West Virginia Lottery Commission

900 Pennsylvania Avenue, Charleston, WV 25302



LVL Retailer Corporate

Buyout/Ownership Change Application

Corporate Buyout/Ownership Change Instructions

This application is required for **corporate buyouts** and **any changes in ownership**. Submit all required documents as listed below to the **WV Lottery Licensing Division** for review and approval.

I. Required Submission: Unexecuted Purchase Agreement/Assignment of Member Interest

Before proceeding with a corporate buyout, you must submit an **unexecuted (unsigned)** Purchase Agreement/Assignment of Member interest for **pre-approval**. The agreement must include:

1. Business Information

- o Name of business to be sold
- o Mailing address and physical address (if different)
- o All DBA (Doing Business As) names
- WV Lottery license number(s)
- o ABCA license number(s)

2. Ownership Details

- o Names, addresses, and ownership percentages of current owners
- o Names, addresses, and ownership percentages post-buyout
- o Names, addresses, and ownership percentages of current buyers

3. Transaction Information

- o Business type: Sole Proprietorship, Partnership, Corporation, or LLC
- o Proposed closing date (must fall on the 15th or 31st of the month)
- List of all real/intellectual property, tradenames, goods, services, contracts, licenses, and permits included in the sale
- o List of assets being purchased
- Source and value of any debt or liabilities to be assumed (Buyer must assume liabilities of business being purchased)
- o Total purchase price and payment method (Fair and adequate consideration required)
- o Source of buyer's funding/financing
- o Proof of secured funding from a recognized financial institution
- o Notarized signature lines for both buyer(s) and seller(s)
- Final closing date

II. Required Attachments (If Applicable)

Submit the following with the Purchase Agreement/Assignment of Member Interest, if applicable:

- o Articles of Incorporation
- Corporate Letter
- o Bill of Sale
- o Board Resolutions
- Operating Agreement (if LLC)

III. Business Name Restrictions

Per Legislative Rule §179-5-33.6, Limited Video Lottery (LVL) retailers may not use words commonly associated with gambling in their corporate or DBA name. For clarification, contact Philip Dandy, Licensing Manager, at 304-558-0500 ext. 1907 or Elizabeth Webb, Deputy Director of Licensing, at 304-558-0500 ext. 1934.

IV. Legal Compliance

Limited video lottery Operators and Retailers must comply with W.Va. Code §29-22B-1 et seq. and State Rules §179-5-1 et seq. Operators applying for a limited video lottery retailer's license must specifically comply with W.Va. Code §29-22B-503.

Corporate Buyout/Ownership Change Instructions - Continued

- Incomplete applications will not be processed.
- All signature forms must be signed with original blue ink (No signature stamps allowed).
- Visit <u>business.wvlottery.com</u> for laws, rules, and operator listings.

Per W. Va. Code §29-22B-503, an Operator may also be licensed as a retailer if the following conditions are met:

- o The Operator owns no more than 10 LVL locations
- o The Owner(s) listed on the corporate buyout application must be the same as on the Operator license
- The Business name listed on the corporate buyout application must be the same as the name on the Operator license.

V. Application Requirements Based on Buyout Type

A. Buyer Will Operate the LVL Location

If the buyer intends to operate the business post-buyout, include the following with your application:

- Valid Class "A" Private Club License or Non-Intoxicating Beer License (from WV ABCA)
- WV Secretary of State Business License
- WV State Tax Business Registration Certificate
- Workers' Compensation Insurance or Exemption form
- Unemployment compliance proof (Workforce WV)
- Lease or rental agreement (if not property owner)
- ADA Compliance Form
- Individual Release Form and Fingerprint Information Form for all officers/members
 - Each owner/officer is required to complete Live Scan fingerprinting through IdentoGO for the West Virginia Lottery.
 - Appointments can be scheduled online at https://uenroll.identogo.com or by calling 855-766-7746.
 - Service Code: **228RK3**
 - Fingerprints obtained by the ABCA for their licensing requirements are not acceptable for use by the WV Lottery.

If using a checking account for LVL transactions, include a voided check. For savings accounts, provide a voided deposit slip.

