



# Alaska Department of Fish and Game

## License Vendor Contract and Application

Dear Applicant,

Thank you for your interest in becoming an Alaska Fish and Game license vendor. Enclosed are the Terms and Conditions of Appointment and License Vendor Application. Please read the terms and conditions carefully and keep them for your records.

Please ensure your License Vendor Application is completed in full. **Incomplete applications will be returned.** Your completed application will be reviewed for eligibility. If you are accepted as a license vendor, you will be sent a copy of your contract with your vendor number. Please feel free to call our office if you have any questions.

*The Alaska Department of Fish and Game administers all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The department administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.*

*If you believe you have been discriminated against in any program, activity, or facility please write:*

- ADF&G ADA Coordinator, P.O. Box 115526, Juneau, AK 99811-5526

*The department's ADA Coordinator can be reached via phone at the following numbers:*

*(VOICE) 907-465-6077, (Statewide TDD) 1-800-478-3648, (Juneau TDD) 907-465-3646, or (FAX) 907-465-6078.*

*For more information on alternative formats and questions on this publication, please contact the ADF&G Division of Administrative Services Licensing Section at 907-465-2376.*

Sincerely,

Licensing Section  
Division of Administrative Services  
Alaska Department of Fish and Game  
[adfg.license@alaska.gov](mailto:adfg.license@alaska.gov)  
907-465-2376



## Contract and Application for License Vendor

### Terms and Conditions of Appointment

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## License Vendor Contract

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### I. License Sales

Licenses are sold electronically through eVendor ([www.adfg.alaska.gov/eVendor](http://www.adfg.alaska.gov/eVendor)). eVendor is a clerk-driven computer application that allows a license vendor to sell Fish and Game products such as; sport licenses, commercial crewmember licenses, big game metal locking tags, etc.

### II. Necessary Equipment

Fish and Game will **NOT** be providing any equipment for vendors. Here are the things you will need in order to sell licensing items:

- A. A computer with internet connection: The ideal set up for eVendor is at a counter with the computer facing the clerk and the customer on the other side. eVendor is a web application that can be run through any internet browser ([www.adfg.alaska.gov/eVendor](http://www.adfg.alaska.gov/eVendor)).
- B. PDF reader/viewer: Our licenses are generated into PDFs. You will need the ability to open these PDFs and print them.
- C. Printer: A basic black and white printer is required. Licenses are printed in black and white on 8.5 X 11 white printer paper.
- D. Driver's License Barcode Scanner (Optional): By scanning a customer's driver's license, the system will automatically input a customer's name, date of birth, driver's license number, address, and gender.
  - o Driver's license scanners **MUST** be "Driver's License Parsing Ready." A good indicator is whether it has DL in the model number. Fish and Game does not provide scanners, however, can provide a list of compatible scanners.

### III. eVendor Account and Licensee Information Accountability

The license vendor must create and manage user accounts as outlined in the following security policies:

- Each user must have an individual account (personal username and password).
- An account cannot be shared amongst co-workers.
- If an employee no longer works for the establishment, you must inactivate their account immediately as you will be held accountable for any activity.
- The act of releasing any licensee's personal information is prohibited.
- Subsequent license reprints are only allowed for individuals who can present valid identification.

### IV. Product Fees and Customer Methods of Payment

The product fee schedule is set by the Department of Fish and Game and by statute and may not be changed unless instructed by the Department. Personal checks and credit cards accepted by vendors for payment of product fees are entirely the responsibility of the vendor.



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#### V. Accounting

The net revenue for license item sales is property of the State of Alaska. The license vendor must remit all money received from license, stamp, and metal locking tag sales to the Department of Fish and Game. If the license vendor accepts commission, they may retain the commission authorized by Section 6 of this contract.

