

# HOLLYWOOD *Casino*<sup>®</sup>

AT CHARLES TOWN RACES

## Horsemen's Welcome Packet

Before your arrival at Hollywood Casino at Charles Town Races there are some things that should be taken care of in order to make your trip a little easier.

Below, you'll find the categories of information in your welcome packet that hopefully contain the answers to most - if not all - of your questions. If there are still some questions you have, we've included a full list of contacts at the back of the packet.

### **Table of Contents**

#### *Getting Here*

- Location and Directions
- Transportation

#### *Arriving on Property*

- Licensing & Badging
- In-Slips & Arriving on Property
- Stall arrangements
- Stall accessories
- Feed
- Accommodations for Staff
- Veterinary Services
- Blacksmith
- Pony People Services
- Horsemen's Bookkeeping & Account Setup

#### *Amenities on Property*

- Lodging
- Dining

#### *Important Policies For Horsemen*

#### *Licensing & Bookkeeping Forms*



<b><u>Horsemen's Checklist</u></b>	<b><u>Page</u></b>	
1) Directions	1	<input type="checkbox"/>
2) Transportation	2	<input type="checkbox"/>
3) Licensing & Badging	3	<input type="checkbox"/>
4) Getting on the Grounds & In-Slips	4	<input type="checkbox"/>
5) Stall arrangements	4	<input type="checkbox"/>
6) Stall Accessories	4	<input type="checkbox"/>
7) Feed	4	<input type="checkbox"/>
8) Hay/Straw	4	<input type="checkbox"/>
9) Accommodations for Staff	5	<input type="checkbox"/>
10) Veterinary Services	5	<input type="checkbox"/>
11) Blacksmith	5	<input type="checkbox"/>
12) Pony People Services	5	<input type="checkbox"/>
13) Horsemen's Bookkeeper & Account Setup	6	<input type="checkbox"/>
14) Lodging & Dining	9	<input type="checkbox"/>
15) Important Policies for Horsemen	10	<input type="checkbox"/>
16) Contact Information	11	<input type="checkbox"/>
17) Licensing & Bookkeeping Forms	12	<input type="checkbox"/>

# Getting To Charles Town

## ***Location & Directions***

Hollywood Casino at Charles Town Races, located in Charles Town, WV, is situated 10 minutes from historic Harpers Ferry. The entertainment facility is within 60 miles of the Baltimore and Washington D.C. beltways. Directions from surrounding areas:

- From the Baltimore, MD area (approximately 60 minutes) take Route 70 West to Frederick. Take 340 west and follow approximately 20 miles to Charles Town. Hollywood Casino at Charles Town Races can be seen on your right.
- From the Washington D.C. & Northern Virginia area (approximately 70 minutes) take Route 7 to Leesburg. Follow Route 7 bypass to Route 9 (approximately seven miles). In Charles Town, make right on Washington Street; follow one mile to Hollywood Casino at Charles Town Races.
- From the Chambersburg, PA area (approximately 45 minutes) Take Interstate 81 South to West Virginia. Get off Exit 12 and make left onto Route 9. Follow Route 9 approximately fourteen miles to Charles Town. Take Hollywood Casino at Charles Town Races exit.
- From the Frederick, MD area (approximately 25 minutes) take Route 340 West to Charles Town. Follow signs for Hollywood Casino at Charles Town Races.
- From the Hagerstown, MD area (approximately 30 minutes) Take Interstate 81 South to West Virginia. Get off Exit 12 and make left onto Route 9. Follow Route 9 approximately 14 miles to Charles Town. Take Hollywood Casino at Charles Town Races exit.
- From the Harrisonburg, VA area (approximately 90 minutes) Take Interstate 81 North to Exit 5. Follow Route 51 East 12 miles to Hollywood Casino at Charles Town Races.
- From the Winchester, VA area (approximately 30 minutes) Take Interstate 81 North to Exit 5. Follow Route 51 East 12 miles to Hollywood Casino at Charles Town Races.

# Getting To Charles Town

## **Transportation**

### **Commercial Flights & Airports**

<u>Airport</u>	<u>Miles to HCCTR</u>	<u>Main Number</u>
Washington Dulles Airport	45	(703) 572-2700
Baltimore-Washington International	75	(410) 859-7111
Reagan National Airport	75	(703) 417-8000

### **Private Planes**

The closest location servicing private air carriers is Eastern Regional WV Airport, Martinsburg, WV (15 miles from HCCTR). For information, contact Arcadia Aviation at: (304) 262-2507

### **Limousine Service**

Luxury Limo	(304) 267-2325
Detailed Destinations	(304) 270-8700
Formal Express, Inc.	(304) 263-7282
Luxury Transport of Charles Town	(304) 725-5066

### **Equine Transportation**

#### Ground Transportation

<u>Company</u>	<u>Contact #</u>
Sallee Horse Vans	(800) 967-8267
Elite Horse Transport	(888) 477-0100

#### Air Transportation

<u>Company</u>	<u>Contact #</u>
H. E. Sutton Forwarding Company	(626) 482-2923
FedEx Live Animal Transport	(800) 405-9052
U.S. Equine Int'l Transport Agents	(859) 987-4406

# Arriving on Property

## ***WV Racing License and Badging***

In order to get on HCCTR grounds, you must possess both a valid WV racing license and a HCCTR issued photo ID badge.