Note: If machines are leased from an operator, EFT and banking details are not required.

B. Seller's Business Will Be Dissolved

If the buyer does **not** intend to continue LVL operations, the following documents are **not required**:

- ABCA Class "A" License or Beer License
- Lease or rental agreement
- ADA documentation
- Individual Release/Fingerprint forms
- Voided Check and EFT Form

Required at or before closing:

- Completed License Surrender Form, dated with the closing date
- For the buyer:
 - o WV State Tax Business Registration Certificate
 - o Workers' Compensation Insurance or Exemption form
 - Unemployment compliance proof (Workforce WV)
- Business dissolution document for the seller's company, with effective date matching the closing date
 - To avoid delays, contact the WV Secretary of State (SOS) as soon as possible to ensure the dissolution paperwork is filed for the agreed upon closing date.

Corporate Buyout/Ownership Change Instructions - Continued

- Buyout is not final until all of the following are received:
 - o Seller's License Surrender Form
 - o Completed application, supporting documents and fee
 - o Executed purchase agreement/Assignment of Member Interest
 - o Dissolution documentation
 - o Approval from the Lottery's Licensing Department
 - Upon approval and receipt of all final documentation, the WV Lottery Finance Department will reassign permits
 - o Buyer must submit required forms to the Lottery's Security Division to schedule machine relocation
 - Submit relocation forms in advance to avoid delays

VI. Certificates of Reservation (CORs)

If a COR is held by the seller, it will be converted to a BID permit. The permit count will be transferred to the new owner's license as BID.

VII. Payment Information

- A \$250 non-refundable application fee is required at submission.
- Accepted payment methods:
 - o Business check, certified check, cashier's check, or money order
 - Credit/debit card or ACH via business.wvlottery.com
 - Select "Resources & Payments" and select the appropriate license type under "Online Payment"
 - Each license type must be paid separately
 - Include a copy of your online payment receipt with the application

Mail Completed Applications To:

WV Lottery Licensing Division
Attn: Niki Kitchen, Licensing Specialist
P.O. Box 2067
Charleston, WV 25327-2067

ABCA License Number_____



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.

		iness Check#:	
	Online Payment – Tran	saction ID #:	(Include copy of receipt with transaction ID#)
2.	Business Name:		
	Doing Business as Name:		
	Location Currently Licensed - Bu	siness Name:	
	Location Currently Licensed - Dl	BA:	
	Location Phone #:		_Fax #:
	Location Address:		City:
	County:	State:	Zip:
			City:
	F.E.I.N (No Social Security #):	Worker	s' Compensation Policy #:
3.	Type of Business or Organization:		
		1— List each officer and c kholder, except if publicly n. Member-Managed; or M	director (including those of the parent company y owned. If publicly owned, list all owners and
	Sole Proprietorship	LLP Par	rtnership or Joint Venture
	LLCCo	rporation or Subsidiary	Fraternal/Veteran IRS Tax Exempt
4.		fluence in business opera	ove and any executive employee or agent having ations. Each individual listed will also be required
		3.5.7.\	
	NAME (Last name, First name,	me, M.I.)	NAME (Last name, First name, M.I.)

Bus	ness Name/Dl	BA Name	Location	License Number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
DISCLOSULI, the unders the Director application i history as needs	ginia Code §29 RE STATEME gned, upon oat of the WV LO ncluding, but n cessary for ente	OTTERY or his or her de tot limited to, financial ranging into an agreement as	che foregoing information i signee, to investigate any ecords, financial sources, a limited video lottery retain	s true and complete. I author matter set forth in the lot state tax records, and crimiler. I will, upon request, exertiminal record check agreen
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5. Do any persons listed in response to question four (4) presently hold a West Virginia issued limited video lottery



West Virginia Lottery Limited Video Lottery ADA Compliance

Upon information or belief, WV Lottery games at this locat	ion are accessible to customers with
disabilities as required by the Americans with Disabilities A	ctYesNo
Name of Location:	
Address:	
City, State, Zip:	
ABCA Number:	
	_
Signed:	Date:



