



Rules of Department of Revenue

Division 40—State Lottery

Chapter 40—Retail Sales Licenses

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Title 12—DEPARTMENT OF REVENUE

Division 40—State Lottery Chapter 40—Retail Sales Licenses

12 CSR 40-40.010 Application

PURPOSE: This rule requires persons desiring to be a licensed agent for the sale of lottery tickets to apply for a license as agent on a form provided by the director and requires a fee of \$75.

(1) Any person interested in obtaining a license as an agent for the sale of lottery tickets shall first file an application for a lottery sales agent's license with the commission on application forms provided by the director.

(2) The application form shall provide sufficient information for the director to determine the eligibility for licenses as set forth in the statute and these rules and for the Missouri State Highway Patrol to perform sufficient background checks to insure that licensees conform to the provisions of these rules. Licensees shall submit fingerprints to the director on his/her request.

(3) The application may be accompanied by a processing fee not to exceed seventy-five dollars (\$75) as may be established by the commission.

AUTHORITY: section 313.220, RSMo Supp. 1997. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Dec. 5, 1988, effective Jan. 27, 1989. Amended: Filed Sept. 15, 1997, effective March 30, 1998.*

**Original authority 1985, amended 1988, 1993, 1995.*

12 CSR 40-40.011 Renewal Application for Retail License

(Rescinded July 10, 1994)

AUTHORITY: sections 313.220 and 313.230(1)(i)(2), RSMo 1986. Original rule filed Nov. 14, 1986, effective Nov. 24, 1986. Amended: Filed Aug. 28, 1987, effective Nov. 23, 1987. Amended: Filed Dec. 5, 1988, effective Jan. 27, 1989. Rescinded: Filed Jan. 4, 1994, effective July 10, 1994.

12 CSR 40-40.012 Residency

PURPOSE: This rule requires licensees to be residents of Missouri and provides for residency of corporations and partnerships.

(1) Each person applying for a license shall either—

- (A) Be a resident of this state;
- (B) If a corporation, be licensed to do business in this state; or
- (C) If a partnership, have at least one (1) partner residing in this state.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.015 Issuance and Length of Licenses

PURPOSE: This rule provides for licenses of three years in length and allows the director to stagger the expiration by issuing longer or shorter licenses.

(1) The lottery shall issue a license to an applicant who qualifies for licensure and the license shall authorize the retailer to conduct the routine sale of tickets only at the location specified on the license.

(2) The license shall be valid until terminated by the lottery as required in 12 CSR 40-40.070, 12 CSR 40-40.110 or 12 CSR 40-40.120, or any combination of these.

(3) The retailer shall provide periodic updates of license information as may be required by the executive director.

AUTHORITY: sections 313.220, RSMo Supp. 1988 and 313.230(1)(i)(2), RSMo Supp. 1990. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Aug. 28, 1987, effective Nov. 23, 1987. Amended: Filed Jan. 4, 1994, effective July 10, 1994.*

**Original authority: 313.220, RSMo 1985, amended 1988 and 313.230(1)(i)(2), RSMo 1985, amended 1988, 1990.*

12 CSR 40-40.020 Factors to be Considered

PURPOSE: This rule sets forth the factors the director shall consider in determining whether to issue a license.

(1) In determining whether to license any person as a retail sales agent, the director shall consider the following factors:

- (A) The financial responsibility and security of the person and his/her business or activity;

(B) The accessibility of the proposed license location;

(C) The sufficiency of any existing licenses to best serve the public interest;

(D) The volume of expected sales at the location;

(E) The provisions for security of the lottery operation on the license premises;

(F) The effect the proposed licensee will have on the overall security and efficiency of operation of the state lottery; and

(G) The veracity of the information supplied in the application.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.030 Minority and Political Factors

PURPOSE: This rule requires ten percent of the businesses in the City of St. Louis and the City of Kansas City to be minority-owned or controlled. The rule requires the director to license without regard to political affiliation.

(1) The director shall select retail licensees without regard to political affiliation.