If the licensing and badging offices are not open upon your arrival, or you are traveling with your horse, you will be allowed access into the barn area to unload your horse with a security escort. Upon leaving the barn area after unloading, you will not be permitted back in until you have a valid WV Racing license and photo badge or a Day Pass.

In order to get your WV Racing License you must fill out the license application contained in your welcome packet on Page 12. Please either fax it back or submit it in person. You may pay cash or check in person or by mailing a check with your completed license application to:

Hollywood Casino at Charles Town Races  
Attn: WVRC License Clerk  
PO Box 551  
Charles Town, WV 25414

If you are sending via Fed-Ex, UPS or Overnight mail, please send to:  
Hollywood Casino at Charles Town Races  
Attn: WVRC License Clerk  
580 E. 5<sup>th</sup> Avenue  
Ranson, WV 25438

### Charles Town Licensing Office

Phone: (304) 724-4312

Fax: (304) 725-4021

Hours of Operation: 9am-12pm & 6pm-9pm on live racing days

Location: Two doors down from the Racing Office

Forms to obtain an Authorized Agent's license can be found in this packet on Page 13-15. Also, please see the Horsemen's Bookkeeper's section for rules governing single member LLC's or single member corporations.

### **HCCTR PHOTO BADGE**

The license office is located down the hall from the racing office. Once you have received your racing license you will need to go to the badging office around the corner from the license office. The badge you receive should be displayed at all times while on property and is **required** to enter into any of the restricted areas including the barn area and paddock.

### Badging Office

Phone: (304) 724-4226

Hours of Operation: 9am - 10pm on live racing days

Location: The first door on the right in the hallway immediately past the Licensing Office

# Arriving on Property

## ***In-Slips***

Horses arriving prior to race day will need an in-slip from the Racing Secretary's Office. This is a permission slip for your horse to enter the grounds of the racetrack. You will not be granted access without an in-slip. Please contact the Racing Secretary or the Backstretch Supervisor at the numbers found on [Page 11](#) in order to get an in-slip. If you are not able to pick up the In-slip in person, please give ample time for the Racing Secretary's Office to process the request and get it to the stable gate.

## ***Stall Arrangements and Stabling***

Horses shipping in will go to the receiving barn to have their tattoo checked and will then be given their stall assignment. If you have a trainer with stalls on the grounds you prefer to be stabled with, please contact that trainer and the racing office for approval.

## ***Stall accessories***

Horsemen shipping in will be required to provide their own (1) hay nets, (2) water buckets, (3) bedding, (4) feed and (5) stall door webbing if you choose to use it. All stalls at HCCTR have doors for your use. However, it is policy that both top and bottom doors may not be closed on an occupied stall.

## ***Feed***

There are several feed stores within close proximity to HCCTR. These stores do deliver to the barn area on a regular basis, but it is suggested that you call ahead before coming to avoid any delivery conflicts.

### Feed Supplies

Southern States	(304) 725-7011
Gower's Feed	(304) 728-7777

## ***Hay / Straw***

The above feed suppliers will also sell and deliver hay. However, if you choose not to use the suppliers above we do have several private vendors that bring trailer loads of hay on property daily that would be glad to assist you in getting hay. We do ask that no trucks or trailers unload hay or straw during training hours.

Horses having a physical issue or problem with bedding on straw please contact the Racing Secretary before arriving.

# Arriving on Property

## ***Accommodations for Staff***

HCCTR does not have dormitories on property. Off site accommodations for any staff or individuals traveling with horses will have to be made. (See Dining & Lodging on Page 9)

## ***Veterinary Services***

It is strongly suggested that you know a practicing veterinarian's number and location in case of emergency while at HCCTR.

### Veterinarians

Valley Equine	(304) 725-1471
Carroll-Butler	(304) 725-1752
Tri-State	(304) 724-7250

## ***Blacksmith***

As with veterinarians we would also suggest that you have a contact with one of the blacksmiths that operate here on property. The contact information for the track's blacksmiths is:

Jason Meehan - (304) 279-7133  
Russ Burns - (304) 399-9887

## ***Pony People Services***

HCCTR has a group of private pony people allocated pony stalls on the grounds that will be glad to assist you. Please contact one within sufficient time of needing their services.

### Pony Contacts

<u>Name</u>	<u>Phone</u>
Busanda Armstrong	(304) 521-7707
Odessa Clelland	(304) 283-2512
Jamie Collyer	(304) 676-7399
Leslie Condon	(304) 279-1322
Karen Freer	(804) 314-4052
Stephanie McGee	(304) 279-7120
Joseph Stehr	(304) 671-8171

## Arriving on Property

### ***Horsemen's Bookkeeper & Account Setup***

The Bookkeeper's office is located adjacent to the front counter in the racing office. After obtaining a WV Racing license and HCCTR badge, you will need to go to the Bookkeeper's office.

