

# Completing Scratch & Win Buyback Forms

June 2022

As we continue to upgrade our systems in preparation for new lottery terminals, the **5-digit Retailer Number** will be more widely used. Moving forward, **Approved Buyback** and **Expired Ticket List** forms will ask you to fill in your **5-digit Retailer Number**, instead of the 4-digit number used to sign onto your lottery terminal.

## APPROVED BUYBACKS

Please follow instructions 1 through 8 when completing the form.  
Incomplete forms will result in a delay in processing.

### INSTRUCTIONS:

Please complete all sections highlighted in green.

1. \*NEW: Record 5-digit Retailer Number, Date, Retailer Store Name and Postal Code.
2. Enter # Full Packages (Column 4).
3. Enter # Loose Tickets (Column 5).
4. Enter Total Tickets Returned (Column 6).
5. Multiply Total Tickets Returned (Column 6) to Your Cost (Column 7).
6. Enter Your Credit in (Column 8).
7. Add all of Your Credit (Column 8) to determine Total Credit of Buyback (Box 9).
8. Clearly Print your name in (Box 10).

1. RETAILER NUMBER: RET \_\_\_\_\_ (5-digits)

1. RETAILER STORE NAME: \_\_\_\_\_

## Where can you find your store's 5-digit Retailer Number?



# Find the "RET" before the 5 digits

Example: RET12345

## Sign On News Message

SIGNED ON  
 RETAILER 3001  
 MAY 27 19  
 Sign on News Message  
 =====  
 Retailer Number  
 RET12345  
 This is the HN  
 signon message for  
 CDC 12601.  
 THE SALE AND  
 REDEMPTION OF  
 LOTTERY TICKETS TO  
 ANYONE UNDER 19  
 YEARS IS PROHIBITED  
 BY LAW. CHECK FOR  
 I.D. IF YOU ARE NOT  
 SURE.  
 \*\*\*\*\*  
 THIS IS THE END OF  
 HN SIGNON MESSAGE  
 FOR CDC=12601.  
 GO CANUCKS GO  
 ADDED THIS LINE AT  
 THE END.

## Packing Slip

**bclc** **Packing Slip**  
 Ticket Order Ref. Number : 200068774 MAR-23-2022

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**Retailer Information**  
 Retailer Number: RET12345  
 Store Name  
 55-5555 Victoria Road  
 Vancouver, BC V0E 2S0

## Return Waybill

**Purolator Express**

<b>FROM / DE</b> SHELL SELECT #1238 6511 HASTINGS STREET BURNABY, BC V6B 1S1 604-290-2017	<b>TO / A</b> BCLC 2945 Hebb Avenue Order Processing Vancouver, BC V5M 4Y2
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Ref 12345  
 RETURN  
 000-000-0604

## Emailed Invoice

Invoice Number: 202006230001  
 Invoice Date: July 1, 2020  
 Retailer Number: RET10010  
 Retailer Name: Store Name 1

**bclc**  
 British Columbia Lottery Corporation  
 74 West Seymour Street  
 Kamloops, BC CA V2C 1E2  
 T: 250-828-5500  
 F: 250-828-5631

Invoice for the period: June 25, 2020 ~ July 01, 2020  
**Summary**



Contact your Territory Manager or  
 Lottery Hotline: 1-800-667-1649

