



Maryland Lottery and Gaming Control Agency (MLGCA)
1800 Washington Boulevard, Licensing Division, 3rd Floor, Baltimore, Maryland 21230
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Vendors – a “How to” Guide (overview)

(Updated mid-November, 2014)

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

A business relationship between a Vendor and a casino must be established before our office can approve a Vendor Form (application). If you are a vendor/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 a “\$” amount of business to be conducted with a casino within **any** 12-consecutive month period, 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; 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; 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; MD SDAT “Certificate of Good Standing” is required

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 company is approved as a Vendor with our office.

Approved Vendors may be verified by going to the following site: <http://gaming.mdlottery.com/licensing/>

While hovering the cursor over the “*Licensing*” tab on the top toolbar, a drop-down “*Approved Vendors*” tab will appear which will link the user to an alphabetized list of all currently Approved Vendors.

- The following 4 sequential steps must be adhered to before a Vendor Registration or a Vendor Certification Form will be reviewed for assignment to a Background Investigator in our office:
 - 1) A “Certification of Business Relationship” must exist between Vendor and Casino BEFORE our agency can approve a Vendor. **The “Certification of Business Relationship” is Page 13** on the following two (2) Vendor **Certification** Forms:
 - (1) The Vendor Certification Form – Form 1021; and
 - (2) The Vendor Certification-**Construction Version** Form - Form 1021CC.**The “Certification of Business Relationship” is Page 2** on the Vendor **Registration** Form – Form 1023.
- A business relationship between a Vendor and a casino must be established before our office can approve a Vendor Form (application). Depending upon the format established by the various casinos, the Vendors will most likely be provided with a checklist of items that will need to be accomplished before the Casino Representative (Rep) will sign off on the document. The Casino Rep may also opt to require that a Vendor already have MD SDAT “Good Standing” status (see Step 2 that follows) before the casino will enter into a written business relationship with the Vendor – **this is between the Vendor and the Casino Rep.** (At each casino, there will be an office with personnel specifically assigned to assist Vendors with this, such as Purchasing, Finance, etc. Seek assistance from whichever casino your company has decided to do 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 just after, that business and a Maryland casino enters into a written business relationship. MD SDAT (which includes Maryland Real Property Value Tax) for in-state Vendors is required. **The only exception is that of a business owned by either a Sole Proprietorship or a General Partnership.*** Please use this Web site address to determine if your company enjoys "Good Standing" status: <http://sdatt.resiusa.org/ucc-charter/Pages/CharterSearch/default.aspx>

*Exception: If your company is either a **Sole Proprietorship** or a **General Partnership**, you must submit **one** of the following documents with your Vendor Form (application):

- 1) a Form W-9 (an IRS Form – "Request for Taxpayer Identification Number and Certification"); **or**
- 2) a Maryland Sales & Use Tax License, which is a certificate that displays your Maryland Sales and Use Tax Registration Number.

If you cannot locate your company's status, please contact the Charter Unit of MD SDAT.

Their e-mail addresses are: charterhelp@dat.state.md.us -OR- sdatt.charterhelp@maryland.gov

Their *Frequently Asked Questions (FAQ)* Web site address is: <http://www.dat.state.md.us/sdatweb/charterfaq.html>

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

Their "Corporate Charter Division / Newly Filed Documents" phone number is 410-767-1340.

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

- 3) MD SDAT (which includes Maryland Real Property Value Tax) for out-of-state (foreign) Vendors is required. Some Vendors may find this to be a difficult and time-consuming step, but there are Maryland Resident Agent companies that will assist with this process (for a fee). A decision will need to be made by each Vendor regarding this service. Some Vendors may determine that the fee might be worthwhile when considering that by using these services, a Vendor is able to obtain a MD SDAT Department Entity Number within a few days, rather than wait weeks to obtain it from the MD SDAT office. The casino should be able to provide telephone numbers of the Maryland companies that provide this service, **but our office cannot**. [You may also "Google" *Maryland Resident Agent* companies to view a current listing].
The MD SDAT *Frequently Asked Questions (FAQ)* Web site address is: <http://www.dat.state.md.us/sdatweb/nonmaryland.html>
That said, out-of-state (foreign) Vendors may also obtain their MD SDAT Department/Entity Number - and their MD SDAT "Certificate of Good Standing" - directly from MD SDAT by doing the following:
- a) Go to the MD SDAT Web site: <http://sdatt.resiusa.org/ucc-charter/Pages/CharterSearch/default.aspx>
 - b) On the top toolbar, click on "**Forms & Applications**"
 - c) Scroll down to "**FOREIGN (non-Maryland) BUSINESSES**" and click on "**Foreign Corporation Qualification Form**"
 - d) Complete the form with applicable fee(s).
 - e) *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).
- 4) After the Certificate of Business Relationship page [Page 13 for both of the Vendor Certification Forms 1021 and 1021CC, and Page 2 on the Vendor Registration Form 1023] has been signed by authorized casino personnel, it must also be notarized. *Only 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."

If any additional information is required regarding **non-gaming goods/services** for Vendors during the Vendor Registration/Certification process, please e-mail Denise Walk, Non-Gaming Vendor Coordinator, at denise.walk@maryland.gov