If you are running as a single owner you will need a current W-9 on file. Please see Page 17 for a blank W-9.

If you are setting up an account for an LLC ownership group, you must also have on file an SS-4 for the LLC.

If you are setting up a single member LLC or corporation, you must have either (1) a licensed Authorized Agent that is filed with the Licensing Office (see Pages 13-15) or (2) an executed copy our resolution. (see Page 18)

#### Horsemen's Bookkeeper's Office

Phone: (304) 724-4249

Fax: (304) 724-4225

Hours of Operation: 9:30am - 12:00 pm, Tuesday - Saturday & one hour prior to post until last race on race days.

Location: Adjacent to the Racing Office

#### Bookkeeper Policies

##### **Disbursements from horsemen accounts**

A **"Disbursement Request Form"** (see Page 19) needs to be completed with the signature of the owner or "authorized agent" for partnerships or corporations. The Authorized agent that signs on behalf of the owner, partnership, LLC or Corporation, needs to provide to the Horseman Bookkeeping office a current WV Authorized Agent license. This license has to clearly indicate the Stable name that he or she is the "authorized agent" for. A W-9 needs to be on file for the authorized agent with a signature. For Partnerships & Corporations, only the Authorized Agent can request a disbursement from the account.

##### **All accounts need a current W-9 on file**

All accounts to be established must have a W.V. Racing license and a signed/completed W-9 on file with the horsemen bookkeeping office. The records shall include the name, mailing address, social security number or federal tax identification number, and the state or country of residence of each horse owner, trainer or jockey participating at the race meeting who has funds due or on deposit in the horsemen's account. No check will be issued without a valid W-9 on file for the account holder.



## Arriving on Property

### **Name of the account and Federal ID number have to match**

It is the sole responsibility of the account owner to prove that the federal identification number provided matches the name on-file with the IRS. Failure to provide prove, can result in withholding of up to 30%.

LLC's are controlled by respective states and are not recognized by the IRS. Individuals that do not obtain a federal TIN for a partnership must provide the SS# of the Authorized Agent. Domestic owners that race and do not provide a W-9 with valid and provable tax identification number will be subject to withholding of 28%, as provided by statute. Foreign owners will be subject to a 30% withholding without proof of a valid US issued TIN, from a treaty country as per the IRS and provide a proper W-8ECI or W-8BEN form that is signed.

### **Deposits into correct account**

Owners/ trainers are responsible to have funds deposited into the correct named account. A deposit slip will to be completed that will indicate the correct account number and owners name, along with the person's name that is making the deposit.

### **Federal form 8300 (Title 26)**

Picture Identification will be required to be shown on certain transactions, to comply with federal regulations on currency transactions. All transactions of bank checks or cash that amount to \$1,999 or more will require the depositor (the person tendering the funds), at the Horsemen Bookkeeping window or by mail, to provide a valid and current photo I.D. Whenever a combination of cash and bank checks total \$10,001 or more, within a twelve-month period for related transactions, a form 8300 will be completed. Funds will not be accepted or deposited into any account if I.D. or other necessary information is withheld. Both the person providing the funds and the account owner must have proper I.D.'s on file with the Horsemen Bookkeeping Office, for the deposit to be accepted.

### **Authorization signature required for transfers**

Transfers between accounts of the same owner, must be supported with a signed authorization document.

### **Phone call authorization will not be an acceptable method of approval**

Phone call authorization will not be an acceptable method of approval. All transactions need to be in writing and authorized with a signature of the account owner or authorized agent.

### **InCompass disbursement system is not a valid means to request funds**

This track will not issue a check based on an electronic request through a third party.

### **Checks are paid to the name of the account**

Corporation and LLC (with Federal I.D. number) accounts are only disbursed in the corporation name. Individuals and partnerships, the check will be made payable to the name of the account, owner of record or authorized agent. A single check will be created for each check run, per account.

**Check pick-up times**

Check requests received Monday to Wednesday will be available Friday by 6:30 pm  
Check requests received Thursday to Sunday to 3pm will be available Tuesday by 10:00 am

**Disbursement delivery or pick-up**

The check will be mailed by U.S. first class postage to the address on record. The owners of the account or authorized agents can pick up checks; all others requested to pickup of the check need to be authorized in writing by the owner or authorized agent of the account. Federal Express can be utilized if the account holder provides a valid Federal Express account number.

**Racing Charges Deducted from Owners Accounts**

The Horsemen Bookkeeping Office will deduct the owner accounts for jockey fees, pony, valet fee, HPBA lasix fees, nomination fees, entry fees, starting fees, valet pool, photographs, veterinary lasix charges, claiming costs, sales tax on claiming costs, treasury liens, fines by the West Virginia Racing Commission and court ordered levees.

