

Lottery Pool Agreement

Setup, ownership and small prizes

Fill in every blank before the covered drawing. Complete the member roster and ticket list on page 3; give every member a copy of all three pages.

Pool name

Effective date

Manager

Backup manager

Game(s) and drawing date(s)

Payment amount per share

Payment deadline

State where tickets are held and claimed

1. MEMBERS AND OWNERSHIP

The signed member roster records each member's payment and share for each drawing. Only members whose payment the manager received before the deadline participate. Total shares must add up to 100%. Attach more signed rows as needed. The roster for a drawing cannot be changed after its tickets have been purchased.

2. TICKET RECORDS

The manager records each pool ticket and sends copies of both sides to every member before the drawing. Only the listed tickets belong to this pool. Personal tickets are separate. Everyone receives a copy of the roster and ticket list.

Originals are kept at

3. SMALL PRIZES

For prizes below (\$)

Choose one and record any carry-forward drawing dates on page 2.

Lottery Pool Agreement

Prize decisions, tax reporting and agreement

- ☐ Small prizes: distribute by the recorded ownership percentages.
- ☐ Small prizes: carry forward only for these agreed drawing dates:

Agreed drawing dates (if carrying forward)

No member is charged for extra drawings without prior agreement.

4. LARGE PRIZES AND TAX REPORTING

For prizes at or above (\$)

The manager notifies all members and contacts the paying lottery before claiming. The group chooses one:

- ☐ Cash
- ☐ Annuity
- ☐ Unanimous written decision before claiming

The manager follows the lottery's group-claim process and supplies IRS Form 5754 or equivalent ownership information when requested so the payer can issue a separate W-2G for each member's share. Every member supplies required identity/tax information privately to the payer or authorized adviser and is responsible for their own taxes. Never put Social Security numbers on the circulated roster. No manager may give away, pledge or change another member's prize rights.

5. JOINING, LEAVING AND DISPUTES

A change applies only to future drawings with a new signed roster. Ownership of tickets already purchased does not change. The manager and backup retain payment and ticket records until all prizes and disputes are resolved. Disputes are first discussed with all members.

Unresolved disputes are referred to

6. AGREEMENT

Each member has read this agreement, checked their recorded share and received a copy. Add each member's dated signature on page 3.

Manager signature

Date

This template is a starting point, not legal advice. Confirm the claim process with the paying lottery and have a lawyer review arrangements for a significant prize.

Lottery Pool Agreement

Member roster and ticket records

Pool name

Covered drawing date(s)

MEMBER ROSTER

Record each payment and ownership share. Shares must total 100%. Every member signs and dates their row. Never put Social Security numbers on this roster. Attach additional signed rows as needed.

Name	Amount paid	Ownership %	Signature	Date

TICKET LIST

Only listed tickets belong to this pool. Send copies of both sides to every member before the drawing. Keep personal tickets separate; attach more records as needed.

Ticket identifier / record	Game	Drawing date