s)
  - c. Name(s), addresses and percentage(s) of ownership of post-acquisition
  - d. Name(s) of any person(s) not listed as buyer who will have authority to act on behalf of buyer(s) as key or control person(s). See W.Va. Code §179-5-2.5.c. as applicable to transaction
  - e. Type of business – Sole Proprietor, Partnership or LLC
  - f. All DBA names associated with sale/purchase
  - g. WV Lottery license number(s) associated with transaction
  - h. ABCA license number(s) associated with transaction
  - i. Identification of all real and/or intellectual property, goods, services, tradenames, licenses, permits, written agreements and contracts to transfer as a result of the purchase/sale
  - j. List of all assets being purchased
  - k. Source and monetary value of all debt and liability to be assumed by the buyer(s)
  - l. Purchase price and method of payment
  - m. Buyer(s) source of funding/financing for purchase
  - n. Verification of secured funding/financing from approved credit/lending institution
  - o. Notarized Signature of seller(s) and buyer(s)
  - p. Closing Date

## Attachments

- II. Submit, along with the Purchase agreement, *if applicable*:
  - q. Articles of Incorporation
  - r. Corporate Letter
  - s. Bill of Sale
  - t. Board Resolutions

After pre-approval has been received, the buyer must submit, along with the Corporate Buyout application, the following:

- Class “A” Private Club or Non-intoxicating Beer License issued by the WV ABCA
- Business license issued by the WV Secretary of State’s office
- West Virginia Business Registration Certificate issued by the WV State Tax Department
- Proof of current workers’ compensation coverage or completed exemption form (*if the business has no employees*)
- Proof of unemployment compliance with Workforce WV
- Unless owned by the applicant, you must provide a copy of the lease/rental agreement for the proposed limited video lottery retaillocation
- A completed Zoning Compliance form evidencing full compliance with city and/or county zoning laws regarding video lottery
- ADA Compliance
- Individual Release Form and Fingerprint Information Form for each member/officer

## Corporate Buyout Guideline - *continued*

- Each new officer and member must be fingerprinted by the WV Lottery for a background check. After you have submitted your application to the Lottery – call 1.800.982.2274 or 1.304.558.0500, ext. 1832 to schedule your fingerprint session (*appointments not required*). 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.
- 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. **If you are leasing your machines from an Operator, an EFT Form and checking/savings account information are not needed.**

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.
- If you are an operator who owns a retail establishment 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.*
- 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.
- For a list of licensed operators, the Limited Video Lottery Act, Rules, and general information, please visit our website: [www.wvlottery.com](http://www.wvlottery.com).
- A \$250 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](http://www.wvlottery.com). Once there, select "Customer Service" at the top of the home page, and scroll down and select "Licensing." 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.

### **Certificates of Reservation (COR):**

If a COR is held by the selling location involved in the corporate buyout or merger, the COR will be forfeited and converted to a BID permit. The number of COR permits will be transferred from the license number of the old owner to the new license number of the new owner as a BID permit.

**Mail completed application to:**

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



**WEST VIRGINIA LIMITED VIDEO LOTTERY**  
**RETAILER CORPORATE BUYOUT/OWNERSHIP CHANGE APPLICATION**

PLEASE PRINT OR TYPE. ATTACH ADDITIONAL SHEETS AS NEEDED.

If the applicant is a corporation, partnership or other business entity, the chief executive officer and/or president, directors, members and partners must be United States citizens. Qualifications to be eligible for a limited video lottery license are found in W. Va. Code § 29-22B-504.

**1. \$250 Non-refundable Application Fee – Select Method of Payment**

- Business/Cashier's/Business Check#: \_\_\_\_\_
- Money Order #: \_\_\_\_\_
- Online Payment – TransactionID #: \_\_\_\_\_ (Include copy of receipt with transactionID#)

**2. Business Name:** \_\_\_\_\_

Doing Business as Name: \_\_\_\_\_

Location Currently Licensed - Business Name: \_\_\_\_\_

Location Currently Licensed - DBA: \_\_\_\_\_

Location Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Location Address: \_\_\_\_\_ City: \_\_\_\_\_

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

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

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

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

**3. Type of Business or Organization:**

**Sole Proprietorship**– List owner

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

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

**LLC, LLP**- List each Member, if Member-Managed; or Manager, if Manager-Managed.

**Fraternal**- Fraternal/veteran groups.

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

**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 individual listed will also be required to complete the Individual Release.**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## 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: \_\_\_\_\_



# EFT AUTHORIZATION



## LVL OPERATOR INFORMATION

- 1. Lottery ID # (to be assigned) \_\_\_\_\_
- 2. Operator 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 or a letter from the bank for 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

\_\_\_\_\_  
 (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 x1861

SEND COMPLETED FORM TO:  
West Virginia Lottery  
LVL Accounting  
PO BOX 2067  
CHARLESTON WV 25327-2067



# 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**    **SAT**    **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 \_\_\_\_\_





# 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.**

**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>	

All businesses must register with Workforce WV/Unemployment Compensation by calling 304.558.2677 to determine if they are exempt from Unemployment Compensation.