**Acceptance of wire transfers**

The track requires acknowledgement of our own bank as to the receipt of wired funds. It is the responsibility of the owners to have their bank fax to the bookkeeping office the information about the wire transfer. This fax will be used to alert the bookkeeping office that the funds are expected, but will not be sufficient for the funds to be available on the account. A form to set up a wire transfer can be found on Page 20.

**Provide sufficient lead-time sending a wire**

Wire transfers are the responsibility of the owner / trainer to initiate with sufficient time so the wire will be received the day before the event time or the deadline. No monies will be credited to the account unless the Company bank verifies the receipt of the funds with our bank. If the funds have not been acknowledged by end of a full business day prior to the event or deadline, the funds may not be available.

**Weekend event**

Wired monies needed for a weekend event, must have been received by Friday and the horsemen bookkeeping office received a fax from the sending bank by Thursday. It is the owner's responsibility to confirm with the horsemen's bookkeeping office that their bank sent a fax, with sufficient time before our bank closes. The company's bank must acknowledge receipt of funds before bank closing time on Friday.

**Winning purses**

Purses will be recorded into the owner's account within 24 hours of the time of the race. First place winnings will be recorded but will not be available prior to being approved by the results of the drug test, which includes jockey mount fees. The funds will also be held on special tests until the results of the drug test. The jockey fees will be deducted at the time the race results are known. Certain stake races purses may be subject to hold as determined by the Racing Stewards, along with holds on certain jockey mount fees.

## Amenities on Property

### **Lodging**

We encourage you to stay with us at The Inn at Charles Town located on racetrack property. The Inn accommodates 153 guestrooms, including 18 luxurious suites that overlook the race track. We feature a complimentary hot buffet breakfast daily, wireless internet access, and shuttle transportation to all the racing and gaming action. To make reservations call 1-304-885-5800 or visit us at <http://www.hollywoodcasinocharlestown.com/Hotel> 24 hours a day. Below are other hotel options within the surrounding area.

<u>Hotel</u>	<u>Location</u>	<u>Mins to Track</u>	<u>Phone Number</u>
Holiday Inn Express	Ranson, WV	1	(304) 725-1330
Hampton Inn and Suites	Charles Town, WV	1	(304) 725-2245
Turf Motel	Charles Town, WV	1	(800) 422-8837
Town House Motor Lodge	Charles Town, WV	1	(800) 227-2339
Knights Inn	Charles Town, WV	1	(304) 725-2041
The Carriage Inn	Charles Town, WV	3	(800) 867-9830
Washington House Inn	Charles Town, WV	5	(800) 297-6957
Gilbert House	Charles Town, WV	8	(304) 725-0637
Hillbrook Inn	Charles Town, WV	8	(304) 725-4682

### **Dining**

As with lodging, we hope that you will dine with us in one of our fine restaurants here on property. For those who wish to watch live racing, the Skyline Terrace has a view of the racetrack.

On event days, we will hold tables for horsemen in stakes that evening. We will accommodate as many horsemen as possible, but the space will be taken on a first-come, first-serve basis. You must still make reservations for these tables by either calling our main reservation number at (304) 724-4244 or communicating the size of your party and name the reservation should be under to the Racing Office. Skyline Terrace Tables will be given back to the general public if the party does not arrive within 30 minutes of their scheduled reservation time.

Other restaurants on property include our high end steakhouse - Final Cut, the Skybox Sports Bar, Epic Buffet as well as our food court.

You must be 21 years or older to enter the casino. Minors under the age of 21 are not permitted to dine at the Epic Buffet, Final Cut Steakhouse, Skybox Sports Bar & Food Court.

# **Important Policies For Horsemen**

## **Identification**

All horsemen must have their badge on them at all times, in order to access a restricted area, including the paddock and barn area.

Anyone wishing to enter restricted areas without a WV license and badge must get a day pass approved by the Stewards.

## **Driving in the Barn Area**

Driving in the barn area after 12pm is prohibited on the following event days: Charles Town Classic, Sprint Festival, Race for the Ribbon and WV Breeders' Classics, except if you are the owner or trainer of a horse in a race that day. If you are the owner or trainer of a horse in a race that day, please see the Racing Office to obtain the parking pass you will need to enter the barn area.

## **Smoking Policy**

Smoking is prohibited in the barn area unless you are confined to a closed in vehicle.

## **Training Hours\***

Winter Months: 6:30am to 8:30am; 9:00am to 11:00am

Spring/Summer: 6:00am to 8:00am; 8:30am to 10:30am

\*As they may change from year to year, please check with the racing office for the exact dates of winter and summer training hours.

## **Starting Gate Schooling Hours**

Winter months: 8:30am to 10:30am

Spring/Summer: 9:00am to 11:00am

## **Paddock Schooling**

If you wish to school in the paddock, please contact the Paddock Judge at (304) 724-4330 for permission and to arrange a time to school.

## **Receiving Barn Deadlines**

For races with a purse of \$300,000 or greater, all horses running are required to be in the receiving barn by 1:00 PM on race day in order to be sequestered. All others are required to be on property, no later than 3 hours before scheduled post time for the race where they will compete.

