

### **Retailer Bank Accounts**

The following requirements are set up by the Montana Lottery regarding a retailer's bank account:

- The bank must be a member of ACH (Automated Clearing House).
- The account must be equipped to accept electronic funds transfers.
- Any bank account set up by a retailer for the use of Lottery monies is the retailer's account. The Lottery has no authority on the account, except to make Electronic Funds Transfers (EFTs) for monies due to the Lottery or owed to the retailer by the Lottery.

### ***Account Types and Bank Charges***

- Retailers have the option of opening a checking or savings account or using an existing account.
- The Lottery is not responsible for any monthly fees or overdraft charges assessed by the bank to a retailer's Lottery account.

### ***Account Changes***

- If a retailer desires a bank account change, they must contact the Accounting Department of the Lottery at **1-800-443-5708**.
- A Bank Change Form must be completed in full and signed by the owner or a corporate officer. This form is provided on the next page.

### ***Ownership Changes***

- If a retailer changes its business type or organization, they must contact the Lottery at 1-800-433-8490.
- Example of this type of change is from an individual to a partnership or corporation; or a partnership to a LLC (limited liability company).

**Please notify the Lottery as soon as this type of change is contemplated.**

# billing and accounting

## CHANGE TO ELECTRONIC FUNDS TRANSFER (EFT) ACCOUNT

Complete and mail or fax to Montana Lottery Accounting at:  
2525 North Montana Avenue  
Helena, MT 59601  
Fax: 406/444-5830  
Phone: 406/444-5825

This process can take up to three (3) weeks. Please allow adequate time.

### PLEASE PRINT CLEARLY

List all affected retailers' numbers (a MT Lottery assigned 6 digit number), and names.

RETAILER NUMBER \_\_\_\_\_ RETAILER NAME \_\_\_\_\_

RETAILER NUMBER \_\_\_\_\_ RETAILER NAME \_\_\_\_\_

RETAILER NUMBER \_\_\_\_\_ RETAILER NAME \_\_\_\_\_

RETAILER NUMBER \_\_\_\_\_ RETAILER NAME \_\_\_\_\_

If more lines are needed, please complete a separate sheet.

\_\_\_\_\_ CHECKING ACCOUNT or \_\_\_\_\_ SAVINGS ACCOUNT

FINANCIAL INSTITUTION \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

This authority is to remain in full force and effect until the Montana Lottery and my Financial Institution have received written notification from me of its termination in such time and in such manner as to afford the Montana Lottery and my Financial Institution a reasonable time to act on it.

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER NAME \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**MUST PROVIDE A VOIDED CHECK (clear copy accepted) FOR THE ABOVE ACCOUNT.**

### Billing Cycle

#### *Billing Cycle*

The billing cycle for Lottery Activity runs from 12:01 a.m. on Sunday through 12:00 p.m. the following Sunday (basically Sunday a.m. through Saturday night).

<b>Sunday 12:00 p.m.</b>	Billing Cutoff
<b>Sunday 6:00 a.m.</b>	Weekly Invoice generated immediately after sign-on after the Saturday close of business.
<b>Friday a.m.</b>	Bank Account swept for amounts owed to Lottery.

**All transactions are accumulated for the week and reported on the Weekly Invoice. A single EFT sweep will occur for the net amount from your designated lottery bank account.**

### Chain Accounts

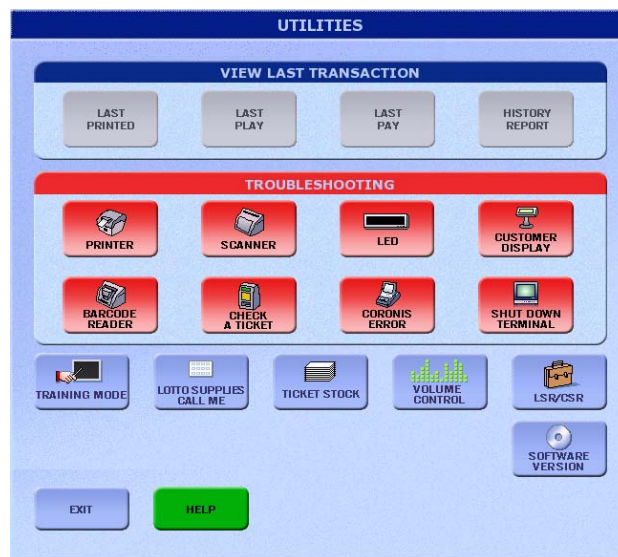
- To be classified as a chain account there must be two or more locations selling Lottery tickets. These locations must be owned by the same group or person.
- The statement of each retailer within the chain is faxed or emailed to the chain headquarters. For further information, call **1-800-443-5708**.
- Individual stores within the chain can access their own information through their terminal.

# Lotto Damaged / Unprinted Tickets

- **Lotto tickets cannot be cancelled.** Once entered into the central system, the transaction is complete and the retailer's account is charged for the ticket.
- In the case of a player refusing a ticket (if the ticket is not damaged) after it has been printed, you should make every effort to sell the ticket to another player, prior to the upcoming drawing.
- If a ticket cannot be sold due to damage or printing problems immediately call the Retailers' Accounting Hotline at **1-800-443-5708** and provide an explanation of what occurred.
- Immediately after the problem that caused the misprint, printing problems or other equipment malfunction is fixed, perform the following to reprint the ticket:

You must contact the Help Desk so that staff can assist you with the following procedure.

1. From the **Main Menu** screen, touch the [UTILITIES] button. The **Utilities Main Menu** screen displays.



Utilities Main Menu Screen

2. In the View Last Transaction area of the screen, touch the [LAST PLAY] button.

The screen displays the last ticket sales transaction in the **Preview Panel** window.

3. Touch the [PRINT] button to generate a Reprint Ticket.

## billing and accounting

For current winning numbers  
call 1-406-444-1278 or see  
www.montanalottery.com



**REPRINT - NOT FOR SALE**  
START: 01-Mar-04 END: 01-Mar-04  
Ticket Valid for 1 Draw(s)

-----  
A. 01 05 11 22 26 QP - HOTBALL:01 QP  
-----

**Total: \$1.00**  
Wed. Feb 26, 2003 15:45:00 03057 D841D1BA  
101003-0001 B 00014\* TR:00000000170 00462  
Mail to Lottery with explanation  
for potential credit.

**REPRINT - NOT FOR SALE**

Reprint Ticket sample

4. Mail the damaged ticket and/or Reprint Ticket receipt, along with a brief explanation, to the Montana Lottery in the adjustment envelope provided for your use.

Lottery Retailer No. \_\_\_\_\_

MONTANA LOTTERY ADJUSTMENTS  
PO BOX 5985  
HELENA MT 59604-9941

- After the Montana Lottery has received the terminal malfunction information and adjustment request, the circumstances will be reviewed to confirm that a malfunction occurred and credit adjustments to your account will be processed, if appropriate.
- The Montana Lottery may also limit such credit adjustments if it determines that this procedure is improperly used.
- If the requested credit adjustment is approved, your account will be adjusted accordingly.

You can verify that the credit adjustment request has been processed by monitoring the Financial Reports "Adjustments" report. The Adjustments Report will show detail of any miscellaneous debits or credits. Credits are reviewed and issued on a weekly basis.

### Retailer Tax Information

- A 1099 IRS form will be issued to retailers as required by the IRS, indicating commissions and bonuses earned for the calendar year. Exceptions are corporations or those with earnings of less than \$600.
- Retailers should use the accumulated Weekly Invoice reports for tax reporting.
- As required by law, 1099s are mailed in January of each year.