(2) The director shall select licensees to insure that ten percent (10%) of the licensees in the City of St. Louis and the City of Kansas City are minority-owned or minority-controlled business enterprises.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.040 License Locations

PURPOSE: This rule requires a separate application and license for each location, the address of the location be on the license and the location to be fixed.

(1) Licenses shall be issued only for the location specified in the application.

(2) Each person shall submit a separate application for each location at which s/he intends to sell lottery tickets.

(3) Each location for which an application is submitted must be a fixed location.



(4) The address of the licensed premises shall appear on the license.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.050 Bond Requirements

PURPOSE: This rule requires a \$5000 bond for each licensee.

Each licensee shall post a bond in an amount to be determined by the director depending upon the actual or projected licensee’s sales and payment history, credit record, or both, for each license obtained.

AUTHORITY: sections 313.220, RSMo Supp. 1988 and 313.230(1)(i)(2), RSMo Supp. 1990. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Aug. 28, 1987, effective Nov. 23, 1987.*

**Original authority: 313.220, RSMo 1985, amended 1988 and 313.230(1)(i)(2), RSMo 1985, amended 1988, 1990.*

12 CSR 40-40.060 Display of License

PURPOSE: This rule requires the licensee to display the license at the point of sale and requires it to be secure from theft and defacing.

Each licensee shall prominently display his/her license or a copy at the location designated in the license for the sale of lottery tickets. The license shall be visible and shall be displayed in a manner as to prevent the theft or defacing of the license.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.070 Assignment or Transfer of License Prohibited

PURPOSE: This rule prohibits the assignment or transfer of licenses.

Licenses for the sale of lottery tickets shall not be assignable or transferrable. No licensee shall attempt to assign or transfer the license to another person or to another location.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.071 Change of Business Location

PURPOSE: This rule clarifies when a change of location is allowed and when the change is an assignment or transfer in violation of section 313.255.4., RSMo.

(1) The change of a business address for any retail licensee will not be considered the assignment or transfer of the license if all of the following criteria are met:

(A) The licensee informs the director in writing, of the change of address including the old address, the new address and the reasons for the change of address;

(B) The old location ceases all business activity by this licensee, and not merely the sale of lottery tickets, no later than thirty (30) days after beginning any business activity at the new business location; and

(C) The director is satisfied that the change in location—

- 1. Is accessible to the public;
- 2. Is in the public interest, both as to the sufficiency of existing licenses and to protect the public interest and trust in the lottery;
- 3. Has sufficient security at the new location;
- 4. Has a sufficient expected sales volume at the new location; and
- 5. Meets all the requirements for the initial issuance of licenses in 12 CSR 40, Chapter 40.

(2) In the event that all the criteria in section (1) of this rule are met, the director shall authorize the issuance of a license bearing the location of the new premises.

(A) The new license may bear the same identification number as the previous license premises.

(B) No new bond shall be required by reason of a change of location under this rule.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed May 5, 1986, effective May 15, 1986. Amended: Filed Jan. 4, 1994, effective July 10, 1994.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.080 Ticket Sales as Primary Business Prohibited

PURPOSE: This rule prohibits licensees from engaging in business primarily as a lottery game retailer and establishes the factors for determining whether a licensee is so engaged.

(1) No license shall be issued to any person to engage in business primarily as a lottery game retailer.

(2) The director in determining whether a licensee is engaging in business primarily as a lottery game retailer shall consider the following factors:

- (A) The length of time the business has existed;
- (B) The percent of business that lottery tickets constitute of sales, in both dollar amount and number of items sold;
- (C) The nature of the business, other than lottery game tickets, in which the licensee is engaged; and
- (D) The total volume of sales.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.090 Eligibility for Licenses

PURPOSE: This rule establishes which persons are not eligible for licenses.

