



Charitable Bingo Operations Division

Instructions – Texas Application for Temporary License to Conduct Charitable Bingo – Abandonment or Lease Termination Conditions

(Rev. 7/09)

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 organization currently licensed to conduct charitable bingo at the same location as an organization that has ceased or will cease to conduct bingo (Ceasing Organization) due to abandonment or lease termination that intends to conduct a temporary charitable bingo game that would be in excess of the twelve temporary licenses allowed per license year.

QUALIFICATIONS

- The applicant must hold a regular license for the same location as the ceasing organization.
The day and times of the temporary bingo game must be consistent with the day and times currently licensed to the ceasing organization.
A licensed authorized organization must have submitted a completed Texas Application to Amend a License to Conduct Charitable Bingo – Abandonment or Lease Termination (Amending Organization) which the commission has not acted on.
The applicant must have all required quarterly reports filed, all prize fees, penalty, and/or interest paid and all required charitable distributions made.

FOR ASSISTANCE

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

GENERAL INSTRUCTIONS

- DO NOT return the instructions or checklist 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 type or print all information.
The \$25.00 license fee must be paid prior to or at the time the application is submitted. If you apply for more than one license on this application, remember to submit the \$25.00 license fee for each license.
Your license fee should be paid from your bingo bank account. All payments must be made payable to the State Comptroller.
This application must have two different signatures, one by the Bingo Chairperson and one by an operator of the organization.
If the amending organization is issued the amendment license prior to issuing the temporary license, the temporary license application shall be discontinued, and any license fees submitted will be credited to the organization's temporary license fee account.

SPECIFIC INSTRUCTIONS

- Item 1 – Enter the eleven-digit taxpayer number as it appears on your annual license to conduct charitable bingo.
Item 2 – Enter the name of the authorized organization as it appears on your annual license to conduct charitable bingo.
Item 3 – Enter the name, daytime telephone number, fax number and e-mail address of the individual responsible for the completion of the application.
NOTE: Your temporary license(s) will be mailed to the address currently listed on your bingo record.
Item 4 – Enter the eleven (11) digit taxpayer number and name of the organization that has ceased or is ceasing to conduct bingo at the premises due to lease termination or abandonment.
Item 5 – Enter the date that the ceasing organization's bingo activities on the premises ceased or the date they will cease if the organization is still actively conducting bingo on the premises.

Item 6 – Enter the eleven (11) digit taxpayer number and name of the amending organization that has filed a Texas Application to Amend License to Conduct Bingo – Abandonment or Lease Termination to replace the ceasing organization.

Item 7 – Enter the date that the amending organization has requested to start conducting bingo at the bingo premises.

Item 8 – Enter the date(s) of the temporary bingo occasion(s).

Item 9 – Enter the day of the week and time the bingo occasion(s) will be played. Please note that the days and times listed must be consistent with the day and times currently licensed to the ceasing organization. When completing the times, 12:00 a.m. (midnight) is the first time available in a day, and the last available time for that day is 11:59 p.m. since 12:00 a.m. begins the next day. The times indicated will represent the temporary bingo occasion. Bingo must be conducted on the date, day and times as specified on the license. NOTE: Please make sure that the date(s) entered in Item 8 correspond with the day(s) entered in Item 9. Conflicting information will delay the processing of your application.

Item 10 – The temporary license fee is \$25.00 for each license applied for and should be paid from the bingo bank account, unless a fee credit exists. Mark the checkbox corresponding to the method of payment. Failure to submit the appropriate fee will delay the processing of your application.

Item 11 – The Certification of Responsibility must be signed by the Bingo Chairperson and another person who is a registered operator of the organization. If the Bingo Chairperson is unavailable, another officer may sign the Certification of Responsibility in lieu of the Bingo Chairperson. The signing operator must be listed on the Registry of Approved Bingo Workers and as an operator on the organization's bingo record.

APPLICATION SUBMISSION

PLEASE SUBMIT YOUR COMPLETED APPLICATION 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.

CHECKLIST

REQUIRED FORMS AND PAPERWORK TO INCLUDE AS PART OF YOUR APPLICATION:

Please ensure that all of the following forms, fees and documents are submitted when applying for an original license to conduct bingo:

- 1. Application – Please make sure you complete all items on the appropriate application. Your application cannot be processed until it is complete and the completed Texas Application to Amend a License to Conduct Charitable Bingo – Abandonment or Lease Termination from the amending organization is received.
2. License Fee – The appropriate license fee must be paid prior to or at the time the application is submitted.
3. Signatures – The operator and Bingo Chairperson (other than the operator) of the organization must sign this application. Individuals signing the application must have passed a criminal history background investigation.