

MEMORANDUM

TO: Lottery Licensee
SUBJECT: Items to include with Lottery Report

When filing a lottery report please ensure that the following items are included with your report:

1. Winner(s) name and contact information. Either a phone number or mailing address will suffice
2. Copy of the bank deposit slip showing the proceeds of the lottery being deposited into your group/club's ***dedicated lottery trust bank account*** and a copy of the ***bank account statement listing the deposit.***
3. If the lottery license was for a 50/50 draw, please ensure that the license fee is paid when you submit the report. The fee is 3% of the prize value.
4. For multiple draws during a specified time, kindly keep records/follow the above points 1 & 2 for ***each draw*** and submit a completed report along with all the back up for each draw, 30 days after the final draw.

Failure to include the above items with the lottery report could result in future licenses not being issued. Should you have any questions about this, please do not hesitate to contact me. Thank you.

Aman Shaw
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