



VIRGINIA LOTTERY RETAILER LICENSING CHECKLIST

If you are applying for a Virginia Lottery ("Lottery") Retailer License ("License") for a business that is not currently licensed **or** for a location you are purchasing that currently sells Lottery products, you will need to complete the Traditional Retailer Application ("Application") and provide supporting documentation as follows:

- ☐ **Application Fee-** A one hundred-dollar (\$100.00) non-refundable application fee is required for **each** location for which a Retailer License Application is being submitted. Make check payable to: **VIRGINIA LOTTERY or payment will be processed via DocuSign.**
- ☐ **Retailer License Application***
- ☐ **Retailer Location Form-** Completed (with store information, contact person, and type of business. All other areas are completed by the Lottery).
- ☐ **Personal Data Form (PDF)*** Completed, signed by each person listed on the Application as follows: owner, partner, officer, member, or director AND any non-titled person who owns more than 10% of the issued stock.
- ☐ **Proof of Identity** – for each PDF submitted. Must be a legible, enlarged copy of **one** of the following:
 - State-issued driver's license;
 - Government-issued photo ID;
 - Government-issued passport; or
 - U.S. Federal or State-issued picture ID card such as an INS or DMV identification card.
- ☐ **Retailer Contract***
- ☐ **Electronic Funds Transfer ("EFT") Form*** (Authorization Agreement for Pre-Authorized Payments) – Retailer *must* open a separate bank account. This account *cannot* by law, be co-mingled with other business accounts or deposits.

By law, and in compliance with **11 VAC 5-31.60**, the account **MUST** be titled as "Business name/VIRGINIA LOTTERY TRUST".

A letter from the bank representative on bank letterhead, or a screen print of the account set-up must be submitted with the completed EFT Form to verify this required titling. Either must show or state the required titling and show the account and routing numbers. (sample included)
- ☐ **Business Sales Tax Certificate-** A copy of the certificate issued by the Virginia Department of Taxation, or a copy of the registration confirmation letter sent by Taxation showing the assigned sales tax number and business name.
- ☐ **Internal Revenue Service ("IRS") Confirmation** -The same verification is required for the Legal filing name and Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) issued by the IRS. This could be the online confirmation or the confirmation letter from the IRS sent in the mail. (sample included)

***These forms must be signed by an owner, officer, partner, managing member, director or person(s) legally authorized to act in a fiduciary representative capacity on behalf of the licensee. Any forms signed by persons other than listed above cannot be processed.**



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All paperwork must be submitted to the Virginia Lottery Licensing Department and approved prior to a change in ownership occurring with licensed retailers in active sales status.** A separate submission must be made for each physical location to which the change applies. If the legal change occurs before the new prospective owner's paperwork has been submitted, received, or completed, the current License is immediately terminated. The store's terminal/equipment will be inactivated, and Lottery equipment, products, and supplies will be removed from the location until the new applicant/owner has been approved.

**It is recommended that the applicant retain copies for his/her records.

Please note that all retailers, whether new or acquiring a new location, are required to complete Lottery retailer training before any equipment is installed and before any location is activated to sell Lottery products.

Please make sure all requested information is submitted and all forms are complete. Missing information will cause a delay in processing. The licensing of a retailer takes approximately 3-4 weeks provided there are no issues with the paperwork submitted and/or background review.

Application packages may be mailed or dropped off at any one of the Lottery's Customer Service Centers ("CSC") around the state.

Northern Virginia - Woodbridge

14550 Potomac Mills Rd.
Woodbridge 22192
(703) 494-1501

Shenandoah Valley - Harrisonburg

1790-26 East Market Street
Harrisonburg 22801
(540) 433-7979

Hampton Roads

2308 West Mercury Blvd
Hampton 23666
(757) 825-7800

Central Virginia - Farmville

1524 South Main Street
Farmville 23901
(434) 947-2256 (Lynchburg)
(804) 692-7440 (Richmond)

Roanoke Valley

1287 Town Square Blvd
Roanoke 24012
(540) 561-7011

Southwest Virginia - Abingdon

408 East Main Street
Abingdon 24210
(276) 676-5540

Richmond Headquarters

600 East Main Street
Richmond 23219
(804) 692-7690



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SAMPLE BANK VERIFICATION LETTER

In accordance with [11 VAC5-31.60](#), the retailer bank account used for lottery business must be titled:

(Your Retailer/Business name) / **Virginia Lottery Trust**

We require a letter from the bank verifying that the account is titled as required. The letter must be on the **bank's letterhead**.

XYZ Bank

December 2, 2024

To whom it may concern:

This letter is to confirm that the following bank account for Super Retailer, Inc. is set up as follows:

Super Retailer, Inc. / **Virginia Lottery Trust**

Account # 222333444555

Routing # 888777666

Regards,

John Doe

John Doe, Assistant Manager
Roanoke Branch

123 Money Avenue, Roanoke, VA 24019

Phone (540) 345-1234