(1) No person shall be licensed as a lottery game retailer who—

- (A) Has been convicted of a felony;
- (B) Is or has been a professional gambler or gambling promoter;
- (C) Has been convicted of bookmaking or any other form of illegal gambling;
- (D) Has been convicted of a crime involving fraud or misrepresentation;
- (E) Has purchased a federal tax stamp for wagering or gambling activity;
- (F) Has been convicted of or pleaded *nolo contendere* to any illegal gambling activity;
- (G) Has had a retail license to sell lottery tickets revoked by the commission;
- (H) Is an employee of the commission or a spouse, child, brother, sister or parent of an employee of the commission or a commissioner;
- (I) Is under the age of twenty-one (21);
- (J) Is a lottery contractor or a lottery vendor or has a direct interest in any lottery contractor or lottery vendor. For purpose of this subsection a direct interest shall mean a ten



percent (10%) or greater interest by shares or percentage of partnership in any lottery contractor or vendor; and

(K) Owes any debt to the state of Missouri. For purposes of this subsection, the state of Missouri shall not include any city or county.

(2) Person is defined as any natural person, firm, corporation, or other legal entity possessing a Department of Revenue retail sales license, as provided by law.

(3) For purposes of licensing “person” refers to the principal owner of a sole proprietorship, principal partner(s) of a partnership, manager of the lottery account within a corporation, and top two (2) officers of a non-profit organization.

AUTHORITY: section 313.220(2), RSMo Supp. 1999. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed March 17, 1987, effective June 11, 1987. Amended: Filed Jan. 12, 2000, effective Aug. 30, 2000.*

**Original authority: 313.220(2), RSMo 1985, amended 1988, 1993, 1995.*

12 CSR 40-40.100 Certain Employees Prohibited From Participating in Lottery Operation

PURPOSE: This rule prohibits certain employees of a licensee from participating in the management or sale of lottery tickets.

(1) No licensee shall allow any employee to participate in the management or sale of lottery tickets if the employee—

- (A) Has been convicted of a felony;
- (B) Is or has been a professional gambler or gambling promoter;
- (C) Has been convicted of bookmaking or any other form of illegal gambling; or
- (D) Has been convicted of a crime involving fraud or misrepresentation.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.110 Revocation of Licenses

PURPOSE: This rule establishes when the director shall revoke the licenses of a licensee.

(1) The director shall revoke after hearing, the license of any person who has—

(A) Knowingly provided false or misleading information to the commission, its employees, members of the Missouri State Highway Patrol while in the course of conducting an investigation on behalf of the commission or members of the staff of the attorney general while in the course of conducting investigations for the commission;

(B) Been convicted of any felony;

(C) Endangered the security of the lottery; and

(D) Sold any ticket or share at a price other than that set by a rule of the commission.

(2) The director shall revoke all licenses held by any licensee violating subsections (1)(A)–(D) of this rule.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Jan. 4, 1994, effective July 10, 1994.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.120 Suspension and Revocation of Licenses

PURPOSE: This rule establishes when the director may suspend, revoke or decline to renew the license of any licensee.

(1) The director, after a hearing, may suspend or revoke any license for any of the following reasons:

- (A) A change of business location;
- (B) An insufficient sales volume;
- (C) A delinquency in remitting money owed to the lottery or to prize winners;
- (D) Any violation of any rule adopted by the commission;
- (E) Knowingly selling any ticket to a person under the age of eighteen (18) years old;
- (F) The person is ineligible for obtaining a license under 12 CSR 40-40.090 and the facts giving rise to ineligibility occurred or were discovered subsequent to the issuance of the license; and
- (G) The refusal to acquire any equipment or material required by the director.

(2) The director may suspend or revoke any number or all of the licenses held by any licensee.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed March 17, 1987, effective March 27, 1987.*

Amended: Filed Jan. 4, 1994, effective July 10, 1994.

**Original authority 1985, amended 1988.*

12 CSR 40-40.130 Written Notice of Revocation or Suspension Required

PURPOSE: This rule requires the director to notify licensees in writing of the action s/he intends to take or has taken and the reasons for the action.

The director, on any revocation, suspension or denial of any license, shall inform in writing, the person holding license(s) of the action the director intends to take or has taken and the reason for the action.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Jan. 4, 1994, effective July 10, 1994.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.140 Redemption of Prizes Required

(Rescinded January 20, 1986)

AUTHORITY: section 313.220, RSMo 1985. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Rescinded: Filed Jan. 10, 1985, effective Jan. 20, 1985.

