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## **PAYMENT MANAGEMENT SYSTEMS USE AND APPROVAL PROCESS**

This guide serves as list of processes to get a payment management system approved for use in Maine and the operation of the system as well. If you have any questions or concerns, please contact the Gambling Control Unit at email/phone.

Organizations should contact those payment management systems companies and ask that they contact the Unit for approval by the Director for use of their system by the organization for the purpose of accepting raffle payments only. The systems will have to show that they meet or exceed the following requirements:

- Does not permit the extension of credit from the eligible organization to a person who purchases a raffle chance or ticket;
- Does not permit a person to initiate a transaction to purchase a raffle chance or ticket and finalize the transaction by providing payment by mail;
- Includes adequate measures to ensure that a person who purchases a raffle chance or ticket is at least 18 years of age;
- Includes geolocation technology to determine with a reasonable degree of certainty the state in which a person who purchases a raffle chance or ticket is physically located at the time the purchase is made and allows an eligible organization to prevent a person from purchasing a raffle chance or ticket while the person is physically located in a state where the purchase of that raffle chance or ticket would not be legal under the laws of that state;
- Provides for the immediate refund of any payment to purchase a raffle chance or ticket made by a person who the organization discovers is under 18 years of age at the time of purchase or was physically located in a state where the raffle being conducted is not legally permitted at the time of purchase;
- Includes adequate measures to protect the privacy and security of payment information submitted by persons who purchase raffle chances or tickets during the purchase process; and
- Enables the eligible organization to satisfy the following record-keeping and reporting requirements;
  - Retain for a period of 3 years an electronic copy of each receipt for the sale of a raffle chance or ticket sold using the payment management system;

- Retain for a period of one year a physical copy of each raffle ticket stub generated by the sale of a chance or ticket for a raffle sold using the payment management system;
  - Maintain raffle ticket stubs retained under paragraph A or B separately for each individual raffle;
  - Provide receipts for raffle chances or tickets and raffle ticket stubs retained under this subsection to the Gambling Control Unit on request; and
  - Submit an annual report to the Gambling Control Unit that includes the number of raffles conducted using a payment management system during the year covered by the report and the amount of gross receipts for each of those raffles.
- Any other requirements established by the Gambling Control Unit by rule.