



INSTRUCTIONS FOR COMPLETING THE RETAILER CONTRACT RENEWAL

It is time to renew your Tennessee Education Lottery Corporation retailer contract. You are required to complete the Retailer Information Form, a Criminal Background Check Form and a Lottery Retailer Contract. Each owner must complete a Criminal Background Check Form. Failure to submit the necessary documentation may result in the suspension of your lottery terminal until the forms are submitted.

In order to continue uninterrupted as a lottery retailer, you will need to take the following easy five (5) steps:

1. Complete the Retailer Information Form.
 - Provide the current information requested.
 - Fill in the last 4 digits of your Social Security Number.
 - Sign the form at the bottom.
2. Complete the Criminal Background Check Form.
 - Each owner must complete this form.
 - Provide the information requested.
 - Sign the form at the bottom.
3. Complete the Lottery Retailer Contract.
 - Read the Lottery Retailer Contract.
 - Provide the information for the signature line.
 - Sign and date the Lottery Retailer Contract.
4. Each owner listed in the Retailer Information Form must make a photocopy of their Government Issued Identification;
5. Return the signed Retailer Information Form, the signed Criminal Background Check Forms for each owner, the signed Lottery Retailer Contract and a photocopy of the Government Issued Identification for each owner. There are several ways to return these documents to us.
 - You can mail them to P. O. Box 291869, Nashville, TN 37229.
 - You can make a .pdf and email them to contractrenewals@tnlottery.com.
 - Give the signed documents and photo of identification to your Sales Representative.

Questions should be directed to **Retailer Contracts Administration at (615) 324-6546 or (800) 826-4311 option 4.**

Thank you for your immediate attention to your contract renewal. Your failure to provide the required completed and signed documents and identification by the due date may result in a suspension of your lottery terminal.