



Charitable Bingo Operations Division

Request for Administrative Hold Status

B-F-904 (Rev. 5/10)

WHO SHOULD SUBMIT THIS FORM

This form should be completed to place an active conductor or lessor license in administrative hold status. Administrative hold status is the voluntary suspension of a license as defined by Charitable Bingo Administrative Rule 402.400.

FORM SUBMISSION

By mail: Charitable Bingo Operations Division, Texas Lottery Commission, PO Box 16630, Austin, TX 78761-6630 Via Fax: (512) 344-5142
FOR ASSISTANCE in completing this form, please call 1-800-BINGO-77 (1-800-246-4677) or visit our Web site at www.txbingo.org.

GENERAL INSTRUCTIONS

- Please print legibly or type.
The current regular license must be returned with this form.
This form must be signed as follows:
Conductor License - must be signed by the Bingo Chairperson and an operator of the organization.
Lessor License - must be signed by the sole owner, or by two (2) officers, LLC members, or partners of the organization.

TAXPAYER INFORMATION

Name of Organization, Taxpayer Number, Mailing Address, City, State, ZIP code, Enter the requested date the license is to be placed in Administrative Hold status: Month, Day, Year

LICENSE TYPES

Conductor, Lessor, Name of Location(s):

AFFIDAVIT OF RESPONSIBILITY

This is a request to place the above referenced license in Administrative Hold status. By signing this form, we understand and agree to the following:

- The organization will receive quarterly reports at the end of each quarter that must be timely filed with the Texas Lottery Commission.
The bingo operations of a licensed authorized organization must result in net proceeds over the organization's license period.
The organization is responsible for the renewal of this license and payment of the minimum renewal fee of one hundred dollars (\$100) and any license fee balance due before the expiration date of this license.
To remove a conductor license from Administrative Hold status, it will be necessary to file Form B-AP-123, Texas Application to Amend a License to Conduct Charitable Bingo, pay the ten dollar (\$10) amendment fee and any balance due of license fee if requested by the Commission.
If the license is being amended out of Administrative Hold status within the first six (6) months after issuance of the original conductor's license and there is an increase in the number of bingo occasions played, Schedule H Worksheet For Calculating License Fee must be submitted with the amendment application and any additional license fee amount required.
To remove a lessor license from Administrative Hold status, it will be necessary to file Form B-AP-140, Texas Application to Amend a Commercial License to Lease Bingo Premises, pay the ten dollar (\$10) amendment fee and any balance due of license fee if requested by the Commission.

sign here, Print Name and Title, Date

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