



Maryland Lottery and Gaming Control Agency (MLGCA)
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Vendors – a “How to” Guide (2-page overview)

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Maryland Law requires that: “Any person / company (Vendor) who provides **non-gaming related goods / services** to a Video Lottery Terminal (VLT) operations licensee (a casino) is required to be Registered or Certified with the Maryland Lottery and Gaming Control Commission in order to conduct business with a facility (a casino) within the State of Maryland.”
--- per COMAR (Code of Maryland Regulations) 36.03.02.17

Please start by reviewing our “Application Information for Vendors” Web link: <http://gaming.mdlottery.com/application-information-for-vendors/>

A Business Relationship between a business and a casino must be established before our office is able to process and approve a Vendor Form (application). If you are a supplier of **non-gaming related goods / services** conducting business with a casino, you must meet the following conditions / requirements:

- A business entity that contracts / anticipates providing non-gaming related goods / services to one casino (or multiple casinos) in a calendar year, whether it is for 1 day or 365 days, is held to the following:
 - \$2,499 or below – not required to register at all
 - \$2,500 to \$99,999 – must submit Form 1023 Vendor Registration Form (3 pages); no fee is required; Maryland State Department of Assessments and Taxation (MD SDAT) “Certificate of Good Standing” is required
 - \$100,000 or above – **NON-CONSTRUCTION** - must submit Form 1021 Vendor Certification Form (13 pages); the required non-refundable fee is \$500; and MD SDAT “Certificate of Good Standing” is required
 - \$100,000 or above – **DURING THE CONSTRUCTION PHASE** - must submit Form 1021CC Vendor Certification Form ***Construction Version***, (13 pages); the required non-refundable fee is \$500; and MD SDAT “Certificate of Good Standing” is required

Current 2016 Vendor Registration / Certification Forms are available online at: <http://gaming.mdlottery.com/licensing/>
Vendor Registration / Certification (approval) duration is valid for a 5-year period from the date that your business is approved as either a Registered or Certified Vendor with our office.

Approved Vendors may be verified online at: <http://gaming.mdlottery.com/licensing/approved-vendors/>

- The following 4 sequential steps must be adhered to before a Vendor Registration Form or a Vendor Certification Form will be reviewed / processed for assignment to a Background Investigator in our office:
 - 1) A business must enter into a Business Relationship (agreement / contract) with a casino – via a “Certification of Business Relationship” document - before our agency can begin the process of reviewing and approving a business to be a vendor.
The “Certification of Business Relationship” is Page 13 on the following two (2) Vendor **Certification** Forms:
 - The Vendor Certification Form – Form 1021; and
 - The Vendor Certification ***Construction Version*** Form - Form 1021CC**The “Certification of Business Relationship” is Page 2** on the Vendor **Registration** Form – Form 1023.

Once the Business Relationship is established between a business and a casino, then our office is able to receive, review, process and approve a Vendor Form (application). Depending upon the protocol established by each of the casinos, a business applying to become an Approved Vendor will most likely be provided with a checklist of items that will need to be accomplished before the Casino Representative (Rep) will verify the Business Relationship and sign a Page 13 on a Vendor Certification Form 1021 or 1021CC, or a Vendor Registration Form 1023.

The Casino Rep may also opt to require that a business already have MD SDAT “Good Standing” status (see Step 2 that follows) before (rather than after) the casino will enter into a written (contractual) Business Relationship with the business applying to become an Approved Vendor. **This requirement arrangement is between the business and the Casino Representative.**

(At each Casino, there will be an office with personnel specifically assigned to assist a business entity with this vendor application process, such as Purchasing, Finance, etc. Seek assistance from whichever casino your company has decided to conduct business with).

- 2) Every business entity, to include both in-state (Maryland) businesses and out-of-state (Foreign) businesses, must have a Maryland State Department of Assessments and Taxation (MD SDAT) "Certificate of Good Standing" either prior to, or soon after, the business and a Maryland casino enter into a written Business Relationship. Our office will not process a Vendor Form application until / unless the business has MD SDAT "Good Standing" status. **The only exception to this is a business entity that is owned by: a Sole Proprietorship, or a Single-Member LLC, or a General Partnership.** If this is the case with any business entity, the business entity must submit a Federal Tax Form W-9, completed and signed, along with their Vendor Form (application). Please use this link on our agency Web site page to obtain a copy of this Federal Tax Form W-9: <http://gaming.mdlottery.com/wp-content/uploads/2015/05/W-9-Form-IRS-Rev-12-2014.pdf>

