



## Congratulations on your lottery prize!

You can claim prizes up to and including \$1,000 at lottery retailers offering the service. Check with the retailer to ensure they have sufficient cash to pay the prize.

If you've won a prize worth over \$1,000, you can claim it at a Prize Payout office or mail in your tickets for claim. You can use the forms in this package to expedite your claim process:

- If you're mailing in your claim, you can print and complete both forms in this package and mail them in with your ticket. Please contact Player Care (1-800-665-3313) for instructions on where to send your ticket.
- If you're claiming your prize in person at a Prize Payout office, you have the option to complete both forms in this package and bring them with you, or you can fill out the forms with our Prize Office staff during your appointment.  
Note: Our staff can act as a witness on the Statutory Declaration form, so you do not need to find a Qualified Witness for that form if you are coming in to claim your prize in person.

Remember to clearly print your legal name, address and daytime telephone number on the back of your ticket.

Included in this package is;

1. Claimant Information Sheet
  - a. Print and fill in the form, then date and sign
  - b. For prizes less than \$10,000, provide copies of the front and back of 1 piece of Government-issued identification
  - c. For prizes of \$10,000 or more, provide copies of the front and back of 2 pieces of Government-issued identification
  - d. Please contact WCLC Player Care at 1-800-665-3313 if you have any questions regarding appropriate identification
2. Statutory Declaration
  - a. Print and fill in the form, then date and sign
  - b. This declaration must be completed with a qualified witness, as noted on the 2<sup>nd</sup> page of the form – if you are making a prize claim in person, our staff can act as a qualified witness for you

Fill in these forms appropriately and either bring them with you to your prize claim appointment, send them to [wclcprizeoffice@wclc.com](mailto:wclcprizeoffice@wclc.com), or mail the documents with your ticket to WCLC.

If you're mailing in your claim:

- Make sure to include the original ticket with the completed forms. Prizes can only be paid on presentation of the original winning ticket. We recommend you keep a scan or photocopy of the tickets for your records.
- To process larger prizes, we may need to connect with you remotely to complete necessary interviews and paperwork. We will explain the process for claiming a prize remotely to you thoroughly during the prize payout process.
- There are risks to sending tickets through the mail, and WCLC is not responsible for the loss of tickets in transit to our office. However, thousands of winners send tickets for claim every year without issues. You may want to consult with your local post office to understand the mailing options available to you, depending on the value of the winning ticket you're submitting.

# Claimant Information Sheet Guidelines

Please refer to these guidelines to ensure you fill out your information sheet correctly. Improperly completed forms can delay the processing of your prize claim.

**Note:** If more than one person is part of a prize claim (for example if you're sharing your prize with one or more people, or if you bought tickets as part of a group), call WCLC Player Care at 1-800-665-3313 for instructions on how to make your claim.

If you are the sole prize holder, you can fill out the Claimant Information Sheet if you're submitting your claim by mail, or you have the option to fill it in in advance and bring it in to your prize claim appointment:

## Section 1:

Clearly print your:

- Legal Name
- Address
- Email address
- Date of birth
- Total prize amount

## Section 2:

- Read the definition of "immediate relative" carefully
- Circle the correct answer (yes or no) for each organization
- If you circle 'yes,' provide the employee's full name, their position with the organization, and your relationship to the employee

## Section 3:

- Checkmark the correct answer (yes or no) for each question
- If you answer 'yes' to one of the questions, provide the name of the location and the date of your lottery employment there
- Sign and date the form on the lines provided
- Please include your daytime phone number for possible follow up on your claim

## Important:

The remaining section of the form is for internal use only.

## CLAIMANT INFORMATION SHEET

Legal Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town/Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Total Prize Amount: \$ \_\_\_\_\_ Number of Claimants: \_\_\_\_\_

**Do you or an immediate relative\* work for any of the following organizations?**

|                                    |     |    |   |     |    |
|------------------------------------|-----|----|---|-----|----|
| Western Canada Lottery Corporation | Yes | No | Northwest Territories Lottery Commission (NWT/NU Lotteries) | Yes | No |
| Alberta Gaming, Liquor & Cannabis  | Yes | No | Interprovincial Lottery Corporation                         | Yes | No |
| Saskatchewan Lotteries             | Yes | No | Pollard Banknote  | Yes | No |
| Manitoba Liquor & Lotteries        | Yes | No | International Game Technology (IGT)                         | Yes | No |
| Lotteries Yukon                    | Yes | No | Scientific Games International (SGI)                        | Yes | No |

**If yes to any of the above, please provide the employee's full name and position with the organization:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Does your employer sell/cash Lottery tickets? Yes ☐ No ☐