EFT AUTHORIZATION

__ LVL OPERATOR ____ LVL RETAILER



INFORMATION

1. Lottery ID# (to b	e assigned)			
2. Operator/Retaile	r Name			
3. Address	-			
4. City/State/Zip	-			
5. Telephone Numb	per _			
	FINAN	CIAL INFORMAT	ΓΙΟΝ	
1. Name of Financi	al Institution _			
2. Routing/ABA Nu	mber _			
3. Denote Checking	g or Savings	CHEC	KING	SAVINGS
4. Account Number	· _			
entries into my (our) ac DEPOSITORY, to debit is to remain in full force	count indicated abov and/or credit the amo and in effect until the	e and the Financial Ins ounts owed by or due n e STATE has received anner as to afford the	stitution named ne (us) to/from t WRITTEN NOT	nitiate debit and/or credir above, hereinafter called the STATE. This authority TIFICATION from me (us POSITORY a reasonable (Date)
(Printed Name)	(Authorized Si	gnature)	(Title)	(Date)
If you have questions	about completing this	s form, please	SEND COM	PLETE FORM TO:
call WV Treasurer's C	Office, EFT Division at	304.558.3599	West Vi	irginia Lottery
				sing Division
		ery account, please call		BOX 2067
WV Lottery Commission	on at 800.982.2274 o	r 304.558.0500 x 1861	Charlesto	n, WV 25327-2067



Location Address:				County			
200ation / radioss.	(Physic	al Address))	County			
City/State/Zip:							
Location Phone:			Locatio	on Manager N	ame:		
Business Owner Name:_			Busine	ess Owner Er	nail:		
Business Owner Phone:			Busin	ness Owner C	ell:		
Business Hours :	MON	TUES	WED	THUR	FRI	SAT	SUN
OPEN:							
CLOSED:							
Operator:(Operator – Company	that supplie	es vour video	(Operator Phone	e:		
(1	mat suppire	is your video	Louery 1e	illillais)			
Dear Retailer:	that supplie	es your video	Lottery Ter	illillais)			
Dear Retailer: clow is a list of basic require	ements that	must be met	·	,	ntact the W	V Lottery, 3	304-558-0
Dear Retailer:	ements that ottery Securities of 150 casells petrol	must be met ity. feet from an eum products	t. For more i existing Limi s capable of	nformation co	ery retailer, p	erimeter of	a public pa
Dear Retailer: low is a list of basic required ask for Limited Video Lo A. Location must be in explace of business that	ements that ottery Securi access of 150 a sells petrol ermined by L	must be met ity. feet from an eum products VL Security.	t. For more i existing Limi s capable of	nformation co ted Video Lotte being used as	ery retailer, p fuel in an i	perimeter of internal com	a public pa abustion er
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Dear Retailer: clow is a list of basic required ask for Limited Video Lo A. Location must be in explace of business that Measurement to be detected. B. Location must be in executive. C. ATM machines may not the ATM must be located.	ements that ottery Securities of 150 seells petrolermined by L cess of 300 feat the located seed in a separatarea.	must be met ity. feet from an eum products VL Security. eet from a chu within the imrate room with	t. For more in existing Limits capable of arch, school of mediate gamina a door. If vio	nformation co ted Video Lotte being used as r day care cente ng area. If the vi	ery retailer, p fuel in an i r. Measureme deo lottery te nals are in a	perimeter of internal comment to be determinals are private room	a public panbustion eremined by in the main, the ATM



*This form should only be completed when a business has no employees

If the business has zero employees, it is exempt from obtaining Workers' Compensation Coverage. All businesses must register with Workforce WV by calling 304.558.2677 to determine if they are exempt from Unemployment Compensation.

If the business is exempt from Workers' Compensation, please complete below.

