

Purse Check Distribution Procedures

1. A completed W-9 is required for drivers, trainers and all ownership combinations.
2. Purse checks can be picked up in the administrative office during the following hours: Wednesday through Thursday 9:00AM-5:00PM and Friday through Saturday 6:15PM-11:15PM.
3. Identification is required when picking up purse checks.
4. A Purse Release Authorization must be completed if someone wants to pick up their checks rather than being mailed.
5. A Purse Release Authorization must be completed if an individual wants someone other than the payee to pick up their purse checks. This applies to all ownership combinations, including stables.
6. Purse checks can only be distributed to an individual if their name appears on the check or if a Purse Release Authorization is on file designating the individual as approved.
7. All individuals picking up purse checks must sign a form. If an approved individual is picking up a purse check for another person, the individual must sign their own name on the form.