12 CSR 40-40.150 Change of Information

PURPOSE: This rule requires licensees to notify the director of certain changes in their businesses.

(1) The licensee must notify the director of any of the following changes in his/her business:

- (A) Any change of business structure, that is sole proprietorship to partnership or corporation;
- (B) Changes of ownership for corporations, only sale of ten percent (10%) or more of the equity of the business;
- (C) Changes in the officers; and
- (D) Changes in the board of directors.

(2) The director shall require additional information when it is necessary to conduct background information on any persons added to the business.



(3) The director may require a payment of up to twenty-five dollars (\$25) per person for any required investigation under this rule.

AUTHORITY: section 313.220, RSMo Supp. 1988.* Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.

*Original authority 1985, amended 1988.

12 CSR 40-40.160 Prohibitions on Sale of Tickets

PURPOSE: This rule prohibits the sale of tickets to persons under the age of 18 and from a nonlicensed location. It also prohibits revoked, suspended or non-renewed licensees from holding themselves out as a licensee.

(1) No licensee shall—

(A) Sell any lottery ticket to a person under the age of eighteen (18) years;

(B) Sell any lottery ticket from any location or place other than the licensed premises; and

(C) Hold him/herself out as a licensee if his/her license is revoked or suspended.

AUTHORITY: section 313.220, RSMo Supp. 1988.* Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Jan. 4, 1994, effective July 10, 1994.

*Original authority 1985, amended 1988.

12 CSR 40-40.170 Sale During Normal Business Hours

PURPOSE: This rule requires licensees to sell valid tickets during normal business hours.

(1) Licensees shall sell valid tickets during the normal business hours for the location licensed. Nothing in this rule shall prevent a licensee from having different business hours for each separate location licensed.

(2) Retailers must give prompt service to lottery customers present and waiting at the terminal to purchase tickets for on-line games. Prompt service includes interrupting processing of on-line ticket orders or sales for which the customer is not present at the terminal.

AUTHORITY: section 313.220, RSMo Supp. 2004.* Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Sept. 17, 1992, effective June 7, 1993. Amended: Filed Aug. 24, 2004, effective March 30, 2005.

*Original authority: 313.220, RSMo 1985, amended 1988, 1993, 1995, 2003.

12 CSR 40-40.180 Notification of Lost, Damaged or Stolen Tickets or Equipment

PURPOSE: This rule requires licensees to notify the director and certain law enforcement agencies of the loss, damage or theft of lottery tickets or equipment.

Licensees shall immediately report the theft, loss or damage of any lottery tickets or equipment to the director of the state lottery, the Missouri State Highway Patrol and local law enforcement authorities. The licensee shall cooperate in any investigation conducted by the commission, its employees, the Missouri State Highway Patrol, the Missouri attorney general or local law enforcement authorities.

AUTHORITY: section 313.220, RSMo Supp. 1988.* Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.

*Original authority 1985, amended 1988.

12 CSR 40-40.190 Marking of Tickets

PURPOSE: This rule requires licensees to mark the location of sale on each ticket indelibly and of a quality approved by the director. The rule provides the director authority to require purchase of certain equipment if the printing is not approved.

(1) The executive director may direct licensees mark the tickets clearly on the back side with the location at which the ticket is sold.

(2) The printing of the tickets shall be in a manner to make them indelible and of a quality approved by the director.

(3) If the director finds that the quality of printing for any licensee, or the indelibility of the printing is insufficient, s/he may require the licensee to purchase a machine for the purpose of complying with this rule.

AUTHORITY: section 313.220, RSMo Supp. 1988.* Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Jan. 4, 1994, effective July 10, 1994.

*Original authority 1985, amended 1988.

12 CSR 40-40.200 Political Subdivisions Prohibited from Obtaining Licenses

PURPOSE: This rule prohibits political subdivisions from selling tickets.

(1) No political subdivision shall be licensed to sell lottery tickets.

(2) Nothing in this rule shall prohibit any person, holding a retail sales license to sell on public property, from being licensed to sell lottery tickets.

AUTHORITY: section 313.220, RSMo Supp. 1988.* Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.

*Original authority 1985, amended 1988.

