



# Conductor Request for Waiver

### WHO MUST SUBMIT THIS FORM

This form must be completed by a licensed authorized organization to request the commission to waive the requirement that organization's bingo operations result in net proceeds over their license period or that the organization disburse the required amount of net proceeds for charitable purposes. Please note that the required supplemental information attachments must accompany this form before the request may be processed.

### FORM SUBMISSION

**By mail:** Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630

**FOR ASSISTANCE** in completing this form, please call 1-800-BINGO-77 (1-800-246-4677) or visit our website at [txbingo.org](http://txbingo.org).

### GENERAL INSTRUCTIONS

- Use black or blue ink.

### ORGANIZATION INFORMATION

1.   2.   
 Taxpayer Number License Number Name of Organization

3.   
 Mailing Address (Street Address, PO Box, or Rural Route. Do not give directions, i.e., 5 miles north of I-20)

City State ZIP Code County

Individual's Name to Contact Phone Number (Area Code & Number)

Alternate Phone Number (Area Code & Number) E-mail Address

### WAIVER INFORMATION

4. Select the type of waiver being requested:

Exempt from bingo operations resulting in net proceeds over the license period.  
 License Period:  through   
License Period Start Date (MM/DD/YYYY) License Period End Date (MM/DD/YYYY)

Exempt from disbursing the required amount of net proceeds for charitable purposes for a specific calendar quarter.  
 Quarter:  of   
Quarter Number Year

5. List the specific reason(s) the waiver is needed. *Attach additional sheets if necessary.*

Additional sheets attached

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6. Provide an explanation of how compliance with the requirement requesting to be waived is detrimental to the organization's existing or planned charitable purposes. *Attach additional sheets if necessary.*

Additional sheets attached

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7. What is the organization's intended purpose of future charitable distributions? *Attach additional sheets if necessary.*

Additional sheets attached

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**REQUIRED SUPPLEMENTAL INFORMATION ATTACHMENTS**

***If the waiver request is due to force majeure or circumstances beyond the control of the organization, submit:***

Documentation from outside sources supporting force majeure or evidence of circumstances beyond the control of the organization. Examples of acceptable documents include newspaper articles, copies of local ordinance changes, police or fire department reports, notification of road construction, or photographs.

***If the waiver request is based on a credible business plan for the conduct of bingo or for the organization's existing or planned charitable purposes, submit:***

A credible business plan.\*

A credible business plan should include the following:

1. the stated project goal of the organization as it applies to the application for waiver,
2. a detailed description of the charitable activities of the organization for the four quarters immediately preceding the request,
3. a detailed description of the proposed charitable activities for the time period of the request,
4. a current balance sheet and income statement for the four quarter period immediately preceding the request,
5. projected cash flow from the conduct of bingo and from sources other than bingo that may be used to supplement the bingo proceeds towards the accomplishment of the project for the time period of the request,
6. a cash flow analysis for the organization's bingo account for the four quarter period immediately preceding the request,
7. a market analysis for the local economy, in general, and the local bingo industry, specifically, conducted within six months of the date of the request,
8. a cost analysis for project goal,
9. the reduced charitable distribution amount, as applicable,
10. the period of time required to accomplish the project goal, and
11. documentation from outside sources supporting the reason for the request, the total project cost, and any additional resources that will be used towards the accomplishment of the project.

\* Please note, a credible business plan should present the commission with enough information to justify the waiver.

**SIGNATURES**

The information and documentation provided is true and complete to the best of our knowledge and belief.

**sign here** ▶

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Bingo Chairperson

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Print Name Date

**sign here** ▶

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Officer of the Organization

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Print Name Date