## **Shoe Rule**

Horses competing at HCCTR and all other Penn National Gaming properties will not be permitted to use toe grabs in excess of four (4) millimeters in height. For outer rim shoes, the four (4) millimeter measurement begins at the top of the outer rim (e.g., the toe grab may not rise more than four (4) millimeters over the top of the rim). The use of bends, jar caulks, stickers or any other traction device on front shoes for racing or training will be prohibited. The following is a list of shoes that fit the criteria of permitted shoes: Queens Plate, Queens Plate XT, Outer Rim Shoe, Kings Plate XT, Training Plate, Fast Break, Speed Toe and Bar Shoe. Any horse arriving to the paddock to race and found to be wearing illegal shoes will be given the option of scratching or running without front shoes.

## Contact Information

<u>Position</u>	<u>Name</u>	<u>Contact #</u>	<u>Email</u>
Director of Racing Operations	Erich Zimny	304.724.4202 (office)	erich.zimny@pngaming.com
Racing Secretary	Randy Wehrman	304.724.4323 (office)	william.wehrman@pngaming.com
Board of Stewards Office	Danny Wright Ismael Trejo Larry Dupuy	304.724.4268	
Assistant Racing Secretary	Ron Anthony	304.724.4328 (office) 832.541.5809 (cell)	ronald.anthony@pngaming.com
Backside Supervisor	Mike Elliott	304.279.1830 (cell)	michael.elliott@pngaming.com
Head Starter	Fran DiAmario	304.279.2459 (cell)	fran.diamario@pngaming.com
Paddock Judge	-	304.724.4330 (office)	
Main Stable Gate	-	304.724.4228	
Receiving Barn	-	304.728.6491	
Training Track Gate	-	304.724.3805	
Test Barn	-	304.724.4396	
Racing Security Supervisor	-	304.724.4398	
Security Control	-	304.724.4391	
Badging Office	-	304.724.4226	
Licensing Office	-	304.724.4809	
State Veterinarian Office	Dr. E. Daniel & Dr.J.Dalanzo	304.724.4265	

# License Clerk - CT

## License Application



Phone: 304.724.4809

Fax: 304.725.4021

**2012**

12/01/2011

08:02:30



### Section 1

Soc Sec # or Tax ID # \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

List latest dates fingerprinted and what states fingerprinted you:

Month & Years Fingerprinted \_\_\_\_\_ In what state(s) \_\_\_\_\_

Stable Name \_\_\_\_\_

### Section 2

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Partners \_\_\_\_\_

Trainer / Employer \_\_\_\_\_ 0.00

**Identification:** Sex \_\_\_\_\_ Age \_\_\_\_\_ Color: Hair \_\_\_\_\_ Color: Eyes \_\_\_\_\_ Height \_\_\_\_\_ ft. \_\_\_\_\_ in. Weight \_\_\_\_\_

Questions a-h must be answered "yes" or "no"	Yes	No
a. Has you or your spouse's racing license ever been denied, suspended for more than 7 days, or revoked ?	<input type="checkbox"/>	<input type="checkbox"/>
b. Has any other type of license or permit of you or your spouse ever been suspended, denied, or revoked ?	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you ever been expelled, discharged, or ejected from any race track or fined more than \$100.00 ?	<input type="checkbox"/>	<input type="checkbox"/>
d. Have you or your spouse ever been convicted of, or forfeited bail on, any felony or misdemeanor criminal offense ? (Including DUI or DWI)	<input type="checkbox"/>	<input type="checkbox"/>
e. Are there any criminal charges currently pending anywhere against you or your spouse ?	<input type="checkbox"/>	<input type="checkbox"/>
f. Are you or your spouse currently on parole or probation ?	<input type="checkbox"/>	<input type="checkbox"/>
g. Are there any outstanding civil judgements against you or your spouse ?	<input type="checkbox"/>	<input type="checkbox"/>
h. Do you have a position with the Racing Commission, racetrack, political party or in government ?	<input type="checkbox"/>	<input type="checkbox"/>
i. Are you a United States citizen ?	<input type="checkbox"/>	<input type="checkbox"/>

If NO, Citizenship \_\_\_\_\_ Visa # \_\_\_\_\_

For a through h above, for each "yes" above, you must provide full details on back of this application. Expiration \_\_\_\_\_

I hereby certify that I have read the foregoing application and affirm that every statement contained therein is true and correctly set forth, and I do hereby assert and agree, as a condition precedent to the receiving of said license, that the same may, at any time, be summarily revoked, canceled or suspended, or withdrawn.

I authorize the West Virginia Racing Commission or it's designated agent to investigate my background to determine my eligibility for a license as per the West Virginia Rules of Racing.

I authorize any company, organization, educational or health care institution or law enforcement agency to release any personal records, medical records, educational records, credit history records, criminal history records, or other such documentation to the West Virginia Racing Commission or it's authorized agent.