Business Name:		
DBA Name:		
Street Address:		
City, State, Zip:		
Employees:		
to the West Virginia L	ime my business acquires new employees, I must disclos ttery and supply the appropriate documentation. that all information written on this form is true and corre	
- 		
Signature	Title	Date

03/2025

ABCA License Number_____



INDIVIDUAL RELEASE Limited Video Lottery

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

1. FULL NAME:	PRIOR LAST NAME(S):_	
HOME PHONE:		
HOME ADDRESS:		
	SOCIAL SECURITY NUMBER:	
LWAIL.		
2. YOUR RELATIONSHIP TO BUSINES	SS:	
	PERCENT OF STOCKOW	
TERCENT OF OWNERSHIF.	IERCEIVI OI STOCKOW	NLD.
3. PRESENT EMPLOYER:		
4. U.S. CITIZEN: YES N	IO (If No, attach details)	
Disclosure of WV Lottery Employee Rel	ationchin(c).	
	utionship(s).	
files or other sources pertaining to the app police records, credit records, or any other	e West Virginia Lottery Commission having the licant's personal background including, but no record applicable to the approval of this applies be any question as to the validity of this release.	ot limited to, WV State Tax records, cation. I hereby direct you to release
	of my immediate family, is employed by the ery should be disclosed above by the name of	
A copy of this release may serve as an orig	ginal.	
Print Name, Title	Signature	 Date

OCA#

Fingerprint Information

All F	ields are mandatory unless o	therwise noted.	
	·		
Name (Please Print):Last Name		SSN:	
Last Name	First Name	Middle Name	
Alias (Maiden Name):	Citize	nship (Country):	
Discourse			
Phone :	Email:		
Home Address:	INVIDALI		
Street Address	City	State	Zip Code
Business Name:			
Business Address:	C'A	G	7: 0.1
Street Address	City		Zip Code
Date of Birth:	Place of I	Birth:	
Gender: Race: H	leight: Weight:	Eye Color:	_ Hair Color:
Finger Amputations/Bandages:			
I hereby request a record check and by submitting this request. I West Virginia State Police in the	understand that the submi	record on the hereir	ll be retained by the
I certify that this is for official buany record found.	ısiness, and I am authorizii	ng the West Virginia	a Lottery to obtain
Applicant Notification and Record records of the FBI. You have the ocontained in the FBI identification an FBI identification record are se	pportunity to complete or ch record. The procedure for o	allenge the accuracy btaining a change, co	of the information
Privacy Act Notice: Disclosure of you accordance with Section 7 of the Priva will not subject you to penalty. If you of the West Virginia Lottery in the condu	acy Act of 1974. Your disclosure choose voluntarily to supply you	e is voluntary and failu ur social security numb inquiry.	re to provide the number er, it will be used to aid
ा वसल्डा सावा वार	miormation written on this i	torm is true and corre	Ю.
Signature:		Date:	

ID CHECKED AND VERIFIED

INITIALS OF

Rev. Date 7/2025



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 vour 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.