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

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

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 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

ABCA License Number: \_\_\_\_\_

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



### INDIVIDUAL RELEASE

Limited Video Lottery

1. FULL NAME: \_\_\_\_\_ PRIOR LAST NAME(S) : \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

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 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.

A copy of this release may serve as an original.

\_\_\_\_\_  
(Print Name, Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



# Fingerprint Information

All fields are mandatory unless otherwise noted

Name (Please Print):  Last Name First Name Middle Name SSN:

Alias (Maiden name)  Citizenship (country):

Home Address:   
 Street Address   
 City, State, Zip Code

Business Name   
 Street Address   
 City, State and Zip Code

Date of Birth:  Place of Birth:

Gender:  Race:  Height:  Weight:  Eye Color:  Hair Color:

Finger Amputations/Bandages:

OCA#

## RELEASE OF INFORMATION

**I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police in the Automated Fingerprint Identification System.**

**I certify that this is for official business and I am authorizing the West Virginia Lottery to obtain any record found.**

***Applicant Notification and Record Challenge:*** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

**Privacy Act Notice:** 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 penalty. If you choose voluntarily to supply your social security number, it will be used to aid the West Virginia Lottery in the conduct of this criminal background inquiry.

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

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

Date:

ID CHECKED AND VERIFIED

INITIALS OF INVESTIGATOR \_\_\_\_\_



## **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 provided the Operator is in compliance with the following requirements:

1. An Operator owns no more than 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 WV 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 regard 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

Completed Corporate Buyout application	Must be completed in its entirety
\$250 Corporate Buyout Fee (Non-Refundable)	Business Check, Money Order, Official Bank Check
ABCA License *1	Contact the ABCA and change/add the members/officers to your ABCA license. Tell them it is a Corporate Buyout.
WV Secretary of State Business License *2	Contact the Secretary of State and change/add the members/officers to your business license.
Corporate Letter	Stating the minutes and re-distribution of stock in the corporation, signed by the member/officers, and notarized.
Bill of Sale	Seller and Buyer need Notary, Number of Permits, Business Entity being purchased, DBA Name, and Effective Date, including building. Bill of Sale listing all assets and all debts. (Include Rider – Will the debt and liability stay with seller?)
ADA Compliance	Complete Form
Zoning Compliance	A completed Zoning Compliance form evidencing full compliance with city and/or county zoning laws regarding video lottery
Voided check or deposit slip *3	Part of the Electronic Fund Transfer (EFT)
Building Lease Agreement	Lease/Rental Agreement for the location (unless owned by applicant)
WV Tax Business Registration Certificate *4	The certificate with the West Virginia seal in the background.
Workers' Compensation Insurance or Exemption Form *5	Proof of Coverage or Complete the Exemption Form (no employees)
Unemployment Coverage Letter with Work Force WV *6	Call the Unemployment Compensation office for this letter
Individual Release Form and Fingerprint Information Form (each member/officer) *7	Each officer/member is required to be live scanned with The WV Lottery for background check. <i>When you contact the Security Division to schedule an appointment, you may be asked to provide a "control number." Your control number is the last 5 digits of your ABCA Class A license number. You are required to be fingerprinted twice: Once for ABCA and once for the WV Lottery.</i>