12 CSR 40-40.210 Loss of License

PURPOSE: This rule provides a procedure for obtaining a duplicate license when a license is lost, mutilated or destroyed.

(1) Upon the loss, mutilation or destruction of any license issued by the director, the person holding the license may apply to the director for a duplicate.

(A) The application for duplicate license shall state the details of the circumstances under which the license was lost, mutilated or destroyed.

(B) The existing pieces of any mutilated or partially destroyed license shall be surrendered to the director at the time application for duplicate license is made.

(C) If a licensee finds any lost license after a duplicate has been issued, s/he shall immediately surrender the license to the director. If the license is found prior to the issuance of a duplicate, s/he shall immediately inform the director who shall cancel his/her application for duplicate license.

AUTHORITY: section 313.220, RSMo Supp. 1988.* Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Jan. 4, 1994, effective July 10, 1994.

*Original authority 1985, amended 1988.

12 CSR 40-40.220 Incapacity of Licensee

PURPOSE: This rule provides for suspension of licenses for any licensee who becomes incapacitated in some way. The rule provides for reinstatement on application, the criteria for reinstatement and a fee of \$25.



(1) In the event any licensee is proven to be incapacitated, dies, is adjudicated bankrupt, makes any assignment for the benefit of creditors or is placed in any receivership or trusteeship, the director shall suspend the license for all locations licensed to the person.

(2) The licensee, his/her agent, executor or trustee shall immediately inform the director of the occurrence of any circumstances set forth in section (1) of this rule. The executor, trustee in bankruptcy, receiver or any other officer or any court taking charge of the assets of any licensee may apply to the director for reinstatement of the license to sell lottery tickets.

(3) If the director is satisfied that the person applying for the reinstatement of the license is qualified under these rules and the director determines that it is in the best interest of both the lottery and the applicant that the license should be reinstated, s/he shall promptly reinstate the license on the terms as s/he, in writing, may set forth.

(4) In no event shall any license reinstated under this section be for a longer period than the time remaining on the original license.

(5) An application fee of twenty-five dollars (\$25) shall accompany any application for reinstatement under this rule.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.230 Licensees Required to Read Rules

PURPOSE: This rule requires licensees and their employees to read the commission's rules concerning retail licenses and certify that they have read the rules and agree not to violate the rules.

Each licensee and any employee of the licensee who will be involved in the sale, bookkeeping or any other aspect of the state lottery shall read the rules of the commission concerning retail licenses and be familiar with the rules.

AUTHORITY: section 313.220, RSMo Supp. 1999. Original rule filed Sept. 4, 1985, effective Sept. 14, 1985. Amended: Filed Aug. 23, 2000, effective March 30, 2001.*

**Original authority: 313.220 RSMo 1985, amended 1988, 1993, 1995.*

12 CSR 40-40.240 Retail Sales Tax License Required

PURPOSE: This rule requires retail licensees to have either a retail sales tax license, be organized for civic, fraternal, charitable, political or labor purposes or be exempted by the director.

(1) All persons licensed to sell lottery tickets at retail shall either—

(A) Have a retail sales tax license issued by the Missouri Department of Revenue;

(B) Be organized for civic, fraternal, charitable, political or labor purposes; or

(C) Be a corporation organized under Chapter 355, RSMo and be exempted from this rule under section (2).

(2) The director shall have the discretion to exempt from this rule any corporation organized under Chapter 355, RSMo if the corporation is otherwise qualified under these rules and it is in the best interest of the lottery to license the corporation to sell lottery tickets at retail.

AUTHORITY: section 313.220, RSMo Supp. 1988. Original rule filed Nov. 12, 1985, effective Nov. 22, 1985.*

**Original authority 1985, amended 1988.*

12 CSR 40-40.250 Special Event Licenses

PURPOSE: This rule authorizes special event licenses and sets forth the requirements for the licenses.

