

# Instruction Guide

## Authorization for Instant/Online Electronic Transfer of Funds

This form must accompany an application for a license to sell instant or on-line (lotto) tickets.

**Please read the first paragraph before completing this form.**

**Lottery Retailer License Number:** If you already have a retailer number assigned to you by the Lottery, list it here. If you are a new applicant, this information will be completed if you are approved for a license.

**Business Name:** For the business applying for the license, please list the name of the business as known to the public.

**Address:** Please provide the mailing address for the business listed above.

**Name of Financial Institution:** List the name of the bank or financial institution the Lottery will be drawing funds from.

**Address of Financial Institution:** List the physical address of the bank or financial institution indicated above.

**Checking Account Number or Savings Account Number:** If the Lottery will be drawing funds from a checking account, please indicate the checking account number in the space provided; if the lottery will be drawing funds from a savings account, please indicate the savings account number in the space provided.

**Signature/Date:** An individual authorized to do business for you must sign and date this form.

### **Additional Notes of Instruction:**

- 1) You may designate an existing account or you may establish a new, separate account for EFT.
- 2) If you designate a checking account, attach a voided sample check from the account.
- 3) If you designate a savings account, attach a voided sample deposit slip from the account.

*Monies due for all stores in a centrally billed chain may be swept from one common account. Only one authorization form is required but you must specify exactly which stores are included.*