



Instructions – Texas Application for a Unit Manager License

(Rev. 3/07)

PUBLIC INSPECTION

This application and any attachments will be open to public inspection as required by the Texas Public Information Act.

WHO SHOULD SUBMIT THIS APPLICATION

This application should be submitted by an individual who will be responsible for revenues, authorized expenses, and inventory of an accounting unit.

FOR ASSISTANCE

For assistance in completing this application, please call the Charitable Bingo Division toll-free, at 1-800-BINGO-77 (800-246-4677).

GENERAL INSTRUCTIONS

- DO NOT return these instructions with your completed application.
- DO NOT leave any item on the application blank. If an item does not apply to your organization, enter "NA."
- Please print legibly or type all information.
- Do not enter dashes when entering a Social Security Number or Federal Employer's Identification Number (EIN).
- The personal information requested in Item 3 is necessary to complete a criminal history background investigation which is authorized under the Bingo Enabling Act, Texas Occupations Code, Chapter 2001.
- Entry of an e-mail address under Item 2 of the application is optional and would be used for electronic communication by the Texas Lottery Commission.
- The two hundred fifty dollars (\$250) license fee must be submitted with this application. It may be paid by cashier's check, money order, or personal check. All payments must be made payable to the STATE COMPTROLLER.
- This application must have the signature of the applicant.
- Attach required schedules and paperwork (see checklist).
- A unit manager may not provide unit manager services to licensed authorized organizations that have formed a unit until the bond or security is posted by the unit manager. This bond may be posted by check, assignment of security, U.S. treasury bond, or surety bond.

SPECIFIC INSTRUCTIONS

Item 1 – Enter the legal name of the individual as it appears on official documents such as a driver's license. Do not use nicknames.

Item 2 – Enter the appropriate mailing address to receive ALL bingo related correspondence for the applicant. Also include the individual's phone number, e-mail address for bingo related correspondence, and the business website address if applicable.

Item 3 – Enter the applicant's nine (9) digit Social Security Number, drivers license number, and issuing state, race, gender, and date of birth. Do not enter dashes.

Item 4 – If applicable, enter the nine (9) digit Federal Employer's Identification Number (EIN) assigned by the Internal Revenue Service. This number should be assigned to the individual sole owner and not to any corporation, partnership, etc., that the individual may be involved with.

Item 5 – Enter the name and address of the main office of your business. This must be a physical address and cannot include directions (i.e., 5 mi. N of I-20).

Item 6 – Enter the name and address of each separate location of your business where unit manager services will be rendered or records related to unit manager services will be stored. Each location must reflect a physical address and cannot include directions (i.e. 5 mi. N of I-20). Include the main office location if applicable. If additional sheets are required, place a checkmark in the Attached Yes box.

Item 7 – Indicate if you or any employee has been convicted of a felony, criminal fraud, a gambling or gambling-related offense, or a crime of moral turpitude by marking the

corresponding checkbox. If yes, enter the individual's name, Social Security Number, and the number of years elapsed since the termination of sentence, parole, or community supervision served for the offense. If additional sheets are required, place a checkmark in the Attached Yes box. NOTE: If applicable, ten (10) years must elapse since serving the sentence, parole, or community supervision for the offense before you would be eligible for a Unit Manager license.

Item 8 – Indicate if you or any employee is an owner, officer, or director of a licensed commercial lessor, employed by a licensed commercial lessor, or related to a licensed commercial lessor within the second degree by consanguinity (blood), or affinity (marriage) by marking the corresponding checkbox. If yes, enter the individual's name, the name of the lessor, and the lessor's taxpayer number. If additional sheets are required, place a checkmark in the Attached Yes box. NOTE: If applicable, the lessor may only be a licensed authorized organization or an association of licensed authorized organizations to be eligible for a Unit Manager license.

Item 9 – Indicate if you or any employee holds or is affiliated with another license issued under the Bingo Enabling Act by marking the corresponding checkbox. If yes, enter the individual's name, the name of the license holder, and the license holder's taxpayer number. If additional sheets are required, place a checkmark in the Attached Yes box.

Item 10 – List the name, number, address, playing location, member organizations, and their taxpayer numbers for each proposed or actual accounting unit for which you intend to provide Unit Manager Services. Indicate the accounting unit number only if the accounting unit was previously approved by the Commission. If you have no proposed clients at this time, check the not applicable box. If additional sheets are required, place a checkmark in the Attached Yes box.

Item 11 – This is the affidavit of responsibility to be signed by the applicant. PLEASE READ CAREFULLY.

SUMMARIES OF SCHEDULES

All individuals filing a Unit Manager's License must complete Schedule U1. Review the remaining schedules to determine if they apply to your organization.

Schedule E - Authorization of Representation.

Use if you desire to appoint any individual to serve as an authorized representative. This gives the Texas Lottery Commission the authority to discuss any aspects of your bingo activities with your authorized representative.

Schedule C1 - Assignment of Security for Bingo Prize Fees-Unit Manager.

Use if you wish to post a bond with a financial institution such as a bank or savings and loan. Schedule C1 would be completed by the financial institution for the amount determined on your Schedule U2 Worksheet for Calculating Bond for Unit Manager.

Schedule D1 - Continuous Bond of Bingo Prize Fees-Unit Manager.

Use if you wish to post a bond with a surety company. Schedule D1 would be completed by the surety company for the amount determined on your Schedule U2 Worksheet for Calculating Bond for Unit Manager.

Schedule U1 - Employees for Unit Manager License.

Use to list all of your unit manager employees.

Schedule U2 - Worksheet for Calculating Unit Manager Bond.

Use to calculate the amount of bond required to be posted for each accounting unit.

CHECKLIST

REQUIRED FORMS AND PAPERWORK TO INCLUDE WITH YOUR APPLICATION:

You may use this checklist to ensure that your application is complete and that you have collected all required documentation to submit with it.

- Application.** Be certain that all items are complete, and it is signed. A copy should be made for your files.
- License Fee.** (\$250.00) Made payable to the STATE COMPTROLLER.
- Schedule U1.**
- License Application Attachments.**
- Schedules.** Attach all applicable schedules (see Summaries of Schedules.).
- Bond** and bond related documents.

APPLICATION SUBMISSION

PLEASE SUBMIT YOUR COMPLETED APPLICATION, ALL SUPPLEMENTAL INFORMATION AND THE APPROPRIATE LICENSE FEE TO:

by mail:

**CHARITABLE BINGO OPERATIONS DIVISION
TEXAS LOTTERY COMMISSION
P.O. BOX 16630
AUSTIN, TEXAS 78761-6630
1-800-BINGO-77 (1-800-246-4677)**

for delivery:

**CHARITABLE BINGO OPERATIONS DIVISION
TEXAS LOTTERY COMMISSION
611 E. 6TH STREET
AUSTIN, TEXAS 78701-3715
1-800-BINGO-77 (1-800-246-4677)**

Please retain these instructions and a copy of your completed application for your files.