

**Permanent Fund Dividend Raffle
Draw Procedures**

This document sets out the procedures the Department of Revenue has established for the 2020 Permanent Fund Dividend raffle drawing (dividend raffle) under AS 43.23. 230. Under AS 43.23.230, an individual eligible to receive a permanent fund dividend and who is 18 years of age or older may direct when applying for a permanent fund dividend to make a donation of all or a portion of the individual's permanent fund dividend in \$100 increments for educational purposes and entry into the dividend raffle. Each \$100 donation entitles an individual to one entry into the raffle.

1. The commissioner of revenue shall request an accountant or suitable alternative to serve as the dividend raffle drawing auditor. The Raffle Drawing Auditor shall witness the dividend raffle draw and certify compliance with the draw procedures set out below. The Raffle Drawing Auditor may not have participated in the dividend raffle, and may not be an employee of the Department of Revenue.
2. The dividend raffle drawing shall happen at a publicly held drawing. The Department of Revenue shall give 10 days' public notice of the date, time and location of the drawing by posting the information on the Alaska Online Public Notice System.
3. Before the raffle drawing, the Permanent Fund Dividend Division shall generate a sequentially numbered table of dividend raffle tickets ("Raffle Ticket Table") representing one ticket for each entry into the raffle. At least two Permanent Fund Dividend Division employees shall work together to generate the Raffle Ticket Table. The employees may not have participated in the dividend raffle. The Raffle Ticket Table will identify the following information for each dividend raffle entry:

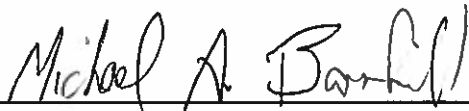
Ticket Number
PFD Applicant Locator Number
Name

4. The Permanent Fund Dividend Division shall provide a digital copy of the Raffle Ticket Table to a printer, and instruct the printer to print dividend raffle tickets for each entry in the table.
5. Not later than the day of the dividend raffle draw, the Permanent Fund Dividend Division shall provide a printed copy of the Raffle Ticket Table to the Raffle Drawing Auditor, along with the printed dividend raffle tickets.
6. The Raffle Drawing Auditor shall confirm and certify that:
 - a. the dividend raffle tickets are numbered sequentially

- b. the number of dividend raffle tickets equals the number of entries in the Raffle Ticket Table
 - c. following a reasonable spot check, the printed dividend raffle tickets correspond to the Raffle Ticket Table.
- 7. In the presence of the Raffle Drawing Auditor and a suitable security presence ("Raffle Drawing Security"), the Permanent Fund Dividend Division employees shall place all of the PFD raffle tickets into the drawing container. The Raffle Drawing Security may not have participated in the dividend raffle.
- 8. The Raffle Drawing Security shall secure the drawing container and transport the drawing container to the location of the dividend raffle draw.
- 9. At the dividend raffle draw location, the Permanent Fund Division Director will:
 - a. announce the amount of each of the four prizes.
 - b. make available a handout showing the calculation of the four prize amounts.
- 10. At the dividend raffle draw location, the Commissioner of Revenue will:
 - a. introduce the Permanent Fund Division Director, the Raffle Draw Auditor and the Raffle Drawing Security.
 - b. introduce any elected state officials present and invite them to make a brief comment.
 - c. direct the Raffle Drawing Security to set up the drawing container and prepare it for the draw.
 - d. introduce the person who will draw the winning PFD raffle tickets; this person may not be an employee of the Department of Revenue.
 - e. ask that the first ticket be drawn, shown to the Raffle Drawing Auditor, and the name on the ticket read aloud. The Commissioner shall mark the ticket "First name drawn" and hand it to the PFD Division Director.
 - f. ask that the second ticket be drawn, shown to the Raffle Drawing Auditor, and the name on the ticket read aloud. The Commissioner shall mark the ticket "Second name drawn" and hand it to the PFD Division Director.
 - g. ask that the third ticket be drawn, shown to the Raffle Drawing Auditor, and the name on the ticket read aloud. The Commissioner shall mark the ticket "Third name drawn" and hand it to the PFD Division Director.
 - h. ask that the fourth ticket be drawn, shown to the Raffle Drawing Auditor, and the name on the ticket read aloud. The Commissioner shall mark the ticket "Fourth name drawn" and hand it to the PFD Division Director.

11. Upon completion of the PFD Raffle draw, the Raffle Drawing Security shall secure the drawing container, and together with the Raffle Drawing Auditor, take it back to the Permanent Fund Dividend Division.
12. In the presence of the Raffle Drawing Auditor and the Raffle Drawing Security, the Permanent Fund Dividend employees identified in step 3 of these procedures shall remove the remaining dividend raffle tickets from the drawing container, and place them in a storage box. The box shall be secured and retained as a public record pursuant to the Department of Revenue's document retention schedule. The four winning tickets shall be secured in a separate envelope and retained as a public record pursuant to the Department of Revenue's document retention schedule.
13. The Raffle Drawing Auditor shall confirm and certify in writing that to the best of the Raffle Drawing Auditor's knowledge and belief, the dividend raffle drawing was completed in accordance with the drawing procedures set out in this document.
14. The Department of Revenue will post on its website:
 - a. the computation of the prizes;
 - b. the results of the dividend raffle;
 - c. these procedures; and
 - d. the Raffle Drawing Auditor's certification of compliance.

Adopted January 27, 2020.



Michael A. Barnhill
Acting Commissioner
Department of Revenue

Questions regarding these procedures may be directed to the Department of Revenue, Commissioner's Office at ryan.fitzpatrick@alaska.gov