



Lottery Key Person Definitions:

NOTE: A Key Person is required to provide personal disclosure including fingerprints and is subject to a background investigation.

Corporations:

1. Any Director with 3% or more stock ownership
2. Any Officer of the Corporation regardless if they have stock ownership or not– i.e., President, Secretary, Treasurer, VP
3. Any Shareholder with 10% or more stock ownership

Limited Liability Companies (LLC):

1. Any Manager of the limited liability company; and
2. Any Member of the limited liability company whose investment commitment or membership interest is 10 percent or more in the limited liability company.

Sole Proprietors:

1. The Sole Proprietor if the retailer is a sole proprietor.

Trusts:

1. The trustee and all persons entitled to receive income or benefit from the trust.

Private Clubs (i.e. Fraternal Organizations):

1. The Treasurer;
2. Any officers, directors, or trustees who oversee or direct the operation of the food, beverage, Lottery, or other gambling-related activities of the private club; and
3. Each manager in charge of the food, beverage, Lottery, or other gambling-related activities of the private club.

Family Member:

1. **Traditional Retailer**-Written notification of any immediate family members working in the location, including the duties they perform must be provided to Lottery. (Spouse, Children, Parents, or Siblings)
2. **Video Retailer**- Immediate family members (Spouse, Children, Parents, or Siblings) of a Video Lottery Retailer involved in the business, in any capacity, paid or unpaid are considered key persons and are required by law to provide personal disclosure.

Managers:

1. **General Manager:** A person, regardless of title, who acts or has real or apparent authority to act on behalf of the owner in most matters concerning the operation of the owner's business during all business hours.
2. **Specific Duties:** A person, regardless of title, who routinely performs all the following duties:
 - a) The hiring and firing of employees; and
 - b) Making purchasing decisions relating to the buying of supplies and inventory; and
 - c) Conducting banking functions for the business.
3. **Corporate or Absentee Owner:** A person who operates the business for a corporate or absentee owner.

4. **Area / District Manager:** A person who operates multiple locations or supervises multiple store managers.
5. **Exception:** The definition of “manager” does not include a person who manages or operates a single convenience store location.

**If an individual does not meet the criteria of a Manager, they can be added as a contact only person (see below), however if the individual performs the duties of and/or meets any of the definitions of a key person listed above, being added as a contact person in lieu of disclosure is not an option.*

Non- Key Person / Contact Only Person: A contact person must be authorized in writing by an owner, officer, member of the entity to do one or all of the following:

- a) Order Scratch-it Tickets
- b) Order Supplies
- c) Order Financial Reports

****Failure to report key person changes or changes to your entity/organization within 14 days, may result in compliance action up to and including disablement of Lottery equipment and termination of your Retailer Contract.****