

## **INSTRUCTIONS FOR COMPLETING SUBSTITUTE 5754 FORM**

### **An incomplete form will delay processing of all member payments.**

This form must be used when claiming a prize as a club. Please complete the form, print, sign and present form with ticket to a Regional Claim Center or mail to Michigan State Lottery, Attention Accounting, P.O. Box 30023, Lansing, MI 48909. An electronic version of this form is also available at [www.michiganlottery.com](http://www.michiganlottery.com). To access that form, go to the bottom of the web page and click on "How to Claim Prizes." Then go to the link for the form under "Tax Information on Michigan Lottery Prizes."

The Michigan Lottery will review each club member on an individual basis. Based on each member's portion of the winning ticket, the Michigan Lottery will deduct federal and state taxes and any outstanding debts collectable by the State of Michigan, in accordance with federal and state laws.

Michigan Lottery prizes are subject to federal, state and local income taxes. You may be required to make estimated tax payment by filing a form 1040ES with the Internal Revenue Service. If you have any questions regarding income tax, please contact the Internal Revenue Service at (800) 829-1040, the Michigan Department of Treasury at (517) 636-4486, or your local taxing authority.

The check and W-2G form will be mailed to each club member within approximately seven to ten business days. In case of lost W-2G form, call (517) 373-6001 and a duplicate W-2G will be mailed to the address provided at time of prize payment. If you need to change your address, please submit your address change in writing, including your legal name (printed and signed), Social Security number and phone number. Please fax your address change requests to (517) 241-7506 or mail them to Michigan State Lottery, Attn: Administration, P.O. Box 30023, Lansing, MI 48909.

For questions regarding distribution or shares, please contact the Lottery Administration office at (517) 335-5634 or (517) 241-0890.