



MICHIGAN LOTTERY
RETAILER SERVICES
101 E. HILLSDALE, BOX 30023
LANSING, MICHIGAN 48909
www.michiganlottery.com

MICHIGAN LOTTERY APPLICANT CHECKLIST

Your completed application must contain the following (an incomplete application can result in delay):

- Retailer Contract/Application**
- Liquor Control License Number**
- Personal Data Sheet** (one data sheet for each owner/shareholder)
- Bill of Sale or Proof of Ownership** (property tax statement, lease, rental, or land contract, etc.)
- EFT Authorization Form** (include a void check or a letter, on bank letterhead, with the bank's routing number and your checking account number)
- Identification** (out of state applicants must provide a photocopy of their driver's license, social security card, and one other piece of identification)
- Copy of IRS Notice CP 575A** (Notice sent to you by IRS showing your Employer Identification Number. If you are unable to locate this notice please contact IRS at 1-800-829-0115 and request a 147C letter be faxed or mailed to you to fulfill this requirement.) This requirement excludes sole proprietorships.
- W-9 Form**
- \$150 Nonrefundable Application Fee** check made payable to State of Michigan or pay on-line at <https://www.thepayplace.com/mi/lottery/retailerserv>
- Communications Equipment Installation Approval Sheet**

Make sure all forms are signed and dated. A nonrefundable application fee of \$150.00 is due at the time of application. A communication equipment installation fee of \$550 will be withdrawn from your account after the equipment is installed.

All forms and information can be mailed to the Lottery's Retailer Services at the following address:

Michigan Lottery
Attn: Retailer Services
P.O. Box 30023
Lansing, MI 48909

OR:

Faxed if payment is paid on-line to (517) 241-0645.

Thank you for your interest in the Michigan Lottery.

Retailer Services
(517) 335-5619
MSL-RetailerServices@michigan.gov