(1) The executive director may authorize a limited retail sales license for special events if all of the following are met:

(A) An application for the license is filed by the applicant on forms provided by the executive director;

(B) The applicant provides the following in the application:

1. The name of the special event;
2. The dates and times of the special event;
3. The dates and times for which the license is requested;
4. The location at the special event where Missouri Lottery tickets or shares will be sold;
5. A description of the facility for selling Missouri Lottery tickets or shares;

6. The principal owner of a sole proprietorship, or the principal partner of a partnership, or the manager of the lottery account within a corporation, or the top two officers of a non-profit organization;

(C) The application may be accompanied by a processing fee as may be established by the commission; and

(D) The applicant shall post bond as required by the commission.

(2) In the event a special event license is granted—

(A) Tickets or shares may only be sold at the location, during the times of day and for the dates designated on the license;

(B) The special event licensee shall be responsible for—

1. The payment of tickets;

2. The redemption of prizes for the period required by section 313.300, RSMo and the rules of the commission; and

3. The accounting for tickets;

(C) The special event licensee shall keep the special event license in a secure place and shall make the license available at the special event location for inspection on the demand of any law enforcement agency, lottery employee or liquor control agent; and

(D) The special event licensee shall be subject to all of the statutes and rules governing the Missouri Lottery except those rules inconsistent with this rule.

AUTHORITY: section 313.220, RSMo Supp. 1999. Original rule filed May 5, 1986, effective May 15, 1986. Amended: Filed Sept. 15, 1997, effective March 30, 1998. Amended: Filed Aug. 23, 2000, effective March 30, 2001.*

**Original authority: 313.220, RSMo 1985, amended 1988, 1993, 1995.*



Missouri Lottery

P.O. Box 1603 1823 Southridge Drive
Jefferson City, Missouri 65102 314/751-4050

Commissioners/Gene H. Ruble, Chmn. Webb R. Gilmore Susan S. Elliott

~~Executive Director~~
Executive Director/Michael H. Morris

The Missouri Lottery Commission has approved guidelines for issuing special licenses to sell Lottery tickets at special events. The rule allows non-profit entities, such as charitable, fraternal, political, civic or labor organizations, to sell Lottery tickets at special events, such as fairs or bazaars, with the support of a licensed Missouri Lottery retailer.

To get a Special Events License, the organization should first find a licensed Missouri Lottery retailer to sponsor the special event. The sponsoring retailer and the non-profit organization must then negotiate an agreement for the special event ticket sales which must outline the manner in which the organization will pay the retailer for the tickets, the division of the commissions, the payment of the prizes during the event and the persons who will be responsible for selling the tickets during the event. The sponsoring retailer is responsible for the payment of the tickets to the Lottery, the distribution of the tickets to the event and the redemption of prizes.

The attached application must be completed by the sponsoring retailer and the non-profit organization. Attach a copy of the agreement between the sponsoring retailer and the non-profit organization and a list of the members of the organization who will be involved in the sale or management of the Lottery tickets to the application. The list must provide the full names, resident addresses, dates of birth and social security numbers of the individuals. Mail the application, agreement and list to the Missouri Lottery, Retail Licensing Section, P. O. Box 1603, Jefferson City, Missouri 65102, for processing. There is no fee to either the non-profit organization or the licensed Lottery retailer for this opportunity.

After the application has been approved, a Special Events License will be issued and delivered to the sponsoring retailer by a Lottery Sales Representative. The Special Events License must be posted at the event during the hours tickets will be sold. Lottery tickets must be sold only from the booth described in the application for the Special Events License.

Please allow 3 weeks for processing. If you would like more information on obtaining a Special Events License, contact the Retail Licensing Section at (314) 751-4050.



MISSOURI LOTTERY
P. O. BOX 1803
JEFFERSON CITY, MISSOURI 65102
(314)751-4050

APPLICATION FOR SPECIAL EVENT LICENSE

PLEASE TYPE OR PRINT IN BLACK INK. PLEASE ALLOW 3 WEEKS FOR PROCESSING

LOTTERY RETAIL STORE NAME LOTTERY ID NO.
NAME OF OWNER/AUTHORIZED AGENT TELEPHONE
ADDRESS CITY STATE ZIP

ORGANIZATION NAME
ADDRESS CITY STATE ZIP
ORGANIZATION CONTACT PERSON TELEPHONE

NAME OF SPECIAL EVENT
LOCATION OF EVENT CITY STATE ZIP
PURPOSE OF EVENT

DATE OF EVENT TIME OF EVENT
(Beginning) (Ending) (Beginning) (Ending)