<b>*1 WV ABCA</b> 900 Pennsylvania Ave Charleston, WV 25302	<b>*2 Secretary of State</b> State Capitol - Suite 157-K 1900 Kanawha Blvd. E Charleston, WV 25305	<b>*3 WV State Treasurer's Office</b> Grace Gilmore State Capitol Bldg. 1, Rm E-145 1900 Kanawha Blvd, Charleston, WV 25305	<b>*7 WVL - Fingerprint Information</b> Jonie DeBruyn, Security 900 Pennsylvania Ave Charleston, WV 25302
304-356-5500 1-800-642-8208 Fax: 304-957-0306	304-558-6000 1-866-767-8683	304-340-1569 Fax: 304-558-4179	304-558-0500, Ext. 1832  E-Mail: <a href="mailto:jdebruyn@wvlottery.com">jdebruyn@wvlottery.com</a>
<b>*4 WV Tax Department</b>	<b>*5 Workers' Compensation Coverage</b>	<b>#6 Unemployment Compensation</b>	*Charleston Monday through Friday, 9 am. – 4pm <i>(no appointment necessary, it is suggested to call first.)</i> *Northern panhandle, call Jonie DeBruyn to schedule. *Local law enforcement agency - 2 fingerprint cards required to be mailed to the address above with the Fingerprint Information Release form. * If fingerprints are on file with the WVL, an updated Fingerprint Release form is needed to update the record.
304-558-3333 1-800-982-8297	Contact your insurance Company	304-558-2451 To register, contact <b>Status Determination</b> 304-558-2677	

For questions, please contact Marsha Sheets, Licensing Specialist at 304-558-0500, Ext. 1906.



## PRIVACY NOTICE

### USAGE OF SOCIAL SECURITY NUMBERS

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

1. You claim a lottery prize of \$600 or more directly from the WV 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 winners tax identification number [ Form **W-2G**]<sup>1</sup> 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 WV lottery retailer or sales agent, and the WV 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 WV lottery license or permit and you must allow the WV 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 WV Lottery obtains your social security number, it will use the number for the purpose(s) cited above. The WV 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 WV Lottery's privacy policy, please contact the Legal Division at (304) 558-0500 extension 1802.

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<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.





## MACHINE ASSIGNMENT PAPERWORK

To be completed and returned to [lvoffice@wvlottery.com](mailto:lvoffice@wvlottery.com)

The following three pages; Limited Video Lottery Installation Procedure, Intrastate Transportation of Limited Video Lottery Terminals between Locations and the Floor Plan is to be completed and emailed to [lvoffice@wvlottery.com](mailto:lvoffice@wvlottery.com).

- The Current location will be the old LR and/or name of the Retail Business.
- The New Location will be the new LR and/or name of the Retail location.
- The Current location Floor Plan will have the old information.
- The Proposed Floor Plan will have the new information.

# LIMITED VIDEO LOTTERY INSTALLATION PROCEDURE



Initial Installation	Change Of Ownership	Previous LR #
Additional Machine(s)	Change Of Location	Corporate Buy Out/DBA Name Change
Swap Out	Broker Agreement	Safe Cash Installation
Floor Plan Change	Change Of Operator	Operator Owned Retail Location

Date Submitted:	Effective Date For Change Of Operator:	Control #:
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WV Lottery License # <b>LR: 00</b>	Establishment DBA Name:	Beer
		Liquor

Establishment Address:	Establishment County:
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Establishment City:	Establishment Zip:	Establishment Phone:
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Mailing Address: (City, State & Zip)	Establishment Fax #:
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**PHONE # WILL ONLY BE NEEDED IF THE LOCATION REQUIRES DIAL-UP SERVICE; NOT REQUIRED FOR CELLULAR.**

Operator:	Operator License #: <b>LO 000</b>	Operator Phone #:
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**\*\*MACHINE INFO: ALL MACHINES WILL NOW BE ON LINE 1\*\***

COMMUNICATIONS:	Dial Up IP (Assigned by Lottery)	DX Phone#	PARTNERTECH
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Line	Poll	Serial #	Model #	VGM #	Mfg	Current Chip Set	New Chip Set	O/R	COMMENTS:
1									
2									
3									
4									
5									
6									
7									
8									
9									
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**LOTTERY USE ONLY**

Initial	Date	Department	Initial	Date	Department
		LVL Security-Office			Computer Room
		Licensing			LVL Assignment
		Permitting			LVL Security Investigator
		Legal-Contract Review			Computer Room-Complete

FAX information to the West Virginia Limited Video Lottery Security office:  
**(304) 558-6637** or email to [lvloffice@wvlottery.com](mailto:lvloffice@wvlottery.com).





## **FLOOR PLAN**

<b>Current Floor Plan</b>	<b>Proposed Floor Plan</b>	<b>Daytime Telephone #:</b>
<b>DBA Name:</b>		
<b>LVL License #:</b>	LR 00	<b>Control #: (all 6 digits)</b>
<b>Date Submitted:</b>		<b>ABCA License Type:</b>
		Beer      Liquor