- A. The license vendor **must** submit payment for sales monthly. An invoice will be generated from eVendor on the first day of each month. Payment must be submitted within fifteen (15) days of the following month. The license vendor, in their absence, will appoint an alternate person to prepare payment due to the department.
- B. The license vendor **must return all unused metal locking tags** to the Department of Fish and Game within thirty (30) days of the end of their selling season or the calendar year, whichever comes first. The tags must be summarized by type and serial number on a *Returned Supplies Summary Sheet*.
- C. The Department of Fish and Game must receive written notification of changes in business ownership, vendor contact person, address, or phone number within ten (10) days of the change.

#### VI. Inspection of Records

The Department of Fish and Game as well as State and Federal enforcement personnel, have the right to inspect and audit all records relating to the sale of licenses and licensing inventory to ensure compliance with this contract and state law. The license vendor agrees to display all records relating to the sale of licenses and licensing inventory to the Department of Fish and Game or Public Safety immediately upon request.

#### VII. Compensation

- A. The license vendor may elect to receive a commission of five percent (5%) or twenty-five cents (\$.25) of gross sales, whichever is greater, on all sport licenses, stamps, and metal locking tags issued pursuant to AS 16.05.390. The rate of commission for commercial crewmember license sales is ten percent (10%) pursuant to AS 16.05.470. The commission is retained by the license vendor when submitting monthly payment.
- B. In addition to the above commission, the Department of Fish and Game will pay the license vendor \$1.00 per sport license, stamp, and tag or \$50.00 per year, whichever is greater, for licenses, stamps, and metal locking tags issued pursuant to AS 16.05.390. Payments will be applied to any overdue balance on the vendor's account. ***Please note: Persons employed by the State of Alaska are not eligible to receive commission or compensation payments for licenses per AS 16.05.390(e).***
- C. The license vendor may choose to donate their commission and compensation to the Fish and Game Fund. The fund is dedicated to the protection, propagation, investigation, and restoration of Sport Fish and Game Resources.



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### Terms and Conditions of Appointment

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#### VIII. Lost, Missing, or Stolen Metal Locking Tags

- A. The license vendor will keep all metal locking tags in a locked and secure place. All metal locking tags received must be compared against the inventory receiving report. Discrepancies must be reported to Fish and Game upon receipt of the locking tags.
- B. The license vendor must report to the Department of Fish and Game within twenty-four (24) hours any lost, missing, or stolen metal locking tags.
- C. The license vendor is liable to the Department of Fish and Game for the value of all missing or stolen metal locking tags.

#### IX. Default and Termination

- A. In the event that the license vendor fails to perform their duties or obligations as stated in this contract, the license vendor will be in default.
- B. The license vendor has thirty (30) days to correct any compliance problems as notified by the Department of Fish and Game. The Department of Fish and Game may terminate this contract if the license vendor fails to comply.
- C. In addition to termination of this contract, the Department of Fish and Game shall have all other remedies allowed by law, including the right to recover money due to the Department of Fish and Game.
- D. The Department of Fish and Game, by written notice to the license vendor, may terminate this contract at any time when it is determined that it is in the best interest of the State of Alaska to do so.
- E. The license vendor may terminate this contract at any time and must provide thirty (30) days written notice of termination.
- F. Upon notice of termination by either the license vendor or the Department of Fish and Game, a final payment of all monies due to the State must be submitted. All unused metal locking tags must be returned to the Department of Fish and Game. ***Please Note: Fish and Game metal locking tags cannot be transferred to another vendor without prior authorization.***

#### X. Regulations

In addition to the provisions set forth in this contract, the rights, duties, and obligations of a license vendor are governed by statute and regulations (AS 16.05 and 5 AAC 93.550 – 5AAC 93.570 et seq). The parties agree that the provisions of these statutes and regulations apply to this contract.

#### XI. Contract Renewal

- A. This contract will expire at midnight, December 31<sup>st</sup> of the current application year.
- B. This contract may be renewed only by execution of a new contract by both parties.



