



Lottery Report Checklist

In order to make it easier to complete the Lottery Report, the following checklist indicates the information to be submitted with your Lottery Report. **Please attach all the required information to the Lottery Report in the following order:**

| Information To Be Filed | Attached |
|--|--------------------------|
| Original Lottery Report Filed at the Clerk's office within 30 days of the date of the draw. | <input type="checkbox"/> |
| List of all Prize Winners including address (Prizes and/or amounts per winner) | <input type="checkbox"/> |
| Copies of all bank deposit slips for this licence | <input type="checkbox"/> |
| Copies of receipts for ALL expenses incurred, and copies of all cheques drawn from the Lottery Trust Account. | <input type="checkbox"/> |
| Original Details of Lottery Trust Account (remember to include the balance as of the last Report and list all transactions since the last report submitted) | <input type="checkbox"/> |
| Copies of all bank statements from your Lottery Trust Account since your last Report | <input type="checkbox"/> |

The Alcohol and Gaming Control Commission's Terms and Conditions require all records to be kept up-to-date and retained for no less than four (4) years from the date of the Lottery.

Once you submit your lottery report, you must submit quarterly updates if there is a balance in your account being sure to attach the information above.

If you have any questions, please contact the **Clerk at 519-348-8429**