

# APPLICATION FOR TEXAS LOTTERY TICKET SALES LICENSE

• TYPE OR PRINT • Make additional copies of this page as needed.

20. Has applicant(s) ever been licensed to sell Texas Lottery tickets?  YES  NO

If YES, enter the most recent six-digit Texas Lottery retailer number

21. Does applicant(s) owe any money to the Texas Lottery?  YES  NO

22. Does applicant hold a Texas Alcoholic Beverage Commission (TABC) permit?  YES  NO

If YES, what type of permit? \_\_\_\_\_

If YES, what is the permit number? \_\_\_\_\_

## ELIGIBILITY STANDARDS

An individual is not eligible for a sales license if:

- a. The individual or the individual's spouse has been convicted of a felony, criminal fraud, gambling or a gambling-related offense, or a misdemeanor involving moral turpitude and less than 10 years have passed since the end of the sentence, parole, mandatory supervision or probation served for the conviction.
- b. The individual or the individual's spouse is a professional gambler.
- c. The individual's spouse is currently delinquent in the payment of any state tax.
- d. The individual is an officer or employee of the Texas Lottery Commission or a Texas Lottery operator.
- e. The individual's spouse, child, brother, sister or parent (1) lives in the same principal place of residence as the individual and (2) is an officer or employee of the Texas Lottery Commission or a Texas Lottery operator.
- f. The individual is delinquent in the payment of a tax or other money collected to the Texas Comptroller of Public Accounts, the Texas Workforce Commission, or the Texas Alcoholic Beverage Commission; in default on a loan made under Chapter 52 of the Texas Education Code; or in default on a loan guaranteed under Chapter 57 of the Texas Education Code

An entity is not eligible for a sales license if any of the following individuals would be ineligible for a sales license under item a, b, c, d or e above:

- An officer or director of the entity;
- An individual who holds more than 10 percent of the stock in the entity;
- An individual who holds an equitable interest greater than 10 percent in the entity;
- A creditor of the entity who holds more than 10 percent of the entity's outstanding debt;
- The owner or lessee of a business conducted by the entity or through which the entity will conduct a ticket sales agency;
- An individual who shares or will share in the profits, other than stock dividends, of the entity; or
- An individual who participates in managing the affairs of the entity.

An applicant is not eligible for a sales license if the proposed ticket sales location is:

- A location licensed for games of bingo, or
- On land that is owned by:
  - This state, or
  - On which is located a public primary or secondary school, an institution of higher education, or an agency of the state;

By signing below, I certify, under penalty of law, that the information provided on this form is correct to the best of my knowledge and that the applicant is not ineligible for a sales license under the eligibility standards described above. I understand that providing false or incomplete information may be grounds for denial of this application and revocation or suspension of the license(s) issued as a result of this application. Applicant has read and agrees to abide by the license terms and conditions stated in this application. I understand that the owners/officers/partners/directors of an entity applying for a Texas Lottery sales license must furnish a complete legible set of fingerprints, and that failure to do so will result in the denial of this application. The Texas Lottery is authorized to obtain financial records, credit reports and criminal history records.

**sign  
here** 

\_\_\_\_\_  
Signature of authorized owner/officer/director                      Title                      Date

\_\_\_\_\_  
Corporation or Legal Business Name                      Texas taxpayer or vendor ID



## APPLICATION FOR TEXAS LOTTERY® TICKET SALES LICENSE

### HOW TO APPLY FOR A TEXAS LOTTERY TICKET SALES LICENSE

Complete this application, including fingerprint cards and a check or money order payable to the **State Treasury**, and send to:

Texas Lottery Commission  
P.O. Box 16660  
Austin, Texas 78761-6660

Application fee is \$125.00 for the first location and \$50.00 for each additional location.

### FOR ASSISTANCE

Read the "Texas Lottery Retailer Application Instructions" (Form 55-300) included in this packet. For additional assistance, please call the Texas Lottery at 512-344-5000 or toll free at 1-800-37-LOTTO (1-800-375-6886). Application instructions and forms, except fingerprint cards, are available at [www.txlottery.org](http://www.txlottery.org).

### GENERAL INSTRUCTIONS

- Type or print all information.
- Any business owner or entity that intends to sell Texas Lottery tickets must submit a completed application.
- Texas Lottery retailers must make a business/commercial account available to the Texas Lottery for electronic fund transfers. You may set up a new account or use an existing account. Please fill out the Electronic Funds Transfer (EFT) Authorization Form included with this application and attach a voided check for the account to the EFT form. You may download the form from [www.txlottery.org](http://www.txlottery.org). Go to Retailers/ Retailer Forms.
- The Texas Lottery is authorized to obtain criminal history records from the Texas Department of Public Safety, the Federal Bureau of Investigation or any other law enforcement agency.
- A credit report will be requested.
- This application is open to public inspection as required by Tex. Govt. Code Ann., 466.152., Texas Open Records Act.