Clerk ID: 99 Administrator

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### Section 3

Please mark the license(s) you are requesting today

<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	11 A HORSEMEN'S BOOK	\$20.00	<input type="checkbox"/>	33 B PONY RIDER	\$20.00
<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	16 B HOT WALKER	\$20.00	<input type="checkbox"/>	6 A PURCHASING	\$20.00
<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	101 A HOTEL	\$20.00	<input type="checkbox"/>	17 O RACING INTER	\$20.00
<input type="checkbox"/>	2 A ADMINISTRATIVE	<input type="checkbox"/>	102 A HOUSEKEEPING	\$20.00	<input type="checkbox"/>	16 O RACING OFFICAL	\$20.00
<input type="checkbox"/>	5 A ANNOUNCER	<input type="checkbox"/>	14 A HUMAN RESOURCES	\$20.00	<input type="checkbox"/>	19 O RACING STEWARD	\$30.00
<input type="checkbox"/>	18 B APP. JOCKEY	<input type="checkbox"/>	5 C INVESTIGATOR	\$20.00	<input type="checkbox"/>	21 A SECURITY/SURVEL	\$20.00
<input type="checkbox"/>	36 B ASSSIST TRAINER	<input type="checkbox"/>	30 A IT	\$20.00	<input type="checkbox"/>	100 A SERVER	\$20.00
<input type="checkbox"/>	20 O ASST STARTER	<input type="checkbox"/>	38 B JKY SILKS CORD	\$20.00	<input type="checkbox"/>	32 B STABLE NAME	\$40.00
<input type="checkbox"/>	1 B AUTH AGENT	<input type="checkbox"/>	17 B JOCKEY	\$30.00	<input type="checkbox"/>	18 O STALL SUPER	\$20.00
<input type="checkbox"/>	3 B BLACKSMITH / PL	<input type="checkbox"/>	19 B JOCKEY AGENT	\$20.00	<input type="checkbox"/>	15 A SUPERVISOR	\$72.00
<input type="checkbox"/>	25 A CAMERA OP/TOTE	<input type="checkbox"/>	8 O JOCKEY RM CUST	\$20.00	<input type="checkbox"/>	22 A TRACK BLACKSMIT	\$20.00
<input type="checkbox"/>	5 B CHAPLAIN	<input type="checkbox"/>	38 A JOCKEY VALET	\$20.00	<input type="checkbox"/>	23 A TRACK SUPER	\$20.00
<input type="checkbox"/>	2 O CLERK OF SCALES	<input type="checkbox"/>	12 A MAINT EMPL	\$20.00	<input type="checkbox"/>	35 B TRAINER	\$30.00
<input type="checkbox"/>	3 O CLOCKER / ASST	<input type="checkbox"/>	2 C MARKETING	\$20.00	<input type="checkbox"/>	24 A VENDOR	\$40.00
<input type="checkbox"/>	17 A DIRECTOR	<input type="checkbox"/>	15 A MISCELLANEOUS	\$20.00	<input type="checkbox"/>	24 B VENDOR HELPER	\$20.00
<input type="checkbox"/>	4 A EMT-B/PARAMEDIC	<input type="checkbox"/>	16 A MUTUEL EMPL	\$20.00	<input type="checkbox"/>	40 B VET ASST	\$20.00
<input type="checkbox"/>	13 B EQUINE DENTIST	<input type="checkbox"/>	4 B NURSE	\$20.00	<input type="checkbox"/>	41 B VET TECH	\$20.00
<input type="checkbox"/>	14 B EX-RIDER	<input type="checkbox"/>	12 O OUTRIDER	\$20.00	<input type="checkbox"/>	22 O VETERINARIAN	\$30.00
<input type="checkbox"/>	1 C FINANCE	<input type="checkbox"/>	25 B OWNER	\$30.00	<input type="checkbox"/>	13 A VP	\$20.00
<input type="checkbox"/>	7 A FOOD/BEVERAGE	<input type="checkbox"/>	29 B OWNER/ASSIST TRA	\$60.00	<input type="checkbox"/>	105 A WARDROBE	\$20.00
<input type="checkbox"/>	27 B FOREMAN	<input type="checkbox"/>	28 B OWNER/TRAINER	\$60.00	<input type="checkbox"/>	8 A WAREHOUSE	\$20.00
<input type="checkbox"/>	42 B GAMING/DEALER	<input type="checkbox"/>	18 A PARKING	\$20.00			
<input type="checkbox"/>	10 A GEN SUPER	<input type="checkbox"/>	30 B PARTNERSHIP	\$20.00			
<input type="checkbox"/>	9 A GM / ASST GM	<input type="checkbox"/>	19 A PHOTOGRAPHER	\$20.00			
<input type="checkbox"/>	15 B GROOM	<input type="checkbox"/>	42 A POKER DEALER/GA	\$20.00			

HOME TELEPHONE NO. \_\_\_\_\_

FEE: \$20.00

WEST VIRGINIA RACING COMMISSION

OFFICE: 304.724.4809

FAX: 304.725.4021

### AUTHORIZED AGENT

To West Virginia Racing Commission:

I have this day appointed

\_\_\_\_\_ Name

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

to act as AGENT for me for the year 20\_\_\_\_, in all matters pertaining to the racing of my horses under the Rules of Racing, as adopted by the West Virginia Racing Commission. Permission is hereby granted to claim horses. All partners must sign this form.