**Contract and Application for License Vendor**  
*Terms and Conditions of Appointment*

**License Vendor Application**

<b>I. Applicant/Business Information</b>		
Owner/Business Name		
Doing Business As (DBA)		
Mailing Address		
Physical Address		
Vendor Contact Person ( <i>Please note: Employees of your business may sell license stock for you</i> )		
Primary Phone	Alternate Phone	Fax
Email Address		

<b>III. Owner Information</b>
Have you handled license sales before? If yes, when and where? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the owner or partner a State of Alaska employee? If yes, what Department? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony charge? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No

***Persons employed by the State of Alaska are not eligible to receive commission or compensation payments for licenses per AS 16.05.390(e).***

<b>III. Business Information</b>
Alaska Business License Number
Owner Social Security Number (for sole proprietorships) or Employer Identification Number (EIN)

***Per AS 43.70.020(a) a business license is required for the privilege of engaging in a business in the State of Alaska.***



## Contract and Application for License Vendor

Terms and Conditions of Appointment

III. Business Information continued	
Is this business under new ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, was previous owner a license vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, ADFG vendor number?	

IV. Vendor Commission Choose one of the following:	
<input type="checkbox"/>	I would like to retain commission and receive additional compensation payments from the sale of Fish and Game licenses, stamps, and tags. <b><i>For this option, you MUST complete the W-9 at the end of this application.</i></b>
<input type="checkbox"/>	I do not wish to retain commission or additional compensation payments for the sale of Fish and Game licenses, stamps, and tags. I would like to have the proceeds go to the Fish and Game Fund for Fish and Game Programs. This fund is dedicated to the protection, propagation, investigation, and restoration of Sport Fish and Game Resources.

V. Sales Choose one of the following:	
<input type="checkbox"/>	I will sell licensing items from January through December of each year. I understand payment for license sales must be submitted monthly.
<input type="checkbox"/>	I will sell licensing items for the months of _____ through _____ of each year. I understand payment for license sales must be submitted monthly.



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#### VI. Notice of Bond Coverage

This will advise you that your position is bonded at no cost to you under a position blanket bond effective the date of application approval, which was procured by the Department of Fish and Game, Licensing Section under provision of AS 16.05.380 and 5 AAC 93.555 of the Fish and Game Code of Alaska. The license vendor, by acceptance and signature of this contract and application recognizes that any funds paid under this bond to the Alaska Department of Fish and Game, Licensing Section may be recoverable by the State of Alaska by action of judgment against the licensing vendor. It is understood that this document conveys no other coverage or benefits to the licensee.

<u>Position Description:</u>	<u>Bond Limit:</u>
License Vendor	\$5,000.00

I accept the terms of this bond coverage under provision of AS 16.05.380 and 5 AAC 93.555.

PLEASE NOTE: Failure or refusal to accept this bond coverage will result in denial of vendor contract and application.

#### REMINDERS:

- *Complete all questions and check all applicable boxes in this form, incomplete applications will be returned unprocessed.*
- *Sign this application form (next page), electronic signatures are accepted.*
- *Complete the attached **Substitute Form W-9** if you have opted to receive commission.*
- *Complete the **Product and Stock Information** sheet. **IMPORTANT:** failure to complete may delay the processing of your application.*
- ***OPTIONAL:** If you opt to enroll in direct payments, complete the attached **ACH Enrollment Form**.*



## Contract and Application for License Vendor

### *Terms and Conditions of Appointment*

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#### **VII. Agreement**

I hereby certify that I am the owner or official representative of the business herein named and subscribing to this application and have read the License Vendor Contract and Appointment.

I understand that the information on licenses is confidential, and any public record inquiries must be forwarded to the Juneau Licensing Office.

I further understand that I or an employee of the business herein named is required to make available to the public, in their entirety, all Department materials that are sent to me for distribution.

I agree that the revenue for license sales is the property of the State of Alaska and will be remitted monthly. I understand that nonpayment of monthly sales may result in termination of my vendor contract.

