

## **Gaming Services Lottery and Permit Application** **Supporting Documents Checklist**

### **ALL APPLICATIONS:**

#### **Financial Information**

- Bank Statements
- Cheque Images (Front and Back) Cleared by the Financial Institution
- Deposit Slips
- Electronic Funds Transfer (EFT) Confirmation Receipts
- Invoices/Receipts

### **SPECIFIC LOTTERY APPLICATIONS:**

#### **Stub Draw Raffle**

- Copy of all Advertising for the Raffle Event
- Copy of Irrevocable Standby Letter of Credit or Certified Cheque as Guarantee of Prizes over \$10,000 (Original Also Required)
- Detailed Ticket Sales Plan
- List of Secured Prizes and their Retail Value, Including Taxes
- Legible Copies of a Firm Price Quotation and a Letter of Intent, Invoice or Agreement to Purchase for Each Prize Worth More Than \$500
- Proof of Accommodations for Trips Awarded as Prizes
- Proof Travel Agents are Registered with Travel Industry Council of Ontario (TICO) for Trips Awarded as Prizes
- Rules of Play

- Two Independent, Certified Appraisals for Antiques, Art, or Jewellery as Prizes
- Purchase Agreement or a Letter from the Dealer Indicating the Type, Model, and Options of the Car to be Awarded and the Full Retail Value of the Car, Including Taxes, Freight, Pre-Delivery Inspection (PDI) Costs, Duty and any Other Applicable Costs
- Miscellaneous/Other

Please specify: \_\_\_\_\_

**50/50 Raffle**

- Copy of All Advertising for the Raffle Event
- Detailed Ticket Sales Plan
- Rules of Play
- Miscellaneous/Other

Please specify: \_\_\_\_\_

**Payroll Raffle**

- Hospital 50-50 Payroll – Rules of Play
- Detailed Ticket Sales Plan
- Miscellaneous/Other

Please specify: \_\_\_\_\_

**Break Open Ticket**

- Copy of Valid GCA Store Registration, If Expired
- For Credit Transfers, Invoices and Summary Report from the Manufacturer Certifying the Number of Boxes Remaining to be Shipped Under the Licence
- Miscellaneous/Other

Please specify: \_\_\_\_\_



Fiona Chapman  
Director, Business Licensing &  
Regulatory Services

Municipal Licensing & Standards  
Carleton Grant, Executive Director

Business Licensing & Regulatory Services  
East York Civic Centre  
850 Coxwell Ave., 3<sup>rd</sup> Fl.  
Toronto, Ontario M4C 5R1

Tel: 416-397-7037  
Lottery.Licences@toronto.ca  
www.toronto.ca/gaming

**Lottery Events at a Bazaar**

- Detailed Ticket Sales Plan
- Miscellaneous/Other

Please specify: \_\_\_\_\_

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- I am not providing supporting documents at this time

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_