



**ATTENTION COIN OPERATED AMUSEMENT MACHINE (COAM)  
LICENSE HOLDERS!  
THE LICENSING YEAR 2020 (07/01/2019 - 06/30/2020)  
COAM LICENSING APPLICATION PERIOD IS  
NOW OPEN!**

The COAM licensing application ([www.gacoam.com](http://www.gacoam.com)) is now open for the **2020 licensing period (07/01/2019 – 06/30/2020)** to the following licensees:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| - Master Class A – NEW and RENEWAL | - Location Class A – NEW and RENEWAL |
| - Master Class B – RENEWAL ONLY    | - Location Class B – NEW and RENEWAL |
| - Manufacturers – NEW and RENEWAL  | - Distributors – NEW and RENEWAL     |

**Note:** The Georgia Lottery Corporation is not accepting any new Class B Master License applications. Those licensees not RENEWED for the 2020 license year (07/01/2019 - 06/30/2020) by 12:00 midnight (EST) on June 30, 2019 will be assessed a \$1,000 late fee on July 1, 2019. Existing COAM licensees will not be allowed to apply for a new license to avoid payment of a late fee.

**Important Message to Corporate Partners, Licensing Officers, Bookkeepers, and Accounting**

**Firms:** As you prepare for this year's COAM license renewal and application period, be sure to take the time to review your business records and verify you have submitted COAM license renewal applications for **ALL** of your clients or business locations.

If you encounter any problems with the COAM License website ([www.gacoam.com](http://www.gacoam.com)) or have any questions, please contact the **COAM Retailer Services Helpline** at **1(800) 746-8546 Option 6 and 2**.

**HELPFUL HINTS TO AVOID ANY DELAY IN THE PROCESSING OF YOUR APPLICATION**

Listed below are some helpful tips which can assist the GLC with the timely and efficient processing of your initial or renewal Class B Location license application. The GLC recommends the following for Class B Location license applications:

- **Renew License Prior to Expiration Date** – While the GLC sends courtesy reminders via email to current license holders, it is ultimately the sole responsibility of the licensee to ensure the renewal of their license by the expiration date. COAM Location licenses may be renewed beginning May 1 (date is subject to change) through June 30 each year or be subject to a non-refundable late fee of \$1,000.00 beginning July 1 and ending after September 28. The late fee is a mandated statutory fee that cannot be waived by the GLC. A Location license that has been expired for more than ninety (90) days from June 30 may not be renewed. Applicants can avoid any last minute problems with the online submission by submitting their application as soon as the licensing period opens for renewal. **Registration Information** - Licensees should ensure they

have all registration information available prior to logging into the online licensing application including your [www.gacoam.com](http://www.gacoam.com) username and password, State Tax Identification (STI) number, Federal Employer Identification Number (FEIN), method of payment information and any identification or citizenship information required to complete your application.

- **Payment of Taxes or other State Financial Obligations** - Before applying for a COAM license verify you have no outstanding tax liabilities or obligations (i.e. missing tax returns). Contact the Department of Revenue (DOR) for the State of Georgia at (404)417-4445 or go to [www.gtc.dor.ga.gov](http://www.gtc.dor.ga.gov) to obtain a status on any outstanding corporation issues, tax liabilities or obligations, or update officers/owners.
- **Apply for the Correct License Type and License Class** - Licensees need to make sure they are applying for the correct type of license (Master, Location, Manufacturer or Distributor) and the correct Class of license (Class A and/or Class B). **Important:** Location licensees in possession of both Class A and Class B machines in the same business location or anticipate having both Class A and Class B machines in the same business location anytime during the licensing year, must apply for a Class B type license. Also, if you are a Class A Location License Holder, and you own your Class A machines you **MUST** apply for both a Class A Master license and Class A Location license.
- **Updating Officers/Owners/Shareholders** - Applicants must ensure ALL officer/owner/shareholder information has been updated with the DOR and the Georgia Secretary of State (SOS) prior to submitting a COAM application. A "Personal Information" page must be completed for EACH officer/owner/shareholder when submitting a COAM application. Failure to provide true and correct officer/owner/shareholder information on the COAM application, with the DOR, and with the SOS may delay the processing of your COAM application.
- **Providing True and Correct Information on Application** - Applicants are required to provide the GLC with true and correct information on their COAM application. This includes ensuring all address information, owner information and contact information for the owner(s) of record are accurate and all documents have been submitted. Applicants should not provide their accountants' or bookkeepers' information as owner information. Accountants and bookkeepers may be listed in the "Business Contacts" section of the online application. GLC must be able to contact the owner(s) directly for any application inquiries, and operational or COAM connectivity issues.
- **Requests for Information** - Respond to information requests from the RCA and Legal Departments promptly. Failure to respond to any information request may result in the denial of your COAM application.
- Updating your information will ensure the timely and complete evaluation of your application. Failure to provide updated information may result in the denial of your application. If

you need assistance with accessing your account, you may contact the **COAM Retailer Services Helpline at 1(800)746-8546 Option 6 and 2.**

If you have already renewed your COAM license, please disregard this message.

### **OTHER IMPORTANT DATES FOR COAM LICENSING**

#### **05/31/2019**

Last day to apply for a new location license (Class A and Class B), new Master Class A license, new Manufacturer or new Distributor license for the 2019 licensing period (07/01/2018 – 06/30/2019).

#### **06/30/2019**

Last day for Master Licensees to purchase additional Class A and Class B decals or Location Licensees to add Class A and Class B machines for the **2019** licensing period (07/01/2018 – 06/30/2019)

#### **07/01/2019**

Date a **\$1,000 late fee will be assessed to Location Class A and Class B licenses, Master Class A and Class B licenses, and Manufacturer and Distributor licenses** that have not RENEWED for the 2020 licensing period (07/01/2019 – 06/30/2020). An existing COAM licensee will not be allowed to apply for a new license to avoid payment of late fee.

#### **09/28/2019**

Last day to renew your Location Class A and Class B license, Master Class A and Class B license, and Manufacturer and Distributor license for the 2020 licensing period (07/01/2019 - 06/30/2020) **with a \$1,000 late fee.** Any licensees not renewed by this date will not be able to operate COAMs for the remainder of the 2020 licensing period (07/01/2019 – 06/30/2020).

### **IMPORTANT ANNOUNCEMENT!**

The COAM Division of the Georgia Lottery Corporation is pleased to announce the publication of the new **Location License Holder Guide** available in the “Documents/COAM Communications” section of the COAM website at [www.gacoam.com](http://www.gacoam.com). The guide is designed to help those current Location License Holders, or those considering applying for a COAM Location license, educate themselves on the laws, rules, regulations, and procedures of the COAM industry. Master License Holders are encouraged to distribute the Location License Holder Guide to their current customers as well as those looking at considering the COAM industry. The COAM Division is dedicated to serving the COAM industry and welcomes your feedback to assist us in improving our Location License Holder Guide. Please send comments about the Location License Holder Guide to [COAMReporting@galottery.org](mailto:COAMReporting@galottery.org) with “User Guide” in the subject line of the email.

Access the Location License Holder Guide by clicking on

<https://www.gacoam.com/API/Documents/Document?documentID=257>

The Georgia Lottery Corporation  
COAM Division  
05/16/2019