



# Authorization of Representation for Bingo Licenses

FORMID 5

### WHO MUST SUBMIT THIS FORM

This form must be submitted by any licensee or applicant for a license desiring to designate an individual to receive documents and act on behalf of the applicant or licensee concerning matters relating to the licensing process or any corrective measures to be taken after an audit or field investigation.

### 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 only.
- Individual holding positions of signatory authority for the licensee or applicant are authorized to represent the organization by virtue of their position and need not complete this form.
- Completion of personal information is not required unless you wish to grant the individual access to your records on the online Bingo Services Portal.

### ORGANIZATION INFORMATION

Applicant or Licensee	Taxpayer Number	License Number

### RESOLUTION OF AUTHORIZED REPRESENTATIVE

The resolution of the governing body of \_\_\_\_\_  
Applicant or Licensee Name

designates the following individual as an authorized representative in compliance with the Charitable Bingo Administrative Rule 402.400.

Last Name	First Name	Middle Initial
E-mail Address		Phone (Area Code & Number)

**If you wish to grant the authorized representative access to your license record through the online Bingo Services Portal, all of the following personal information fields must be completed.**

Social Security Number	-	Driver's License Number/ID Number	-	State		
Home Address (Street address, PO Box, or Rural Route (Do Not enter PO Box or Directions, i.e., 5 miles north of I-20))						
City	State	Zip Code	Date of Birth (MM/DD/YYYY)			

We request the above named individual be designated as an authorized representative and be recognized as such by the Texas Lottery Commission, Charitable Bingo Operations Division. Authorized representative status extends only to the individual named above and does not include their agents or employees. Only the applicant, licensee, or the individual designated as authorized representative will be recognized by the commission as having the authority to receive documents and act on behalf of the applicant or licensee concerning any matter relating to the licensing process or any corrective measures to be taken after an audit or field investigation.

We understand that the designation for "Authorized Representative" does not confer signatory authority. Only individuals who have been submitted as director, officer, bingo chairperson, LLC member, sole owner, or partner on the applicable license have signature authority. We also understand that this individual will remain an authorized representative for our organization with all of the rights and privileges associated until such time as the commission receives a written request from the authorized representative or an officer of the organization to remove this individual from this position.

**sign here** ►

Officer of the Organization	Name & Title (Please Print)