### PROHIBITIONS TO HOLDING A LICENSE

The following people are prohibited from holding a Texas Lottery Ticket Sales License:

1. Persons convicted of a felony, criminal fraud, gambling or a gambling-related offense whose sentence, parole, mandatory supervision or probation ended less than 10 years ago.
2. Persons convicted of a misdemeanor involving moral turpitude whose sentence, parole, mandatory supervision or probation ended less than 10 years ago.
3. Persons who are or have been professional gamblers.
4. Persons currently delinquent in the payment of certain state taxes or student loans.
5. The spouses of those people named above.

Also, a business is prohibited from holding a Texas Lottery Ticket Sales License if that business includes a person identified in items 1-5 above and that person:

- is an officer or director of that business;
- holds 10 percent or more of the stock in that business;
- holds an equitable interest greater than 10 percent in that business;
- is owed more than 10 percent of the business's debt;
- owns or leases a business through which the applicant will conduct ticket sales;
- will share in the profits of that business (not including stock dividends); or
- participates in managing the affairs of the applicant or sales agent.

# TEXAS LOTTERY APPLICATION FEE WORKSHEET

\*Please read instructions, Form 55-300 • TYPE OR PRINT

1. Legal name of owner (sole owner, partnership or corporation) \_\_\_\_\_

2. Texas taxpayer or vendor ID number \_\_\_\_\_

3. Is the applicant currently licensed to sell Texas Lottery tickets at another location?  YES  NO

If yes, what is the Texas Lottery retailer number? \_\_\_\_\_

- Failure to provide the above information will delay the application process. If you have any questions, please call the Texas Lottery Commission at 1-800-37-LOTTO (1-800-375-6886). Using a touch tone phone, press 2 (Texas Lottery), then press 1 (Retailer Services). If calling from a rotary phone, wait for an operator, then ask for Retailer Services.

Use the worksheet below to determine the total amount of your application fee. Mark the fees you will be paying and indicate the number of locations for each. **Include this completed worksheet with your application and fee payment.**

TYPE OF FEES	NUMBER OF FEES	AMOUNT
<b>Base application fee</b> (Initial location) .....	_____ X	\$125 = \$ _____
<b>Additional location fee</b> (Each extra location).....	_____ X	\$50 = \$ _____
(To be considered an Additional Location, the state taxpayer number for each location must be the same as initial application.)		
<b>TOTAL NUMBER OF LOCATIONS</b> _____		
<b>TOTAL FEE PAID</b> .....		<b>\$</b> _____
Make check or money order payable to <b>State Treasury</b> .		

## APPLICATION CHECKLIST

Complete checklist and submit with application information to: Texas Lottery Commission  
P.O. Box 16660  
Austin, Texas 78761-6660

- Application (pages 5, 6, 7 and 8)
- Business Location and Marketing Information (pages 7 and 8) for each additional location (if any)  
Number of additional locations (if any) \_\_\_\_\_
- Fingerprint cards for each person listed in PROPRIETORS section
- Electronic Fund Transfer (EFT) Authorization Form
- Void Check for EFT account
- W-9 Request for Taxpayer Identification Number and Certification
- Application Fee worksheet (page 2)
- Check or Money Order for Application fee(s) payment

# APPLICATION FOR TEXAS LOTTERY TICKET SALES LICENSE

\*Please read instructions, Form 55-300 • TYPE OR PRINT • Make copies of this page to provide information for each additional location.

## LOCATION CONTACTS AND MARKETING

State Tax Payer ID

10. Corporation or Legal Business Name

11. Mailing address (Street & number, P.O. Box or Rural Route and box number)

City State ZIP Code

County Business phone (Area code and number)

12. d.b.a. (Store name or actual name under which you operate)

13. Physical location for UPS shipments (NOT P.O. Box or Rural Route)

City State ZIP Code

County Business phone - not cell (Area code and number)

Is phone Touch Tone?  YES  NO

14. Does this business location comply with the Americans with Disabilities Act?  YES  NO

15. Contact for Texas Lottery business Contact person phone (Area code and number)

Email address

16. Primary contacts at this location for general lottery business

Name Title / function

Name Title / function

Name Title / function

17. Enter your normal business hours for each day of the week. Enter "Closed" for any day that you are not open for business.