		APPL	ICANT CHECKLIST					
Completed Corporate Buyout appl	ication	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 Buyou						
WV Secretary of State Business L	icense *2	Contact the S	Contact the Secretary of State and change/add the members/officers to your business license. Stating the minutes and re-distribution of stock in the corporation, signed by the member/officers, and notarized. 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					
Corporate Letter		Stating the m						
Bill of Sale								
ADA Compliance		Complete For	*					
Voided check or deposit slip *3		Part of the El	lectronic Fund Transfer (EFT)					
Building Lease Agreement		Lease/Rental	Agreement for the location (unless owned by app	licant)				
WV Tax Business Registration Ce	rtificate *4	The certificat	e with the West Virginia seal in the background.					
Workers' Compensation Insurance	_		Proof of Coverage or Complete the Exemption Form (no employees)					
•	•							
Unemployment Coverage Letter w Individual Release Form and Finge		Call the Unemployment Compensation office for this letter						
(each member/officer) *7		337 437		ngerprinting through IdentoGO for the				
********	**		inia Lottery.					
*1 WV ABCA	*2 Secretary	of State	*3 WV State Treasurer's Office	*7 WVL - Fingerprint Information				
*1 WV ABCA 900 Pennsylvania Ave Charleston, WV 25302	*2 Secretary State Capitol - Suite Kanawha Blvd. E Charle	of State 2 157-K 1900						
900 Pennsylvania Ave	State Capitol - Suite	of State 2 157-K 1900 eston, WV 25305	*3 WV State Treasurer's Office Grace Gilmore State Capitol Bldg. 1, Rm E-145	*7 WVL - Fingerprint Information https://uenroll.identogo.com				
900 Pennsylvania Ave Charleston, WV 25302	State Capitol - Suite Kanawha Blvd. E Charle	of State 2 157-K 1900 2 ston, WV 25305	*3 WV State Treasurer's Office Grace Gilmore State Capitol Bldg. 1, Rm E-145 1900 Kanawha Blvd, Charleston, WV 25305	*7 WVL - Fingerprint Information https://uenroll.identogo.com 855-766-7746 - Appointments can be scheduled online at https://uenroll.identogo.com or by calling 855-766-7746.				
900 Pennsylvania Ave Charleston, WV 25302 304-356-5500 1-800-642-8208	State Capitol - Suite Kanawha Blvd. E Charle	of State 2 157-K 1900 2 157-K 1900 2 25305 6000 -8683 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	*3 WV State Treasurer's Office Grace Gilmore State Capitol Bldg. 1, Rm E-145 1900 Kanawha Blvd, Charleston, WV 25305 304-340-1569	*7 WVL - Fingerprint Information https://uenroll.identogo.com 855-766-7746 - Appointments can be scheduled online at https://uenroll.identogo.com or by calling 855-766-7746 Service Code: 228RK3 - Fingerprints obtained by the ABCA for their licensing requirements are not				
900 Pennsylvania Ave Charleston, WV 25302 304-356-5500 1-800-642-8208 Fax: 304-957-0306	State Capitol - Suite Kanawha Blvd. E Charle 304-558-6 1-866-767 *5 Workers' Con	of State e 157-K 1900 eston, WV 25305 6000 -8683 mpensation ge	*3 WV State Treasurer's Office Grace Gilmore State Capitol Bldg. 1, Rm E-145 1900 Kanawha Blvd, Charleston, WV 25305 304-340-1569 Fax: 304-558-4179	*7 WVL - Fingerprint Information https://uenroll.identogo.com 855-766-7746 - Appointments can be scheduled online at https://uenroll.identogo.com or by calling 855-766-7746 Service Code: 228RK3 - Fingerprints obtained by the ABCA for				
900 Pennsylvania Ave Charleston, WV 25302 304-356-5500 1-800-642-8208 Fax: 304-957-0306 *4 WV Tax Department	State Capitol - Suite Kanawha Blvd. E Charle 304-558-6 1-866-767 *5 Workers' Con Coverage	of State 2 157-K 1900 2 157-K 1900 2 157-K 1900 2 1500 3 1000 3 1000 3 1000 3 1000 4 1	*3 WV State Treasurer's Office Grace Gilmore State Capitol Bldg. 1, Rm E-145 1900 Kanawha Blvd, Charleston, WV 25305 304-340-1569 Fax: 304-558-4179 #6 Unemployment Compensation	*7 WVL - Fingerprint Information https://uenroll.identogo.com 855-766-7746 - Appointments can be scheduled online at https://uenroll.identogo.com or by calling 855-766-7746 Service Code: 228RK3 - Fingerprints obtained by the ABCA for their licensing requirements are not				
900 Pennsylvania Ave Charleston, WV 25302 304-356-5500 1-800-642-8208 Fax: 304-957-0306 *4 WV Tax Department 304-558-3333	*5 Workers' Concordant Contact your	of State 2 157-K 1900 2 157-K 1900 2 157-K 1900 2 1500 3 1000 3 1000 3 1000 3 1000 4 1	*3 WV State Treasurer's Office Grace Gilmore State Capitol Bldg. 1, Rm E-145 1900 Kanawha Blvd, Charleston, WV 25305 304-340-1569 Fax: 304-558-4179 #6 Unemployment Compensation 304-558-2451	*7 WVL - Fingerprint Information https://uenroll.identogo.com 855-766-7746 - Appointments can be scheduled online at https://uenroll.identogo.com or by calling 855-766-7746 Service Code: 228RK3 - Fingerprints obtained by the ABCA for their licensing requirements are not				

For questions, please contact Niki Kitchen, Licensing Specialist at 304-558-0500, Ext. 1903.



