



Charitable Bingo Operations Division

Instructions – Texas Notice of Change for Unit Accounting

(Rev. 4/11)

WHO SHOULD SUBMIT THIS FORM

This form must be submitted as notification to the commission of a change in mailing address, playing location, membership, management, or an amended unit/trust agreement for an established accounting unit.

FOR ASSISTANCE

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

GENERAL INSTRUCTIONS

- An amended Unit Agreement or Trust Agreement should be submitted with this form if there is a change in unit membership, management, or any other information contained within the unit or trust agreement.

An amended unit agreement or unit trust agreement must contain:

- (1) name of the unit;
 - (2) effective date of the change;
 - (3) specific section of the unit agreement being changed;
 - (4) new terms of the agreement which are in compliance with the Act and the Rules;
 - (5) signature of the bingo chairperson or other officer or director for each of the current unit members; and
 - (6) statement which binds the amendment to the original unit agreement creating one document unless the entire unit agreement is re-stated.
- Complete only the section corresponding to the information that is changing.
 - Please type or print legibly all information.
 - Information contained on this form must be complete before it can be processed.
 - Do not enter dashes when entering a Unit Number, Social Security Number, or Taxpayer Number.
 - A change in unit membership requires the unit to submit this form seven calendar days prior to the date the unit membership changes. A copy of the executed amendment to the unit agreement or unit trust agreement must be submitted within twenty-five calendar days of the change.
 - Apart from a change in unit membership, any amendment to any of the contents of a unit agreement requires the unit to submit this form and a copy of the executed amendment to the unit agreement or unit trust agreement within twenty-five calendar days of the effective date of the change.
 - A new unit member that is required to file a Texas Bingo Quarterly Report (quarterly report) for a period prior to joining the unit must file a form prescribed by the Commission reporting a final disposition of all proceeds in its bingo account for the quarter following the quarter it was last required to file a quarterly report apart from the unit. The form must be submitted with the unit's quarterly report for that quarter.
 - An organization joining or withdrawing from a unit at any time other than at the beginning or ending of a quarter is responsible for filing a separate quarterly report for the time they were not unit members during the quarter.

- If a new member is transferring inventory to the unit, please enclose a copy of the inventory requesting to be transferred. For your use, Texas Request to Sell of Transfer Bingo Cards/Paper, Texas Request to Sell or Transfer Instant Bingo Tickets, or Texas Request to Sell or Transfer Bingo Equipment may be submitted. Forms are available at www.txbingo.org or by contacting our office.

SPECIFIC INSTRUCTIONS

Item 1 – Enter the eleven (11) digit accounting unit number as it appears on your acknowledgement of Unit Accounting Notification letter.

Item 2 – Enter the name of the accounting unit as it appears on your acknowledgement of Unit Accounting Notification letter. Also include the name, optional e-mail address, daytime phone number, and any alternate phone number such as a cell phone or pager of the individual who may be contacted to provide information contained in this form.

Item 3 – Indicate the date that the change(s) contained on this form are to be effective.

Item 4 – If the mailing address for the unit accounting is changing, complete this section. Enter the new mailing address where you wish to receive all accounting related correspondence such as quarterly returns or required thirty-five percent (35%) contribution letters.

Item 5 – If the location where bingo will be conducted by all members of the unit accounting is changing, complete this section. Indicate the name, physical address, phone number, and fax number of the bingo hall where the games are/will be played.

Item 6 – If a current unit member(s) is withdrawing from the unit, complete this section. Enter the taxpayer name, taxpayer number, and the effective date of withdrawal from the unit. If your unit agreement specifies that the withdrawing member is entitled to either a share of the inventory or payment for the member's share of the inventory, complete the corresponding checkbox.

Item 7 – If a new organization is joining the unit, complete this section. Enter the taxpayer name, taxpayer number, and the effective date the new member is joining the unit. Specify whether the new member will be transferring inventory and when a copy of that inventory will be sent to the commission, if applicable.

Item 8 – If there is a change in the unit manager, complete this section. Enter the new unit manager's name and taxpayer number.

Item 9 – If there is a change in the designated agent for the unit, complete this section. Enter the name and all requested information for the new designated agent. Please note that under Charitable Bingo Rule 402.205 – Unit Agreements, a designated agent must attend the Bingo Training Program every two years. A new designated agent who has not completed the training in the past two years must complete the training class within 45 days of when the amended unit agreement was signed.

Item 10 – If there is a change in the trustee organization for a unit established under a trust agreement, complete this section. Enter the taxpayer name and taxpayer number for the new trustee organization.

Item 11 – If the unit agreement or trust agreement is amended, complete this section. Briefly describe what information contained in the agreement is changing. Examples would include the method the net proceeds are apportioned or the allocation of authorized expenses and liabilities upon withdrawal of a member.

Item 12 – This form must be signed by the designated agent specified in Item 9.

APPLICATION SUBMISSION

PLEASE SUBMIT YOUR COMPLETED FORM AND ALL SUPPLEMENTAL INFORMATION 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.