



Instructions – Texas Application to Amend a License to Conduct Charitable Bingo – Abandonment or Lease Termination

(Rev. 6/10)

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 a licensed authorized organization to request an amendment of its license to conduct bingo for the same premises, day(s), and time(s) that another licensed authorized organization that has ceased or will cease to conduct bingo due to abandonment or lease termination is licensed. This application is pursuant to Texas Occupations Code, Section 2001.108 and Charitable Bingo Administrative Rule 402.409.

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

- Pursuant to Charitable Bingo Administrative Rule 402.409(b)(3), a copy of the completed application must be sent to the organization who has/will be ceasing bingo operations.
- You may not begin your amended activities until you receive your new license and it takes effect.
- If you are amending your license to move to a new playing location, you must submit your current bingo license and meeting minutes indicating that your organization, at a regular meeting, approved the move. The minutes should indicate the exact playing location name and playing location address and be signed by an officer of the organization, certifying them to be true and complete.
- If you are increasing your playing schedule, and you have been licensed for less than six (6) months, you will need to complete a *Schedule H Worksheet for Calculating License Fee* and pay any additional license fee amount that may apply.
- 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 "N/A."
- Please type or print legibly all information.
- This application should have two (2) different signatures, one (1) by an operator of the organization and one (1) by the Bingo Chairperson.
- Your ten dollar (\$10) amendment fee must be submitted with this application if your organization has not pre-paid the required amendment fee. This fee should be made payable to the State Comptroller from your bingo bank account.
- Prior to submission, a copy of this application must be sent to the ceasing organization at their address of record.
- If the amending organization is currently licensed at the same premises as the ceasing organization, items 11 through 14 need not be completed.

SPECIFIC INSTRUCTIONS

Item 1 – 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 (Ceasing Organization).

Item 2 – Indicate the reason that the organization is ceasing bingo at the premises by selecting the corresponding check-box. Please note that abandonment is defined as a licensed authorized organization's relinquishment of its licensed playing day(s) and time(s) at a bingo premises on the day(s) and time(s) under the license and lease agreement then in effect. *Schedule A1 – Abandoned Bingo Premises Certification* should be completed and submitted with the application if the reason indicated is abandonment. *Schedule L2 – Lease Termination Certification* should be completed and submitted with a copy of the lease termination letter if the reason indicated is Lease Termination.

Item 3 – 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 4 – Enter the eleven (11) digit taxpayer number for the organization that is amending its license to conduct bingo for the same premises, day(s), and time(s) as the ceasing organization (Amending Organization).

Item 5 – Enter the name of the amending organization as it appears on their regular license to conduct bingo.

Item 6 – Enter the applicant's complete mailing address to receive ALL bingo related correspondence. Also include the organization's Web site, optional e-mail address, fax number, and the name and daytime telephone numbers of the individual responsible for the completion of the application, as applicable.

NOTE: This address is where your amended license will be mailed.

Item 7 – Enter the date that a copy of this application was sent to the ceasing organization at their address of record. Mailing address information may be found on the organization's bingo license or by contacting our office.

Item 8 – Indicate the date the organization wishes to start conducting bingo under the amended license. Please allow for processing time when requesting this date. If your organization desires to have the amended change effective on the earliest possible date, check the corresponding box and the license will be effective as soon as it can be confirmed that all requirements are met. Your organization may not begin activities under the amended license until it is effective and has been received by the organization.

Item 9 – If your organization is amending from an administrative hold status, please indicate in the space provided what circumstances or events enabled your organization to file this application to begin conducting bingo again. Attach additional sheets if necessary.

Item 10 – Enter the entire new schedule for the amending organization including the days and times that may not be changing if the organization is currently licensed in the hall. If you are increasing your playing times and you have been licensed for less than six (6) months, you will need to complete a *Schedule H Worksheet for Calculating License Fee* and pay any additional license fee. The day(s) and time(s) indicated must be the same as currently licensed to the ceasing organization. List the days in order using Sunday as the first (1st) weekday available. When completing the times, 12:00 a.m. (midnight) is the first time available in a day, and the last available time for a day is 11:59 p.m., since 12:00 a.m. begins the next day. Please note that no more than two (2) occasions may be conducted on the same day at the same location except as allowed with a separate temporary license. The two (2) occasions maybe conducted on the same day by one (1) organization or by two (2) separate organizations each holding a single occasion.

Item 11 – Indicate the name and complete physical address of the bingo hall where you are proposing to conduct bingo. This must be the same premises as the ceasing organization. The name and complete address will appear on your bingo license and should match the information provided by the commercial lessor, if applicable.

Item 12 – Indicate if the location entered in Item 11 is inside the city limits.

Item 13 – Indicate how the location is controlled by your organization. If the location is owned, enter the date the location was acquired. If the location is not owned by your organization, check the "Lease" box. Use of facilities free of charge would be considered leasing if the playing location is not owned by your organization.

Item 14 – If the location is leased, indicate the name, complete mailing address, and eleven (11) digit taxpayer number of the entity from whom you are leasing the premises. This information should match the information provided by the commercial lessor of the proposed bingo location, as applicable. If you are unable to obtain the taxpayer number, complete all information and indicated "N/A" for the taxpayer number.

Item 15 – If other organizations at the premises are submitting temporary license applications for the same premises, day(s) and time(s) as the ceasing organization while this amendment is being processed, enter the organization's name and taxpayer number as it appears on its license to conduct bingo. Attach additional sheets if necessary. We request all associated license applications be submitted at the same time.

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Item 16 – The Certification of Responsibility must be signed by the Bingo Chairperson and another person who is a registered operator for the organization. If the Bingo Chairperson is unavailable, another officer may sign the Certification of Responsibility in lieu of the Bingo Chairperson. PLEASE READ THE CERTIFICATION OF RESPONSIBILITY CAREFULLY.

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:**

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

1. **Application**
2. **Schedule A1 – Abandoned Bingo Premises Certification.** Submit if the ceasing organization is or has abandoned the premises.
3. **Schedule L2 – Lease Termination Certification.** Submit if the ceasing organization's lease has or will be terminated.
4. **Lease Termination Letter.** Submit if the ceasing organization's lease has or will be terminated.
5. **Amendment Fee.** Made payable to State Comptroller.
6. **Current Bingo License.** Submit only if changing playing locations.
7. **Meeting Minutes.** Submit if changing playing location, primary business address, or organization name.
8. **Schedule H - Worksheet for Calculating License Fee.** Must be completed if you are applying to increase your playing times and you have been licensed less than six (6) months.
9. **License Fee Amount.** If you are increasing your playing schedule, and you have been licensed for less than six (6) months, you must submit any additional license fee in accordance with completion of Schedule H.