

PRIVACY ACT NOTICE
CLAIMANTS OF TICKETS VALUED AT \$600 OR MORE

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. For claimants of winning lottery tickets valued at \$600 or more, disclosure is required by 26 U.S.C. s. 3402 and 26 U.S.C. s. 6109 for tax withholding and reporting purposes. 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 it is imperative that the Lottery collect the Social Security number of a claimant of a ticket valued at \$600 or more to determine whether the claimant owes an outstanding debt to a state agency or child support collected through a court, pursuant to Section 24.115, Florida Statutes, and for tickets valued at \$3,500 or more, to aid in determining eligibility or continued eligibility for state public assistance program(s), pursuant to Federal Regulation 273.111(f)(2), because the Social Security number is used as an identifier in the databases searched.

TAX AND STATE-OWED DEBT INFORMATION

For tickets valued above \$5,000, federal income tax will be withheld. For tickets valued at \$600 or more, certain debts, including, but not limited to, those owed to a state agency and unpaid child support collected through a court will be deducted.

INSTRUCTIONS FOR CLAIMING YOUR PRIZE

COMPLETE THE BACK OF THE TICKET. PRINT THE NAME OF THE ENTITY ON THE BACK; PLACE YOUR NAME UNDER THE ENTITY NAME WITH YOUR TITLE.

Payment will be made to the entity whose name appears on the back of the ticket.

CARING FOR YOUR TICKET:

1. Store your ticket in a safe place until you are ready to redeem it. Do not expose your ticket to extreme sunlight or heat.
2. Do not laminate your ticket.
3. Do not expose your ticket to fatty substances such as oil, butter, or milk.
4. Water will affect a ticket if it is submerged for a prolonged period of time.
5. Do not alter any info, write over, erase or use white out on your ticket. Any modifications to the ticket will be reviewed and delay payment of claim.

CLAIM OPTIONS:

Winning tickets must be submitted by a claimant for validation to claim a prize. Winning tickets may be validated at any Lottery retailer or Lottery office. Ticket value is determined by adding all prizes on a single ticket.

1. Retailers: Winning tickets valued at less than \$600 may be redeemed at any Lottery Retailer.
2. Lottery district offices and Lottery Headquarters: While winning tickets of any value can be submitted to any Lottery office, certain games and prize amounts can be processed and paid at Lottery district offices while others must be processed through Lottery Headquarters.
 - a. District Offices: For games that do not offer an annual payment option, winning tickets valued at \$600 to less than \$1,000,000 may be processed and paid at any Lottery office.
 - b. Headquarters: All winning ticket prizes with an annual payment option and winning tickets valued at \$1,000,000 or more must be processed through Lottery Headquarters.
3. Mail: Winning tickets of any value may be claimed via mail by submitting the original ticket, the original Winner Claim Form (a Winner Claim Form is only required if the ticket is valued at \$600 or greater) and a copy of acceptable identification (see list below) to:
Florida Lottery, Claims Processing, 250 Marriott Drive, Tallahassee, FL 32399-9939 or to a Lottery district office. See flalottery.com for Lottery district office locations.
Envelopes containing winning Draw game tickets must be postmarked within 180 days after the date of the winning drawing, and envelopes containing winning Instant-win tickets must be postmarked within 60 days after the official end of game. TRACKABLE METHODS OF MAILING ARE RECOMMENDED. THE RISK OF MAILING TICKETS REMAINS WITH THE PLAYER.

COMPLETING THE WINNER CLAIM FORM:

1. Complete Section 1 in the name of one entity. The name and taxpayer identification number used must match the name used with the Internal Revenue Service. If the social security number of the entity representative is used, the representative's name and number must match IRS records.
2. After certifying that the information provided is correct, sign and date the Winner Claim Form where provided. List your title with the entity.
3. For tickets valued at \$600 or more, a copy of one form of identification must accompany your claim. The ID must be current or issued within the last 5 years and bear a serial or other identifying number.
4. Copies of all documents establishing the Entity shall be provided to the Lottery. Review of Entity documents is required by the Lottery's Legal Department; allow for additional time to process your claim.
5. "U.S. Person" is defined as (1) an individual who is a U.S. citizen or U.S. resident alien; (2) a business entity organized under the laws of the U.S.; (3) an estate or (4) a domestic trust.