WILL TICKETS BE SOLD AT ALL TIMES DURING THE EVENT? IF NO, PLEASE SPECIFY THE DATES AND HOURS TICKETS WILL BE SOLD

PLEASE PROVIDE A SHORT DESCRIPTION OF THE LOCATION AND FACILITY WHICH WILL BE USED TO SELL LOTTERY TICKETS AT THE EVENT AND HOW THIS WILL BE PROMOTED.

ATTACH A COPY OF THE AGREEMENT BETWEEN THE LICENSEE AND THE ORGANIZATION WHICH DETAILS THE MANNER IN WHICH THE ORGANIZATION WILL PAY THE RETAILER FOR THE TICKETS, THE DIVISION OF THE COMMISSION OR DISCOUNT FOR THE SALE OF THE TICKETS AND THE PAYMENT OF PRIZES DURING THE EVENT.

ATTACH A LIST OF THE MEMBERS OF THE ORGANIZATION WHO WILL BE INVOLVED IN THE MANAGEMENT OR SALE OF THE TICKETS. GIVE THEIR FULL NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER.

SIGNATURE OF LOTTERY RETAIL LICENSEE

(OWNER OR AUTHORIZED AGENT)

SIGNATURE OF ORGANIZATION

(PRESIDENT OR AUTHORIZED AGENT)



12 CSR 40-40.260 Retailer Incentive

PURPOSE: This rule authorizes the director to make incentive payments to retailers who meet or exceed sales quotas.

(1) The director, at any time, may authorize a retailer incentive program, not to exceed one percent (1%) of gross sales. The incentive may be paid to retailers in either cash or its equivalent or merchandise.

(2) To be eligible to participate in the incentive program for the sale of instant game tickets, a retailer must meet the following criteria:

- (A) Be a licensed lottery retailer;
- (B) Have sold instant game tickets for the duration of the game immediately preceding the game for which the incentive is offered;
- (C) Be current on payment for tickets at time incentive payment is made;
- (D) Prominently display a store sign stating "Instant Prizes up to \$100 Paid Here" and have paid instant game prizes ranging from twenty-five dollars and one cent (\$25.01) to one hundred dollars (\$100) during the game immediately preceding the game for which the incentive is offered; and
- (E) Must be in compliance with all aspects of the rules of the commission.

(3) To be eligible to participate in the incentive program for the sale of on-line products, a retailer must meet the following criteria—

- (A) Be an on-line contractor;
- (B) Be current on payment for tickets; and
- (C) Must be in compliance with the on-line contract and with all aspects of the rules of the commission.

(4) In setting incentives for each participating retailer, the following shall apply:

- (A) The formulas used to determine individual incentives in the instant games and in the on-line games shall be the same for all instant game or on-line participating retailers as the case may be.

AUTHORITY: sections 313.220, RSMo Supp. 1988 and 313.230(1)(i)(2), RSMo Supp. 1990. Original rule filed July 15, 1986, effective July 25, 1986. Amended: Filed Oct. 20, 1986, effective Oct. 30, 1986. Amended: Filed April 27, 1987, effective July 11, 1987.*

**Original authority: 313.220, RSMo 1985, amended 1988 and 313.230(1)(i)(2), RSMo 1985, amended 1988, 1990.*

12 CSR 40-40.270 Ticket Transactions in Excess of \$5,000

PURPOSE: This rule alerts the Missouri lottery that a large block of tickets is being purchased.

(1) Missouri lottery retailers shall immediately report to the Missouri lottery's director of security transactions in excess of five thousand dollars (\$5,000) for the purchase of lottery tickets for any on-line game.

AUTHORITY: section 313.220, RSMo Supp. 2004. Original rule filed Sept. 17, 1992, effective June 7, 1993. Amended: Filed Aug. 24, 2004, effective March 30, 2005.*

**Original authority: 313.220, RSMo 1985, amended 1988, 1993, 1995, 2003.*