#### Claiming

\_\_\_\_\_ Owner \_\_\_\_\_ Owner

\_\_\_\_\_ Owner \_\_\_\_\_ Owner

I further constitute, appoint and empower the aforesaid Agent to act as my true and lawful attorney for me and in my name, place and stead to endorse checks made payable to me from the association racing under the jurisdiction of the West Virginia Racing Commission for the payment of moneys due me from stakes of purses earned by me; and to direct the transfer of any funds standing to my credit with the racing associations under the jurisdiction of the West Virginia Racing Commission.

#### Money

\_\_\_\_\_ Owner \_\_\_\_\_ Owner

\_\_\_\_\_ Owner \_\_\_\_\_ Owner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

\* MUST BE NOTARIZED \*

Mail to: WVRC Attn: License Clerk P. O. Box 551 Charles Town WV 25414

License No. \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Application for

### LICENSE AS AUTHORIZED AGENT

This application must be accompanied by authorized for to the West Virginia Racing Commission.

I hereby make application for a license as an AUTHORIZED AGENT for the year 20 \_\_\_\_, pledging myself to observe and obey the Rules and Regulations of the West Virginia Racing Commission.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Permanent Address \_\_\_\_\_

Where have you most recently been licensed ? \_\_\_\_\_

Have you ever been ruled off ? When and Where ? \_\_\_\_\_

Have you ever been suspended, ejected or fined more than \$25.00 ? If so, give details \_\_\_\_\_

Has an indictment or information been returned or complaint been made against you by the United States or any State charging purchase, sale, or use or possession of narcotics ? \_\_\_\_\_

State when and where, if matter disposed of and how \_\_\_\_\_

Have you ever been tested for drugs ? If so, give details \_\_\_\_\_

Have you ever been arrested or charged with a crime (except traffic violation) ? \_\_\_\_\_

If so describe \_\_\_\_\_

I hereby certify that I have read the foregoing application and affirm that every statement contained herein is true and correctly set forth, and I do hereby assert and agree, as condition precedent to the receiving of said license, that the barns and living rooms used be me may be searched for the possession of narcotics, without a search warrant at all times, either in my presence or absence, by the West Virginia Racing Commission, or the officials at any track acting under the jurisdiction and I hereby waive any and all rights which I now or may hereafter, have to object to any such search against the West Virginia Racing Commission, and/or members thereof, the Racing Association on whose premises the search is made, and/or the officials at any track making such search.

Sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant



(RULE 508: WV RULES OF RACING)

We the undersigned, hereby declare and establish a partnership, connected with, and limited, the following horses, effective \_\_\_\_\_

Relative proportions of interest as indicated

HORSE	INTEREST OF	PERCENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

The earnings of the above horse(s) should be payable to:  
\_\_\_\_\_

The above horse(s) shall race in the name of:  
\_\_\_\_\_

The power of entry and declaration rests with:  
\_\_\_\_\_

Contingency, lease, or other arrangements in connection with horse(s) is as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign \_\_\_\_\_ Sign \_\_\_\_\_  
\_\_\_\_\_

State of West Virginia County of Jefferson

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

ORIGINAL D RENEWAL D  
(please check)

LICENSE NO.: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

## APPLICATION FOR STABLE NAME Fee \$40.00

**To**  
**West Virginia Racing Commission**

I, hereby apply for registration of the following STABLE NAME for the year of 20\_\_\_\_\_

\_\_\_\_\_

This name was derived from: \_\_\_\_\_

I certify that I am now licensed in West Virginia as an OWNER, and have read, understand and agree to abide by the West Virginia Rules of Racing concerning Stable Names.

A copy of the certificate of incorporation for any corporate applicant or ownership agreement for any multiple ownership applicant must be attached to the application.

Full disclosure must be made of all individuals required to be licensed in connection with this application by the rules/regulations of the West Virginia Racing Commission. For any - simple Stable Name or multiple ownership, all owners must disclosed and licensed.

NAME ----- ADDRESS -----

SOC.SEC.NO. \_\_\_\_\_

NAME ----- ADDRESS -----

SOC.SEC.NO. \_\_\_\_\_

NAME ----- ADDRESS -----

SOC.SEC.NO. \_\_\_\_\_

NAME ----- ADDRESS -----

SOC.SEC.NO. \_\_\_\_\_

NAME ----- ADDRESS -----

SOC.SEC.NO. \_\_\_\_\_

NAME ----- ADDRESS -----

SOC.SEC.NO. \_\_\_\_\_

NAME ----- ADDRESS -----

SOC.SEC.NO. \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), 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. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

