



Charitable Bingo Division

Request for Administrative Hold Status

B-F-904 (Rev. 6/07)

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 annual license must be returned with this form.
This form must be signed as follows:
Conductor License - must be signed by the primary operator and an officer of the organization.
Lessor License - must be signed by the sole owner, or by two (2) officers, LLC members, or partners of the organization.
You will receive a confirmation letter from our office that this license has been placed in administrative hold status after the request has been processed.

TAXPAYER INFORMATION

Form fields for Name of Organization, Taxpayer Number, Mailing Address, City, State, ZIP code, and requested date (Month, Day, Year).

LICENSE TYPES

- Conductor
Lessor
Name of Location(s):

SURVEY

Our organization placed the bingo license in "Administrative Hold" status due to the following: (Please check all that apply)

- Low attendance
Low revenues
Too much competition
Impact of smoking ordinance that prohibits smoking in bingo hall
Not enough members to support bingo operations
Lack of participation by members in bingo activities
Lost lease on bingo premises
Building being remodeled
Building damaged, please explain:
Other, please explain:

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 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 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.

sign here [Signature Line] Print Name and Title Date

sign here [Signature Line] Print Name and Title Date