HOW TO CLAIM:

1. To claim a Draw game prize, the claimant must (1) submit the winning ticket for validation at a Lottery office or retailer on or before the 180th day after the winning drawing, and (2) if the prize is not paid at that time, submit the ticket for prize payment at a Lottery office on or before the 210th day after the winning drawing. If the ticket has remaining drawings, a continuation ticket will be issued.
2. To claim an Instant-win (Scratch-Off or Fast Play) game prize, the claimant must (1) submit the winning ticket for validation at a Lottery office or retailer on or before the 60th day after the end of game, and (2) if the prize is not paid at that time, submit the ticket for prize payment at a Lottery office on or before the 90th day after the official end of game.
3. All required documentation to pay a prize must be received by the Lottery by the 210th or 90th day, respectively, or the prize will be forfeited. Any alteration different than the original submission will be reviewed and delay payment of claim.

ACCEPTABLE FORMS OF IDENTIFICATION:

1. A Florida Identification card or driver's license issued by a public agency authorized to issue driver's licenses.
2. A driver's license or an identification card issued by a public agency authorized to issue driver's licenses in a state other than Florida, a territory of the United States, or Canada or Mexico.
3. A passport issued by the Department of State of the United States.
4. A passport issued by a foreign government (prizes that do not require a notarized affidavit).
5. A passport issued by a foreign government stamped by the United States Bureau of Citizenship and Immigration Services (for prizes that require a notarized affidavit).
6. An identification card issued by any branch of the armed forces of the United States.
7. An identification card issued by the United States Bureau of Citizenship & Immigration Services.
8. Other proof of identity authorized for use by notaries public in Section 117.05 (5)(b)2., Florida Statutes.

TOP 10 MOST COMMON CLAIM ERRORS



1 MISSING IDENTIFICATION

Acceptable forms of government-issued photo identification include driver's license, ID cards, and passports. The identification must contain a picture, date of birth, and expiration date which must be valid and not expired.

2 WINNER CLAIM FORM IS NOT SIGNED

Winners often forget to sign and date their winner claim form (item #15 on the form), which can cause delays in processing.

3 MISSING LAST NAME

It is important for winners to list their full name, including hyphenated and multiple last names, on the winner claim form AND on the back of the winning ticket exactly as it appears on official IRS documents. Players claiming with a corporation, trust, partnership, estate, or non-profit should select the option that applies, and the Lottery will contact players if additional paperwork is needed.

4 MISSING SOCIAL SECURITY NUMBER

Winners often forget to include their social security number on the winner claim form (item #3 on the form), which can cause delays in processing. This number can be found on a Social Security Card or on Tax Documentation.

5 MISSING WINNER CLAIM FORM

A completed Florida Lottery winner claim form is necessary to process winning tickets valued at \$600 or greater. This form can be found at www.flalottery.com, Lottery district offices, and most Lottery retail locations.

6 TYPE OF CLAIM IS NOT SPECIFIED

Winners often forget to specify the type of claim they are filing (item #1 on the form), which can cause delays in processing. Winners who select "individual claiming for a group" also need to include a 5754 form (found at www.irs.gov) with information of all individuals benefitting from the winnings and the amount each individual is receiving. If any individual is receiving payment of \$600 or greater, a W9 form and a copy of their identification needs to be included too.

7 MISSING EMAIL ADDRESS

Winners often forget to provide a valid email address on the winner claim form (item #7 on the form). This information is used to update the winner when the claim is processed and mailed. The winner's email address will not be made public and will not be used for any purpose other than to process the claim.

8 BACK OF WINNING TICKET IS NOT FILLED OUT

Completed information on the back of the winning ticket is important to establish ownership of any possible winnings. The name on the back of the winning ticket should match the name on the winner claim form.

9 MISSING PHONE NUMBER

Winners often forget to provide a valid phone number on the winner claim form (item #6 on the form) AND on the back of the winning ticket, which can cause delays in processing. This information is needed to contact a winner if there are any issues with the claim process. The winner's phone number will not be made public and will not be used for any purpose other than to process the claim.

10 UNCLEAR CITIZENSHIP

Winners often forget to specify their citizenship status on the winner claim form (item #5 on the form), which can cause delays in processing.