Monday - Friday	Saturday	Sunday
Open - _____	Open - _____	Open - _____
Close - _____	Close - _____	Close - _____

18. Principal Trade Style (check one)

- Grocery Store/Supermarket (5411)
- Convenience Store with gas (5412)
- Convenience Store no gas (5400)
- General Merchandise (5399)
- Liquor Store (5921)
- Service Station (5541)
- Drug Store (5912)
- Restaurant (5812)
- Specialty Merchandise (5999)
- Other (Describe) \_\_\_\_\_

19. Do you allow customers or employees to smoke inside your business/building?  YES  NO

# APPLICATION FOR TEXAS LOTTERY TICKET SALES LICENSE

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➤ \_\_\_\_\_  
Name (First, middle initial, last) Social Security or FEI Number

\_\_\_\_\_  
Home Address (Street & number, P.O. Box or Rural Route and box number)

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Home phone (Area code and number) Driver license (State and number)

\_\_\_\_\_  
Title Date of Birth (MM/DD/YYYY)

I have read and understand the License Terms and Conditions in this application.

\_\_\_\_\_  
**Signature** Date

➤ \_\_\_\_\_  
Name (First, middle initial, last) Social Security or FEI Number

\_\_\_\_\_  
Home Address (Street & number, P.O. Box or Rural Route and box number)

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Home phone (Area code and number) Driver license (State and number)

\_\_\_\_\_  
Title Date of Birth (MM/DD/YYYY)

I have read and understand the License Terms and Conditions in this application.

\_\_\_\_\_  
**Signature** Date

➤ \_\_\_\_\_  
Name (First, middle initial, last) Social Security or FEI Number

\_\_\_\_\_  
Home Address (Street & number, P.O. Box or Rural Route and box number)

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Home phone (Area code and number) Driver license (State and number)

\_\_\_\_\_  
Title Date of Birth (MM/DD/YYYY)

I have read and understand the License Terms and Conditions in this application.

\_\_\_\_\_  
**Signature** Date

PROPRIETORS

# APPLICATION FOR TEXAS LOTTERY TICKET SALES LICENSE

## LICENSE TERMS AND CONDITIONS

By applying for a Texas Lottery license, you agree that you will abide by the following terms and conditions. Violation of any of these terms and conditions will result in the Texas Lottery Commission suspending or revoking your license to sell Texas Lottery tickets.

### Compliance

1. The retailer will operate in a manner that is consistent with the State Lottery Act, applicable federal, state and local laws, rules adopted by the Texas Lottery Commission, and these terms and conditions.
2. The retailer will notify the Texas Lottery Commission within 10 days of any change of information since the application or renewal of license was submitted.
3. The retailer will notify the Texas Lottery Commission within 10 days of changes in ownership, the officers, directors or partners required to be listed on the application, the location or financial status. A change in ownership involving less than 10 percent of a corporation's stock need not be reported unless that change results in someone who previously owned less than 10 percent of the corporation's total stock acquiring more than 10 percent of the total stock.
4. If the retailer is convicted of a crime or becomes delinquent in the payment of any state tax, the Texas Lottery Commission must be notified in writing within 10 days.

### Sale of Tickets

5. The retailer will make Texas Lottery tickets available for sale during the retailer's normal business hours and provide for the redemption of winning tickets during the same hours, subject to Texas Lottery Commission's approved validation hours.
6. The retailer will offer no less than two instant games for sale to the public at all times.
7. The retailer must sell the minimum number of tickets per week as determined by the Texas Lottery Commission.
8. Tickets may not be sold to anyone under 18 years of age.
9. Tickets may not be sold for more than the price established by the Texas Lottery Commission.
10. The retailer may not extend credit, lend money or accept in payment food stamps or credit cards for Texas Lottery tickets.
11. The retailer may not permit the purchase of Texas Lottery tickets over the telephone or by mail.

### Cooperation with Texas Lottery and Players

12. The retailer will prominently display the Texas Lottery Ticket Sales License where tickets are sold. Tickets may be sold only at the licensed location and may not be transferred.
13. The retailer will utilize a ticket dispenser for the sale of tickets in a prominent location near the cash register or checkout. An equipment deposit may be required for any dispensers or other equipment provided to the retailer by the Texas Lottery Commission.
14. The retailer will prominently display point-of-sale materials provided by the Texas Lottery Commission, including door decals, game posters, display tickets and other materials supplied by the Texas Lottery, unless exceptions are obtained from the Texas Lottery Commission.
15. The retailer is responsible for all tickets delivered upon acknowledgement of receipt. The retailer is expected to provide reasonable security for all tickets and Texas Lottery Commission property.
16. The retailer will notify the appropriate local law enforcement officials of any stolen tickets. The retailer will notify the Texas Lottery Commission within 24 hours of any lost, missing or stolen tickets.