- 3) Please use this MD SDAT Web site link to determine if a business entity enjoys MD SDAT "Good Standing" status: <http://sdat.resiusa.org/ucc-charter/Pages/CharterSearch/default.aspx>

NOTE: Our agency **does not** accept Comptroller of Maryland Good Standing Certificate letters. The Comptroller's Office is not the same State Agency as MD SDAT, even though both agencies deal with different types of taxes from businesses. Every business is assigned its own alpha-numeric identifier by each agency – and these identifiers do not match. MD SDAT's Department Identification (ID) Number for a business is 9 characters long.

If you cannot locate your business entity's MD SDAT status, please contact the Charter Unit of MD SDAT, either by e-mail or by phone, using the following links and / or phone numbers:

MD SDAT e-mail addresses are: charterhelp@dat.state.md.us -OR- sdat.charterhelp@maryland.gov

MD SDAT **Charter Frequently Asked Questions** Web site page is: <http://www.dat.state.md.us/sdatweb/charterfaq.html>

MD SDAT "New Businesses / Charter Legal Review" phone number is 410-767-1350.

MD SDAT "Corporate Charter Division / Newly Filed Documents" phone numbers are 410-767-1340 or 410-767-4950.

Regardless of when the Certificate of Good Standing is acquired from MD SDAT, no Vendor Form, either Registered or Certified, will be processed by our office unless a MD SDAT "Certificate of Good Standing" for your business entity accompanies the submitted Vendor Registration Form or Vendor Certification Form.

- 4) MD SDAT Department Identification (ID) Number for an out-of-state (Foreign) business is required. The casino should be able to provide assistance in locating Maryland Resident Agent companies, **but our office cannot**. [You may also "Google" Maryland Resident Agent companies to view a current listing].

The MD SDAT **Frequently Asked Questions for Non-Maryland (Foreign) Business Entities** Web site link is:

<http://www.dat.state.md.us/sdatweb/nonmaryland.html>

NOTE: an out-of-state (Foreign) business may also obtain their MD SDAT Department Identification (ID) Number - and their MD SDAT "Certificate of Good Standing" - directly from MD SDAT by doing the following:

- Go to the MD SDAT Web site link: <http://sdat.resiusa.org/ucc-charter/Pages/CharterSearch/default.aspx>
 - On the top toolbar, click on "Forms & Applications"
 - Scroll down to "FOREIGN (non-Maryland) BUSINESSES" and click on "Foreign Corporation Qualification Form"
 - Complete the form with applicable fee(s).
 - If desired, contact MD SDAT (410-767-1340/1350) to inquire how to expedite this process and pay the expedited fee amount; you may fax requests for expedited service at MD SDAT to 410-333-7097 (expedited fees will apply).
- 5) After the "Certificate of Business Relationship" Page 13 has been signed by a Casino Rep (for Certification Form 1021), or by **either** a Casino Rep or a Construction Rep (for Certification ***Construction*** Form 1021CC), it **must be Notarized** before submitting it to our office. The same applies to Page 2 of the Registration Form 1023, in which case **either** a Casino Rep or a Construction Rep must sign. **Only properly completed, signed and Notarized Vendor Forms will be processed by our agency.**

Additional information extracted from COMAR 36.03.02.17 Vendor Registration and Certification:

"Definition: 'Vendor' means a person who provides goods or services to a video lottery operation applicant or licensee (and who is not required to be approved as a Manufacturer or Contractor under State Government Article, Title 9, Subtitle 1A, Annotated Code of Maryland, or this subtitle), and includes:

Any person / company who provides non-gaming related goods / services to a video lottery operation licensee (a Casino) is required to be Certified or Registered with the Maryland State Lottery Commission in order to conduct business with a facility (casino) within the State of Maryland, which includes: suppliers of alcoholic beverages; suppliers of food and non-alcoholic beverages; refuse handlers; vending machine providers and service personnel; janitorial and maintenance companies; tenant businesses or franchises located within facilities if such goods and services are not gaming related; providers of transportation services if such services are not gaming related; persons involved in the construction of a facility; lessors of real property or goods; payroll services and other employer related services; employee recruiting services; and persons whose services the Commission reviews and determines must be Registered or Certified under this regulation."