\_\_\_\_\_  
ENTITY NAME

\_\_\_\_\_  
ACCT. #

\_\_\_\_\_  
SOLE MEMBER NAME

**To: PNGI Charles Town Gaming LLC dba Hollywood Casino at Charles Town Races**

**Fax to: Horsemen's Bookkeeper (304) 724-4225**

**Single owner LLC or Corporation that does not have an Authorized Agent**

1. Provide a copy of the IRS form SS-4 assigning the federal tax number to the entity.
2. **A Resolution to open a Horsemen Account in the name of the below entity and the individual that can request disbursements to be paid to the below entity. Account information will only be faxed to the number listed below when requested by the listed individuals.**

WHEREAS, the Board of Directors has determined it to be in the best interest of

\_\_\_\_\_ as established with the West Virginia Racing Commission to establish a horsemen account with **PNGI Charles Town Gaming, LLC** be it: RESOLVED, that the above business entity authorizes

\_\_\_\_\_ to be the sole individual to transact normal racing business transactions and inquires, that includes initiating disbursements from the account that will be issued in the business name. If another individual is to be allowed inquires of the account in person, by fax or letter, OTHERWISE STATE NONE: \_\_\_\_\_

All financial information as statements will be sent to the fax number ( ) - \_\_\_\_\_ - \_\_\_\_\_

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary or sole owner of \_\_\_\_\_ and doing business as the stable name of \_\_\_\_\_ duly formed pursuant to the laws of the state of \_\_\_\_\_ and that the foregoing is a true record of a resolution duly adopted in accordance with state law and the Bylaws of the above-named business entity and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary or Sole Owner of this business entity on this day \_\_\_\_\_

Secretary / Sole Owner (please indicate which) \_\_\_\_\_

**PNGI CHARLES TOWN GAMING LLC  
HOLLYWOOD CASINO AT CHARLES TOWN RACES  
HORSEMEN ACCOUNT DISBURSEMENT REQUEST**

Fax request to: (304) 724 – 4225  
Horsemen's Bookkeeping Office

**Note: A signed W-9 (with correct tax identification information) must be on file with the Horsemen Bookkeeping Office, for this request to be honored. Individuals must have a social security number; partnerships, LLC's and corporations need a federal identification number. Foreign accounts require U.S. issued ID number and a completed W8-BEN.**

ACCOUNT NUMBER: \_\_\_\_\_ Phone number (    ) \_\_\_\_\_ - \_\_\_\_\_  
FUNDS WILL BE DRAWN AGAINST Fax number (    ) \_\_\_\_\_ - \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

AMOUNT TO BE DISBURSED: \_\_\_\_\_  
(Checks cut on Monday available at 10am Tuesday morning, and checks cut on Friday available at 6:30pm Friday night)

All checks will be mailed to W-9 address, unless picked up or Fed-X is indicated below.

This check should be picked up by \_\_\_\_\_

Fed-X only with customer account provided Fed-X No. \_\_\_\_\_

AMOUNT TO BE TRANSFERED: \_\_\_\_\_  
(Transfers only to other - same owner accounts)

*The Horsemen Bookkeeping Office is authorized to disburse / transfer as indicated below:*

CHECK MADE PAYABLE TO THE ACCOUNT NAME

(Corporations and LLC's can only be disbursed in the corporation name)

Pay the Authorized Agent on file (name) \_\_\_\_\_ Account # \_\_\_\_\_  
(Not allowed for Corporations or LLC's)

Pay a Listed Partner on Account \_\_\_\_\_ Account # \_\_\_\_\_

Pay (name) \_\_\_\_\_ Account # \_\_\_\_\_  
(W.V. Racing Commission or PNGI Charles Town Gaming, LLC.)

I \_\_\_\_\_ the (owner) (authorized agent) have  
signature rights to the above account and do authorize the above transaction.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of owner/authorized agent Date

Accounting Office  
(W-9) \_\_\_\_\_ Transfer \_\_\_\_\_  
(AA) \_\_\_\_\_

# HOLLYWOOD *Casino*

AT CHARLES TOWN RACES  
HORSEMEN'S BOOKKEEPING OFFICE  
PO BOX 551, CHARLES TOWN, WV 25414  
304-724-4309

## **FACSIMILE TRANSMITTAL SHEET**

TO:

FROM:

COMPANY:

DATE:

FAX NUMBER:

PHONE NUMBER:

FCC:

HORSEMEN'S ACCOUNT NUMBER:

### **Wire Transfer Instructions:**

Beneficiary Bank:

Bank United

106 W. Washington Street

Charles Town, WV 25414

304-728-8000

ABA Routing Number: 051900395

Beneficiary Account # 67750354

PNGI Charles Town Gaming, LLC.

Horsemen's Claims Account

580 East 5th Ave, Ranson, WV 25438

This account is for the receipt of funds by electronic transfer only. Checks drawn on this account will not be honored.

Please remember Claims are subject to 6% WV Sales Tax.

Please have sending bank fax confirmation including horseman's account number and amount of wire transfer to Horsemen's Bookkeeper at 304-724-4225.

Wire transfers should be initiated 48 hours in advance to insure verification of funds prior to claim time.