



# THREE-PARTY AGREEMENT

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FOLDER ID

SEE INSTRUCTIONS ON BACK

Retailer Number

Official Use Only

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## Authorization to Honor Drafts/Automated Clearing House Debits/Credits Drawn By Pennsylvania Lottery

### CHECK ONE:

- New WAVE Retailer     
  New PCT Retailer     
  Account Change

#### PART A.

Financial Institution Name \_\_\_\_\_

Financial Institution Address \_\_\_\_\_

Account Number \_\_\_\_\_

Account Title \_\_\_\_\_

Account Type    \_\_\_ CHECKING        \_\_\_ SAVINGS

The undersigned requests and authorizes the Pennsylvania Lottery and the Financial Institution identified above to pay and charge to the above-named account draft/ACH debits/credits, provided there are sufficient funds in said account to pay debits upon presentation. The undersigned agrees that these rights in respect to each such draft/ACH debit/credit shall be in effect until revoked in writing by Lottery License Holder. The undersigned agrees that the Financial Institution identified above will be fully protected in honoring any such draft/ACH debit/credit

The undersigned further agrees that if any such draft/ACH debits/credits are dishonored, whether with or without cause, and whether intentionally or inadvertently, the Lottery shall be under no liability whatsoever

### ATTACH VOID CHECK OR CHECK SPECIFICATION SHEET

(DEPOSIT SLIPS ARE NOT ACCEPTABLE)

#### PART B to be completed by Financial Institution

\_\_\_\_\_ Date

\_\_\_\_\_ Financial Institution's Signature

\_\_\_\_\_ Title of Financial Institution Official

\_\_\_\_\_ Financial Institution Telephone Number

#### PART C to be completed by Lottery Retailer

\_\_\_\_\_ Signature of Lottery Retailer  
 (If two signatures are required on a check,  
 both signatures are necessary here )

\_\_\_\_\_ Contact Person's Phone Number

\_\_\_\_\_ Requested Effective Date

SEE INSTRUCTIONS ON BACK

## INSTRUCTIONS FOR COMPLETION OF THREE-PARTY AGREEMENT

1. Have an account at any Financial Institution that will accept Automated Clearing House (ACH) debits/credits on the account. A retailer may use a current business or personal checking account. We recommend but do not require a separate Lottery account for audit/review purposes.
2. Complete two copies of the Three-Party Agreement as follows

### PART A

Provide the name and address of the Financial Institution.

Provide the account number and Title.

Select Type of Account.

### PART B

Obtain the signature of an authorized Financial Institution official acknowledging receipt of a copy of the agreement.

### PART C

Sign the form in the lower right-hand portion. Only a person authorized on the account can sign. If two signatures are required on a check, both must sign.

Provide telephone number and requested effective date.

3. Give one copy of the agreement to the Financial Institution and instruct them to forward it to the appropriate department. This agreement usually is maintained in the Financial Institution authorization or electronic funds transfer department.
4. **Attach a voided copy of a check or check specification sheet (on a separate page if faxing) to the other copy of the Three-Party Agreement. The account number and name appearing on the account must be printed or typed on the check or specification sheet.**

## FOR ACCOUNT CHANGES ONLY:

1. It will take approximately two weeks from the day Lottery receives the request at headquarters to affect this change.
2. **DO NOT TRANSFER LOTTERY FUNDS FROM YOUR OLD ACCOUNT INTO THE NEW ACCOUNT UNTIL YOU RECEIVE A CALL FROM LOTTERY HEADQUARTERS.**
3. You may send account changes to:  

PENNSYLVANIA LOTTERY  
ATTN: BUDGET DEPARTMENT  
1200 FULLING MILL ROAD SUITE 1  
MIDDLETOWN PA 17057
4. You may also fax Financial Institution/account changes to 717-702-8178, or provide to your district lottery representative. If faxed, please call Lottery at 1-800-692-7481 to confirm receipt and effective date.