I agree that any unused licensing items will be returned to the Department within thirty (30) days of the end of my selling season or the calendar year, whichever comes first.

I will provide written notification of any changes in ownership, vendor contact person, address, or phone number within ten (10) days of the change.

I agree that all Department of Fish and Game products provided through this contract and sold through my business may only be issued in strict accordance with all Fish and Game statutes and regulations.

I agree that if I, or an employee or agent of my business is charged and convicted of a license issuance violation that my license vendor contract may be revoked. I understand that the revocation may last for a period of up to five years depending on the severity of the violation.

I agree to administer all Department of Fish and Game programs and activities free from discrimination on the basis of sex, color, race, religion, national origin, age, marital status, pregnancy, parenthood, or disability.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature of License Vendor

\_\_\_\_\_  
Date





# Contract and Application for License Vendor

Terms and Conditions of Appointment

## Product and Stock Information

I will sell the following licensing items (If you do not check the boxes below, they will not be added to your contract):

- Sport Fishing, Hunting & Trapping Licenses  
Includes King Salmon Stamps and Waterfowl (Duck) Stamps
- Commercial Crewmember Licenses
- Big Game Metal Locking Tags (these are **NOT** harvest tickets)  
Tags are not electronic and require stock to be requested from ADFG Licensing and any unsold stock returned at the end of selling season or calendar year.
- Harvest Tickets  
These are not electronic and require stock to be requested from ADFG Licensing and any unsold stock returned at the end of selling season or end of hunting season for the specific species the harvest ticket belongs to.
- Conservation Items  
Includes Conservation Stamp; stamps are not electronic and require stock to be requested from ADFG Licensing and any unsold stock returned at the end of selling season or calendar year.

### Big Game Metal Locking Tags (You must check Big Game Metal Locking Tags above).

Please indicate the number of tags you would like to request for your initial stock order. This request will be reviewed, and the order may be adjusted if there are concerns with the amount of stock being requested. ADFG staff will contact you if it appears your order will need an adjustment to the amount requested.

Bison	Brown/Grizzly Bear	Black Bear
Caribou	Deer	Elk
Goat	Moose	Musk Ox
Sheep	Wolf	Wolverine

This order request is for you initial order. Additional supplies may be requested via eVendor once you are an approved vendor.

### Harvest Tickets (You must check Harvest Tickets above).

Harvest tickets may be sold whether or not a locking tag has been purchased for a particular species. To request stock for Harvest Tickets, contact your local Fish & Game office once you are an approved vendor.



**Contract and Application for License Vendor**  
*Terms and Conditions of Appointment*

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**Vendor Approval** *Department Use Only*

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*For Authorized Fish and Game Official to Complete*

This contract is accepted by the Department as meeting the requirements of AS 16.05.380 and 5 AAC 93.555. The Commissioner of the Alaska Department of Fish and Game acting through the Division of Administration, Licensing Section, appoints the following license vendor pursuant to AS 16.05.380 and AS 16.05.460:

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Vendor Account Number \_\_\_\_\_ is assigned to this License Vendor by Alaska Department of Fish and Game. This account number must appear on all documents sent to our office. This contract will be reviewed by the Department at least forty-five days prior to the expiration date. The license vendor will be notified within thirty (30) days if this contract is denied. This contract may be renewed only by execution of a new contract by both parties.

\_\_\_\_\_  
Authorized Signature of Fish and Game Licensing Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title  
Division of Administrative Services



