



## 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 fill in this form in advance to expedite your claim process:

- **If you're mailing in your claim**, please fill out the Claimant Information Sheet and mail it in with your ticket.
- **If you're claiming your prize in person at a Prize Payout office**, you have the option to fill out the Claimant Information Sheet and bring it with you, or you can complete the sheet with our Prize Office staff during your appointment.

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

When filling out the 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

Once you've filled in the Claimant Information Sheet, bring it with you to your prize claim appointment or mail it along with your signed ticket to:

**Western Canada Lottery Corporation  
Prize Payout  
Main Floor, 125 Garry Street  
Winnipeg, MB R3C 4J1**

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.