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.

- 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]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 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.

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 24% of the prize money.



MACHINE ASSIGNMENT PAPERWORK

To be completed and returned to lvloffice@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 lvloffice@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 Previous LR# Change Of Ownership Corporate Buy Out/DBA Name Change** Additional Machine(s) **Change Of Location Swap Out Broker Agreement Safe Cash Installation Operator Owned Retail Location Floor Plan Change Change Of Operator Date Submitted: Effective Date For Change Of Operator:** Control #: **Establishment DBA Name: WV Lottery License #** Beer LR: 00 Liquor **Establishment Address: Establishment County: Establishment City: Establishment Zip: Establishment Phone:** Mailing Address: (City, State & Zip) Establishment Fax #: PHONE # WILL ONLY BE NEEDED IF THE LOCATION REQUIRES DIAL-UP SERVICE; NOT REQUIRED FOR CELLULAR. Operator: Operator License #: **Operator Phone #: LO 000** **MACHINE INFO: ALL MACHINES WILL NOW BE ON LINE 1** Dial Up IP (Assigned by Lottery) DX Phone# **COMMUNICATIONS: PARTNERTECH** Line Poll Serial # Model# VGM# Mfg **Current Chip Set New Chip Set** O/R **COMMENTS:** 1 2 3 4 5 6 7 8 9 10 **LOTTERY USE ONLY Initial** Department Initial **Date 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.

INTRASTATE TRANSPORTATION of LIMITED VIDEO LOTTERY TERMINALS between LOCATIONS

YOU MUST COMPLETE THE INFORMATION ON THIS FORM FOR MACHINES BEING TRANSPORTATED BETWEEN LOCATIONS WITHIN THE BORDERS OF WEST VIRGINIA IN COMPLIANCE WITH WV CODE §29-22-B-1206. FILL OUT THIS FORM IN ITS ENTIRETY .

- 1. 24-hour notice to LVL Security to be present at time & date the terminal should be disabled.
- 2. Complete this form then fax to **304-558-6637** or e-mail to lvloffice@wvlottery.com prior to movement of terminal.
- 3. If terminal is in your warehouse, then transport the terminal and notify LVL Security once the terminal is ready to be enrolled. If terminal is in a retail location, then notify LVL Security to arrange for Security personnel to be present and time and date of removal, transport and reinstallation.

4.	The O	perator will	retain co	pies for 2	vears.
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4. The Operator	r Will r	retain copies for	z years.												
				FC	R LOTTER	RY USE ONLY	7								
Departmer	nt	Initial	Date		Independent Owner										
LVL Securit	ty					Nur	Number of Machines Remaining								
LVL Securit	ty					Liquor Beer									
Licensing	Licensing					Assigned to):			•		•			
F&A	F&A					Disable Date	9:				Div	ision:			
Video Ops						Removal Date	e:			Inv	estig	gator:			
OWNER A	AND/	OR SHIPPER IN	IFORMATION			RETAILER ST	ATU	S – FO	R REM	IOVAL	OF	ALL M	ACHII	IES	
DBA Na	ame:				Licen	se Surrender:		No		Yes	If y	yes, Wl	hen?		
Physical Addı	ress:				Bus	siness Closing:		No		Yes	If y	yes, Wl	hen?	L	
City/State/	/Zip:				Change o	of Ownership:		To Wh	iom?						
Telephor	ne #:					e of Location:		To Wh	iere?						
LVL Licens					End Opera	ator Contract:		No		Yes	If y	yes, Wl	hen?		
Bonding Comp					Oth	er Reason for									
Vehicle Se	al #:				<u> </u>	Removal:									
CURRE	NT LC	OCATION	CONTROL	_#		N	IEW I	LOCAT	ION			CONT	ROL #	‡	
DBA Name:						DBA Name	e:								
Address:						Address	s:								
City/Zip:						City/Zip) :								
County:						County:									
LVL License #:					LVL License #:										
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Check One:		Permanent Rem	noval		Check One: Initial Installation										
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Shipper's Signature:					Date	:									



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