# APPLICATION FOR TEXAS LOTTERY TICKET SALES LICENSE

## Acceptance of Tickets

17. The retailer will make a full financial settlement in a timely manner with the Texas Lottery Commission for all tickets received.
18. The retailer authorizes the Texas Lottery Commission to transfer funds due through an Electronic Funds Transfer (EFT). Failure to have sufficient funds available at the time of the EFT sweep may be cause for fines, license suspension or license revocation.
19. The retailer shall offer for sale to the public at all times at least two instant games.

## Bond Requirement

20. The retailer shall pay into a fund to reimburse the Texas Lottery Commission for losses from the operation of retailers. The initial payment is \$25.00 and is included in the application fee. The amount and frequency of future payments shall be established by the Texas Lottery Commission.
21. The Texas Lottery Commission may request a credit report from the retailer. The retailer may be required to obtain a certificate of deposit (CD) or other financial guarantee in an amount determined by the Texas Lottery Commission.
22. The State Lottery Act requires that the application fee be enough to pay for processing the application. It is possible with some applicants that the cost of background and financial checks will be more than the \$100.00 allocated for this purpose. If the cost of processing your application exceeds this amount, the Texas Lottery reserves the right to offer you the choice of withdrawing your application or paying an additional sum.

## Other Retailer Obligations

23. The retailer will comply and remain in compliance with the Americans with Disabilities Act during the term of the license.
24. The retailer is responsible for all proceeds from the sale of Texas Lottery tickets. The proceeds shall constitute a trust fund in favor of the Texas Lottery Commission.
25. The retailer may not use a Texas Lottery insignia, logo, trademark or name of a Texas Lottery game in an advertisement without Texas Lottery Commission authorization.
26. The retailer will maintain accurate and complete records of all transactions with the Texas Lottery Commission and will make such records available as required by the State Lottery Act.
27. If the retailer is not an individual, each officer, director or owner is personally liable for proceeds from the sale of lottery tickets until the Texas Lottery Commission is notified in writing that they are no longer an officer, director or owner.

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\*Please read instructions, Form 55-300 • TYPE OR PRINT

OWNERSHIP

1. Corporation or Legal Business Name \_\_\_\_\_

Doing business as (d.b.a.) \_\_\_\_\_

2. Business Ownership (check one)  Sole Owner  Partnership  Texas Corporation  Foreign Corporation  
 Other (explain) \_\_\_\_\_

3. If Texas corporation, enter the \_\_\_\_\_ Charter Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Charter Date (MM/DD/YYYY)

4. If your business is a foreign corporation, enter the \_\_\_\_\_ Home State

\_\_\_\_\_ Charter Number \_\_\_\_\_ Texas Certificate of Authority Number and \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Texas Certificate of Authority Date (MM/DD/YYYY)

5. If limited partnership, enter the \_\_\_\_\_ Home State and \_\_\_\_\_ Identification Number

6. Enter the Federal Employer's Identification (FEI) Number, if any. \_\_\_\_\_

7. Taxpayer number for reporting any Texas tax OR your Texas Vendor Identification Number if you now have, or have ever had, one. \_\_\_\_\_

8. The following question is optional. Your response will help the Texas Lottery provide accurate information to the Texas Legislature and Governor on minority business participation. Is your business minority-owned?  YES  NO

If "YES," indicate the type of minority business.

1  African-American    2  American-Indian    3  Asian-American    4  Mexican-American or other American of Hispanic origin  
 Other \_\_\_\_\_

9. List sole owner(s), all partners, officers and directors of your business. (Attach additional sheets if necessary.)

➤ \_\_\_\_\_ Name (First, middle initial, last) \_\_\_\_\_ Social Security or FEI Number

\_\_\_\_\_ Home Address (Street & number, P.O. Box or Rural Route and box number)

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

\_\_\_\_\_ Home phone (Area code and number) \_\_\_\_\_ Driver license (State and number)

\_\_\_\_\_ Title \_\_\_\_\_ Date of Birth (MM/DD/YYYY)

I have read and understand the License Terms and Conditions in this application.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

PROPRIETORS