

## Instructions for completing forms

### FORM A – Non-Sufficient Funds Policy

It is the agent's responsibility to ensure that the amount due to the D.C. Lottery each week is deposited in the agent's separate lottery bank account no later than 2 p.m. on the Wednesday following the close of the invoice period.

Thoroughly read the Lottery Board's Policy Regarding Non-Sufficient Funds form. Sign and date the last page and return the original with your application packet. You should make a copy of this form for your records.

### FORM B – Auto Pay Special Instructions

This form serves as instructions on completing your Auto Pay Authorization Agreement. Please read carefully before completing (Form C). Attach voided check to this form.

### FORM C – Auto Pay Authorization Agreement for Prearranged Payments

Thoroughly read the Auto Pay Authorization Agreement for Prearranged Payments. Enter requested information, sign, date, and return the original with your application. You should make a copy of this form for your records.

### FORM D – W-9 Tax Form – Request for Taxpayer Identification Number and Certification

The completed W-9 form must be included with your application. Instructions for completion are found on this form.

AGENT I.D. NO. (DC Lottery Use Only)

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. LOTTERY AND CHARITABLE GAMES CONTROL BOARD  
2101 MARTIN LUTHER KING, JR., AVE., S.E.  
WASHINGTON, D.C. 20020-5731

Form A

**D.C. Lottery Non-Sufficient Funds Notification Policy**

It is each agent's responsibility to ensure that the amount due to the D.C. Lottery each week is deposited in their bank account no later than 2 p.m. on the Wednesday following the close of the invoice period. The following D.C. Lottery policy will apply for non-sufficient fund occurrences:

- (1) Upon receipt of the first non-sufficient fund notification from the Federal Reserve Automatic Clearing House, the agent's on-line terminal will be deactivated.  
  
A telephone call will be placed to the agent regarding the delinquency, and upon receipt of a certified or cashier check of payment in full, the agent's terminal will be reactivated.
- (2) Upon receipt of a second non-sufficient fund notification from the Federal Reserve Automatic Clearing House, the procedure as stated above will be followed, and the agent will be assessed a penalty of 5% of the amount due.
- (3) Upon receipt of a third non-sufficient fund notification from the Federal Reserve Automatic Clearing House, the agent's terminal will be deactivated immediately, a 5% penalty will be imposed, and the agent's license will be suspended for one week. During this period, a meeting will be scheduled with the agent to determine whether or not the agent's license to sell D.C. Lottery tickets should be revoked.
- (4) A fourth non-sufficient fund notification will result in immediate deactivation of the terminal, a 5% penalty will be imposed, and the license will be recommended for revocation.
- (5) Bank errors are not the responsibility of the D.C. Lottery. However, upon satisfactory notification by the agent's bank that the non-sufficient fund was a bank error, the 5% penalty may be waived.

Any questions regarding this policy may be directed to the Financial Services Department of the D.C. Lottery at (202) 645-8006.

I acknowledge receipt of the D.C. Lottery's policy regarding non-sufficient funds and understand my responsibility for timely deposit of D.C. Lottery funds.

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T/A NAME \_\_\_\_\_ AGENT I.D. NO. \_\_\_\_\_

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AGENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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Form B

**AUTO PAY SPECIAL INSTRUCTIONS**  
**HOW TO COMPLETE YOUR AUTO PAY AUTHORIZATION AGREEMENT**

- (1) Void a blank check from the bank account designated as your Auto Pay account. Print void on the payee and signature lines. Attach voided check to this form.
- (2) On the authorization form, fill in the name of the bank, your bank location, and complete branch address.
- (3) Enter your bank identification and account number from your check in the spaces provided as shown below.

1<sup>st</sup> Four Numbers  
2<sup>nd</sup> Four Numbers  
Last Number

TRANSIT ROUTING NUMBERS

TRANSIT

ABA

ACCOUNT NUMBER

TRANSIT ABA  
Check Digit

Designated by  
Federal Reserve

ACCOUNT NUMBER INFORMATION

This is your check number.  
Do not include it as part of your  
Account number.



Part B

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. LOTTERY AND CHARITABLE GAMES CONTROL BOARD
2101 MARTIN LUTHER KING, JR., AVE., S.E.
WASHINGTON, D.C. 20020-5731

Form C

AUTO PAY AUTHORIZATION AGREEMENT
FOR PREARRANGED PAYMENTS

The undersigned licensed lottery Agent (Agent) hereby authorizes the District of Columbia Lottery and Charitable Games Control Board to effect payment for net weekly proceeds owing by the Agent and further authorizes the bank indicated below to debit for the amounts the checking account indicated below.

BANK NAME

BRANCH

ADDRESS

CITY

TRANSIT ROUTING NUMBERS

TRANSIT ABA
Check Digit

ACCOUNT NUMBER INFORMATION

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Designated by
Federal Reserve

TRANSIT

ABA

The authority is to remain in full effect until such time as the Agent is terminated by the Board, or the Agent surrenders his/her license.

AGENT

AGENT (CORPORATION) NAME

AGENT SIGNATURE

TITLE

AGENT SIGNATURE

TITLE

DATE