

# How To Add or Remove Officers or Directors, Managing Members, or Owners

- A retailer that is a corporation or limited liability company must notify the Lottery of any change of officers or directors, managing members, and transfers of ownership of 10 percent or more, by submitting an application. The fee required to add an officer or director, managing member, or owner is \$25, per person. No fee is required to remove an officer or director, managing member, or owner.
- Complete a Retailer Application, pages 1-3. Click on links below to download application and review the Retailer Awareness and Integrity Training. **Please do not mail the application.** Your Lottery Sales Representative will assist you in completing the Retailer Application and will submit your application for you.
- **To request a visit from your Florida Lottery Sales Representative**, contact your local [Lottery District Office](#).

## Privacy Act Notice (also available in Spanish)

Under the Federal Privacy Act, disclosure of a person's Social Security number is voluntary unless a Federal statute specifically requires such disclosure or allows states to collect the number. In connection with filing an application to become a Florida Lottery retailer, disclosure of the applicant's Social Security number is required by rule 26 U.S.C.A. s. 6109 for tax reporting purposes. The applicant's Social Security number will also be used in performing the background investigation necessary to implement Section 24.112, Florida statutes, because the Social Security number is used as an identifier in the databases searched.

The Lottery may also provide this information to law enforcement agencies to enforce criminal laws.

Under Section 119.071(5), Florida Statutes, an agency may collect Social Security numbers if it is imperative for the performance of the agency's duties and responsibilities. Notice is hereby provided that for retailer applicants that are legal entities, it is imperative that the Lottery use the Social Security numbers of members, partners, officers, directors, etc., to conduct the background investigations necessary to implement Section 24.112, Florida Statutes, because the Social Security number is used as an identifier in the databases searched.

### [Retailer Application](#)

Used by businesses with one location. (Also available [in Spanish](#)). Complete pages 1-3; page 4 not required.

### [Chain Account Retailer Application](#)

Used by business with more than one location.

### [Retailer Rules](#)

Official rules of the Lottery outlining retailer responsibilities.

### [Retailer Awareness and Integrity](#)

Retailer Awareness and Integrity Training – required training for retailers.