**Contract and Application for License Vendor**  
*Terms and Conditions of Appointment*

**ACH Enrollment Form ELECTRONIC VENDORS ONLY (OPTIONAL)**  
 Vendor Electronic Funds Transfer Authorization

New Request (not available to individuals)       Account Change       Cancel

PAYER/COMPANY		
<b>1</b>	<b>NAME</b>	
	<b>ADDRESS</b>	
	<b>CITY, STATE, ZIP</b>	
	<b>CONTACT NAME</b>	<b>CONTACT PHONE</b>
	<b>BUSINESS EMAIL ADDRESS (for debit notification)</b>	<b>EMPLOYER ID NO. (EIN)</b>
FINANCIAL INSTITUTION INFORMATION (MUST BE A BUSINESS ACCOUNT)		
<b>2</b>	<b>DEPOSITORY INSTITUTION NAME</b>	
	<b>ADDRESS</b>	
	<b>CITY, STATE, ZIP</b>	
	<b>ACCOUNT TYPE</b> <input type="checkbox"/> <b>CHECKING</b> <input type="checkbox"/> <b>SAVINGS</b>	
	<b>TRANSIT/ ROUTING NUMBER (9 Digits)</b>	<b>ACCOUNT NUMBER</b>
AUTHORIZATION		
<b>3</b>	<p>I hereby authorize the Alaska Department of Fish and Game (ADFG) to initiate debit entries, and if necessary, credit entries and adjustments for any debit entries in error to the account stated above. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify ADFG in writing of any changes in my account information or termination of this authorization at least 20 days prior to the next billing date. If the periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds will be withdrawn from my account as soon as the periodic transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that ADFG may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.</p>	
	<b>SIGNATURE</b>	<b>DATE</b>
	<b>PRINT NAME</b>	<b>TITLE</b>

\*\*\*Please add Fish and Game Licensing to your list of approved ACH companies: Company ID F926001185



State of Alaska  
 Department of Administration  
**Substitute Form W-9**

Questions? Email [DOA.DOF.Vendor.Auth@alaska.gov](mailto:DOA.DOF.Vendor.Auth@alaska.gov)

RETURN COMPLETED FORM TO:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Or FAX to: \_\_\_\_\_

**DO NOT send to IRS**

**Taxpayer Identification Number (TIN) Verification**

The Internal Revenue Service requires the State of Alaska to issue 1099 forms when payments to individuals, partnerships or limited liability companies for rents, services, prizes, and awards meet or exceed \$600.00 for the year. An IRS Form 1099 is not required when payments are specifically for merchandise or made to some types of corporations.

*Print or Type*

Please see attachment or reverse for complete instructions

<b>Legal Name</b> (as shown on your income tax return)	<b>State of Alaska Vendor Number</b> (if known)
<b>Business Name</b> , if different from above (use if doing business as (DBA) or enter business name of Sole Proprietorship)	<b>Entity Designation</b> (check only one type)  Individual / Sole Proprietor Partnership General Corporation Medical Corporation Legal Corporation Limited Liability Company – Individual Limited Liability Company – Partnership Limited Liability Company – Corporation Government Entity Estate / Trust Organization Exempt from Tax - Nonprofit (under Section 501 (a)(b)(c)(d))
<b>Primary Address</b> (for 1099 form) PO Box or Number and Street, City, State, Zip + 4	
<b>Remit Address</b> (where payment should be mailed, if different from Primary Address) PO Box or Number and Street, City, State, Zip + 4	
	<b>Exemption</b> (See Instructions)  Exempt payee code (if any) Exemption from FATCA Reporting Code (if any)

**Taxpayer Identification Number (TIN) Provide Only One** (If sole proprietorship provide EIN, if applicable)

<b>Social Security Number (SSN)</b>	<b>Employer Identification Number (EIN)</b>
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<b>If Change of Ownership or Entity Designation</b>	<b>Date of Change:</b>
<b>Previous Owner / Business Name</b>	<b>Previous Taxpayer Identification Number (TIN)</b>

**Certification**

*The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.*

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, **AND**
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **AND**
3. I am a U.S. person (including a U.S. resident alien), **AND**
4. The FATCA code(s) entered on this form (if any) indicating I am exempt from FATCA reporting is correct.

<b>Printed Name</b>	<b>Printed Title</b>	<b>Telephone Number</b>
<b>Signature</b>	<b>Date</b>	<b>Email Address</b>