



# ELECTRONIC FUND TRANSFER AUTHORIZATION FORM

FLORIDA LOTTERY  
RETAILER CONTRACTING  
250 MARRIOTT DRIVE  
TALLAHASSEE, FL 32399-6573  
(850) 487-7714 or flalottery.com

I hereby authorize the Florida Lottery to make automatic withdrawals or deposits each week from or into my business checking account at the following financial institution:

(BANK NAME) \_\_\_\_\_

(CITY) \_\_\_\_\_. I authorize the financial institution to charge such withdrawals or deposits to my listed account. The amount of such Lottery withdrawals or deposits will be equal to the amount shown on my settlement for transactions of which I maintain a record. I also authorize the adjustment of entries to correct errors and to collect additional charges which may include penalties and/or interest. It is agreed that these withdrawals, deposits and adjustments will be electronically made by the Electronic Fund Transfer (EFT) System under the rules and procedures of the Florida Lottery and the National and Local Automated Clearing House (ACH) Association.

**I UNDERSTAND THAT THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL CONFIRMATION OF A BANK ACCOUNT CHANGE IS RECEIVED FROM THE LOTTERY OR UNTIL 30 DAYS FOLLOWING TERMINATION OF THE LOTTERY RETAILER CONTRACT. I HAVE ATTACHED A COPY OF A VOID CHECK TO THIS FORM FOR THE ACCOUNT SHOWN BELOW.**

**See Instructions on back**

1. Business Name as Shown on Bank Account \_\_\_\_\_

2. Doing Business As (registered with your bank) \_\_\_\_\_

3. Store Location Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4. Bank Routing Number (9 Digits)

5. Bank Account Number \_\_\_\_\_

6. Effective Date Requested \_\_\_\_\_ Florida Lottery Location ID Number (If Known) \_\_\_\_\_

7. \_\_\_\_\_

Signature of Authorized Owner, Partner, Officer

Date

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Phone Number

**CONTACT RETAILER CONTRACTING AT (850) 487-7714 AND FAX TO (850) 488-8053 FOR ALL CHANGES IN BANK ACCOUNT INFORMATION. THE LOTTERY WILL CONTACT YOU TO CONFIRM THE ACCOUNT CHANGE.**

## FOR LOTTERY USE ONLY – DO NOT WRITE BELOW THIS LINE

(Circle One)                      New Retailer EFT                      Change of EFT                      Change of Ownership/100% Sale of Stock

Location ID Number: \_\_\_\_\_ District: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
Sales Representative Signature

\_\_\_\_\_  
SR Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lottery Headquarters Representative Signature

\_\_\_\_\_  
Date

# INSTRUCTIONS FOR RETAILER

## 1. BUSINESS NAME AS SHOWN ON BANK ACCOUNT

Provide the business name as shown on your bank account.

## 2. DOING BUSINESS AS

Provide "doing business as" name. This is the name recognized by the public and reported on your Florida Lottery Retailer Application. This name should be registered with your bank.

## 3. STORE LOCATION ADDRESS

Provide street address, city, state and zip code of your store.

## 4. BANK ROUTING NUMBER

Provide the nine-digit number used by your bank for routing purposes. You may obtain this information from your bank.

## 5. BANK ACCOUNT NUMBER

Provide your business/commercial checking account number. The Lottery accepts only business/commercial checking accounts; personal or savings accounts cannot be accepted.

## 6. EFFECTIVE DATE REQUESTED

Enter the effective date requested for establishing this account. Advance notice of **six days** is required by the Lottery for any bank account changes. Changes must be received by Lottery Headquarters no later than 12:00 noon on Thursday for the sweep to be effective from the new account on the following Wednesday.

## 7. SIGNATURE & DATE

The signature on this agreement must be that of an authorized owner, partner, or corporate officer. Provide a telephone number for questions that may arise during processing of this request.

### VOID CHECK

Be certain to attach a copy of a **VOID CHECK** to this Electronic Fund Transfer Authorization form. If a check is not available, attach a statement from the bank that lists the bank routing number and bank account number.

# INSTRUCTIONS FOR LOTTERY PERSONNEL

## NEW RETAILER EFT

Circle this choice for a new Lottery retailer.

## CHANGE OF EFT

Circle this choice for a change in bank account information for a Lottery retailer.

## CHANGE OF OWNERSHIP/100% SALE OF STOCK

Circle this choice for a change in ownership and/or shareholders of the business.

## LOCATION ID NUMBER

Provide the Location Identification Number, if known.

## DISTRICT

Provide the Florida Lottery District Office name.

## SR SIGNATURE, NUMBER AND DATE

The signature and number of the SR submitting the bank account information must be provided.