



ATTENTION MASTER , LOCATION, MANUFACTURER AND DISTRIBUTOR LICENSE HOLDERS!

**THE DEADLINE OF July 1, 2018
FOR COAM LICENSING RENEWAL
IS QUICKLY APPROACHING!**

**RENEW NOW FOR YOUR 2018 – 2019 (07/01/2018 thru 06/30/2019)
COAM LICENSE**

The COAM licensing application (www.gacoam.com) is now open for the **2019 licensing period (07/01/2018 – 06/30/2019)** to the following licensees:

- **Master Class A – NEW and RENEWAL**
- **Master Class B – RENEWAL ONLY**
- **Location Class A – NEW and RENEWAL**
- **Location Class B – NEW and RENEWAL**
- **Manufacturer - NEW and RENEWAL**
- **Distributor - NEW and RENEWAL**

Note: The Georgia Lottery Corporation is not accepting any **new** Class B Master license applications.

Those licensees not RENEWED for the 2019 license year (07/01/2018 - 06/30/2019) by 12:00 midnight (EST) on June 30, 2018 will be assessed a \$1,000 late fee starting on July 1, 2018. Existing COAM licensees will not be allowed to apply for a new license to avoid payment of late fee.

Helpful hints to avoid any delay in the processing of your application. .

- **Payment of Taxes or other State Financial Obligations** - Before applying for a COAM license verify you have no outstanding tax liabilities. Contact the Department of Revenue (DOR) for the State of Georgia at **(404)417-4445** to obtain a status on any outstanding tax liabilities.
- **Apply for the Correct License Type** - 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). Location licensees who are 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 license.
- **Requests for Information** - Respond to information requests from the Retailer Contracts Administration (RCA) Department promptly. **Failure to respond to any information request may result in the denial of your COAM application.**
- **Registration Information** - Licensees should ensure they have all registration information available prior to logging into the licensing application including your www.gacoam.com username and password, State Tax Identification (STI) number, method of payment information and any identification or citizenship information that may be required to complete your application.



- **Updating Officers/Owners/Shareholders** - Applicants must ensure ALL officer/owner/shareholder information has been updated with the DOR prior to submitting a COAM application. A "Personal Information" page must be completed for EACH officer/owner/shareholder when submitting a COAM application.

- **Providing True and Correct Information on Applications** - It is highly recommended by the GLC to provide the contact information and email address for the owner(s) of record rather than that of the LLHs accountant or bookkeeper. Make sure and provide the true and correct contact information, email address, and home address when you are applying for your 2019 COAM license or go to www.gacoam.com at anytime and update your information. Owner information may be updated using the following steps:
 - Log into www.gacoam.com
 - Click "Licenses" submenu at top of page
 - Select the business from the drop down list
 - Click "Account Info" button
 - Click the green check on the right side of screen under "Owner Contact Info"
 - Click "Edit" button to update information
 - Update information
 - Click "Verify Address" button (if necessary)
 - Click "Save Changes" button
 - Click "Yes, Save" button

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 **Georgia Lottery Corporation (GLC)/Coin Operated Amusement Machine (COAM) Helpline at 1(800)746-8546 and select Option 6 and then 2.**

Important Message to Corporate Partners, Licensing Officers, 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.

Again, if you encounter any problems with the COAM Licensing website (www.gacoam.com) or have any questions, please contact the GLC COAM Helpline at **1(800) 746-8546**

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

The Georgia Lottery Corporation
COAM Division

06/08/2018