



Account Authorization

For Electronic Receipt of Hoosier Lottery Files

Retailer Name _____ Chain/Retailer # _____

The Hoosier Lottery creates and distributes a variety of Retailer statement and activity files each week, typically on Monday. Most of these files are available in two (2) formats and are sent with no extension. Please select the format that works best for you.

_____ **1. Spreadsheet Format**

Also known as Comma Delimited. All fields are separated by commas. This format is easily imported into most spreadsheet-oriented applications.

_____ **2. Word Processor Format**

Also known as Space Delimited. All fields are separated by spaces. Easily viewed by most word processor applications.

Please provide the contact information for all individuals authorized to receive Electronic Activity files. The contact listed first will be used as the primary contact by the Hoosier Lottery. To ensure proper distribution, send a test e-mail from each listed e-mail address to *estatement@hoosierlottery.com*.

NAME

E-MAIL ADDRESS

PHONE

- | | | | |
|----|-------|-------|-------|
| 1) | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ |
| 4) | _____ | _____ | _____ |

By signing below, you authorize the Hoosier Lottery to send selected Retailer statement and activity files to the individuals above. Although the requested information is intended to be sent by the Hoosier Lottery ONLY to the e-mail addresses that are specified above, the Hoosier Lottery cannot guarantee the security or confidentiality of any information sent via the Internet.

Authorized Signature (Officer/Partner/Owner)

Date

Title

Provided below are descriptions of electronic information available to Hoosier Lottery Retailers. Please complete this form by selecting all files that you would like to begin receiving.

_____ **1. Retailer Weekly Draw Game Billing Summary File**

One record is included for each Retailer, showing weekly draw game billing summary information. Fields include Retailer#, Chain#, Retailer Name, Statement Date, Sales for each Online Game, Validations, Credits, Commissions, Line Charges, Adjustments, and EFT Amount.

_____ **2. Retailer Weekly Scratch-off Ticket Billing Summary File**

One record is included for each Retailer, showing weekly scratch-off ticket billing summary information. Fields include Retailer#, Chain#, Retailer Name, Statement Date, Issues, Returns, Validation (1%) Commissions, Adjustments, Mid-Tier Cashes, Low-Tier Cashes, and EFT Amount.

_____ **3. Retailer Weekly Scratch-off Ticket Issues and Returns Billed File**

One record is included for each scratch-off ticket issue or return transaction that was billed. Fields include Retailer#, Chain#, Retailer Name, Transaction Type, Reason Code (sub-type), Statement Date, Game, Pack#, Qty of Tickets, Price Point, and Transaction Amount.

_____ **4. Retailer Weekly Scratch-off Ticket Outstanding Liability File**

One record is included for each pack that has been issued to the account, but has not yet been billed. Fields include Retailer#, Chain#, Retailer Name, Transaction Type, Game, Pack#, Qty of Tickets, Price Point, Transaction Date, Due Date, and Transaction Amount.

_____ **5. Retailer Weekly Invoice Detail File**

One record is included for each pack of scratch-off tickets that is ordered/returned each week. Fields include Retailer#, Chain#, Invoice#, Transaction Date, Invoice Amount, Retailer Name, Retailer Address, Retailer City, Game, Pack#, Qty of Tickets, Price Point, and Transaction Amount.

_____ **6. Retailer Weekly Invoice Summary File**

One record is included for each invoice of scratch-off tickets that is ordered/returned each week. Fields include Retailer#, Chain#, Retailer Name, Invoice#, Transaction Date, and Invoice Amount.

_____ **7. Retailer Daily Draw Game Billing Summary File**

One record is included for each Retailer, showing daily draw game billing summary information. Fields include Retailer#, Chain#, Retailer Name, Statement Date, Sales for each Online Game, Validations, Credits, Commissions, Line Charges, Adjustments, and EFT Amount.

_____ **8. Retailer Daily Scratch-off Ticket Billing Summary File**

One record is included for each Retailer, showing daily scratch-off ticket billing summary information. Fields include Retailer#, Chain#, Retailer Name, Statement Date, Issues, Returns, Validation (1%) Commissions, Adjustments, Mid-Tier Cashes, Low-Tier Cashes, and EFT Amount.

_____ **9. Retailer Weekly Scratch-off Game (UPC Barcode Info) File**

One record is included for each active scratch-off game. This file is available only in a Microsoft Word version at this time. This is designed for Retailers that sell tickets by scanning the UPC barcode. Fields include Game Number, Game Name, UPC Barcode Information, Tickets per Pack, Ticket Value, Start Date, Last Return Date, Last Claim Date, and Run (file creation) Date.