



Lottery Licensing Office
City Hall, 1st Floor
500 Donald Street East
Thunder Bay, ON P7E 5V3

Telephone: (807) 625-2546
Fax: (807) 625-2233

Break Open Ticket Lottery Report Requirements

The following supporting documents are required to accompany the completed *Break Open Ticket Lottery Report* due within **thirty (30) calendar days** of the expiry of the licence:

A copy of the bank statements for the entire **period of the licence**. Submitting bank account activity is not acceptable, it must be a bank statement.

- A copy of all deposit slips. If multiple lottery events are being executed simultaneously, please record the lottery licence number on each corresponding deposit slip.
- A copy of all invoices/receipts pertaining to the administrative costs reported, including but not limited to:
 - Ticket invoices
 - Gaming service commission
 - Break Open Ticket seller commission
- A copy of all invoices/receipts for all other expenditures.
- A copy of all cancelled cheques.

Please submit all reports to the address above.

Where the licensee has completed the sale of all Break Open Tickets prior to the expiry date on the Lottery Licence, the licence shall be deemed to have expired on the last date of sale. The *Break Open Ticket Lottery Report* shall be due within **thirty (30) calendar days** of the aforementioned date.

As a reminder, the Lottery Licensing Office reviews ongoing activity in the organization's lottery trust account(s). Therefore, every organization must submit copies of their lottery trust account bank statements, cancelled cheques, and invoices/receipts on a **monthly** basis.