**Are you or have you ever sold/cash lottery tickets as part of your work duties?**

Yes ☐ No ☐ If yes, where/when: \_\_\_\_\_

**I certify the information provided by me to be true.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

**[For Internal use only] IDENTIFICATION PRESENTED:**

|                   |  |                   |  |
|-------------------|--|-------------------|--|
| Type:             |  | Type:             |  |
| Name on ID:       |  | Name on ID:       |  |
| Identification #: |  | Identification #: |  |

**\*Immediate Relative** means in relation to a person:

- i) a spouse of that person within the meaning of the matrimonial property law applicable to that person;
- ii) a parent of that person, whether natural or adoptive or step-parent;
- iii) a child of that person, whether an adult, minor, natural, adopted or a step child;
- iv) a sibling of that person whether natural, adopted, full or half, or a step-sibling

Lotteries Representative: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

# Manitoba Statutory Declaration Guidelines

Please refer to these guidelines to ensure your Declaration is completed properly. Improperly completed forms can delay the processing of your prize claim.

#1, 2 and 3:

Clearly print your legal full name, address, and date of birth.

#4:

- If you are the sole holder of the prize, circle the first #4 option;
- If the prize is held by more than one individual, call WCLC Player Care at 1-800-665-3313 for guidance on how to fill out this form.

Sign the Declaration in front of a Qualified Witness:

- After witnessing your signature, the Qualified Witness fills in the location (city and province) and the date (day, month and year), then signs the Declaration.
- The Qualified Witness must meet one of the requirements listed on Page 2 and either check the appropriate box or print/stamp their qualification on the line provided.
- Note that if you're claiming your prize in person and filling out these forms in advance, our staff can act as a Qualified Witness for you when you come into the office.

**Important:**

If the prize is shared, the Qualified Witness cannot be one of the co-holders.

If you have any questions or concerns, please contact Player Care at 1-800-665-3313 for assistance.

## STATUTORY DECLARATION

**CANADA** )  
 )  
 )  
PROVINCE OF MANITOBA )  
 )  
 )

**IN THE MATTER OF:**  
  
**THE FAMILY MAINTENANCE ACT**

I, \_\_\_\_\_ of \_\_\_\_\_  
(print name in full) (print address in full)

do solemnly declare that:

- I am the holder of a lottery ticket entitled to make a claim for a lottery prize of \$1,001.00 or more.
- My address is correctly stated above.  
My date of birth is \_\_\_\_\_  
(day/month/year)

(select one of the two paragraphs below and stroke out the one not selected)

- I am the sole person entitled to the lottery prize of \$1,001.00 or more.

OR

- The following individuals are entitled to share in the lottery prize of \$1,001.00 or more:  
(print the names of all individuals entitled to share in the prize below and on the reverse, if necessary)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

and these individuals **have / have not** entered into a written agreement concerning the purchase of the lottery ticket  
(delete as appropriate)  
to which this lottery prize relates.

And I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of The Manitoba Evidence Act.

Declared before me at the City of \_\_\_\_\_ )  
In the Province of \_\_\_\_\_ )

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ )

\_\_\_\_\_  
(signature of witness)

\_\_\_\_\_  
(printed name of witness)

\_\_\_\_\_  
(signature of declarant)

**[For Internal use:]** Identification presented:

|                   |  |                   |  |
|-------------------|--|-------------------|--|
| Type:             |  | Type:             |  |
| Name on ID:       |  | Name on ID:       |  |
| Identification #: |  | Identification #: |  |

Recorded by: \_\_\_\_\_ MEP Match: \_\_\_\_\_ No MEP Match: \_\_\_\_\_

MEP AUTHORIZATION MEP OFFICER: \_\_\_\_\_ Date: \_\_\_\_ Time: \_\_\_\_

Authorization to Pay: ☐ YES  
☐ NO

# Qualification of Witness

This statutory declaration may be declared before persons holding any of the following qualifications.

Please check the appropriate box:

- ☐ a commissioner for oaths (provide commission expiry date);
- ☐ the Lieutenant Governor of Manitoba;
- ☐ the Clerk of the Executive Council of Manitoba;
- ☐ a justice of the peace or magistrate in Manitoba;
- ☐ a judge of any court in Manitoba;
- ☐ a master, referee, Registrar or deputy Registrar of the Court of Queen's Bench of Manitoba;
- ☐ a district registrar, deputy district registrar, or a deputy of a district registrar of any land titles office in Manitoba, or the Registrar-General under The Real Property Act;
- ☐ a barrister-at-law or attorney-at-law duly admitted and entitled to practice as such in Manitoba;
- ☐ a notary public appointed for Manitoba;
- ☐ a mayor, reeve, or clerk of any municipality, the resident administrator of any local government district, or the secretary-treasurer of any school district or school divisions established under The Public Schools Act;
- ☐ the chief sheriff or any sheriff in Manitoba or the deputy of any of them;
- ☐ a member of the Royal Canadian Mounted Police; or
- ☐ a surveyor authorized to practice under The Land Surveyors Act.