



# Request for Administrative Hold

### WHO MUST SUBMIT THIS FORM

This form should be completed to place an active conductor or lessor license, other than an association of conductors, in administrative hold. A licensee may request to place its regular license in administrative hold at any time under TAC Rule §402.400.

### FORM SUBMISSION

**By mail:** Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630 **Via Fax:** (512) 344-5142

**Via Email:** bingo.services@lottery.state.tx.us

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

### GENERAL INSTRUCTIONS

- Please print legibly or type.
- The current regular license must be returned with this form or a certified statement that the license is not available, to the Commission no later than seven (7) calendar days after the effective date of the placement of the license in administrative hold.
- This form must be signed as follows:
  - Conductor License – must be signed by the Bingo Chairperson and Officer or Director of the organization.
  - Lessor License – must be signed by the sole owner, or by two (2) officers, LLC members, or partners of the organization.

### TAXPAYER INFORMATION

Name of Organization	Taxpayer Number	License Number

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

Enter the requested date the license is to be placed in Administrative Hold status

Month	Day	Year	

### LICENSE TYPES

- Conductor
- Lessor    Name of Playing Location(s): \_\_\_\_\_

### AFFIDAVIT OF RESPONSIBILITY

This is a request to place the above referenced license in Administrative Hold status. By signing this form, we understand and agree to the following:

- The quarterly reports must be filed timely with the Commission while under administrative hold status.
- The bingo operations of a licensed authorized organization must result in net proceeds over the organization's license period. Although an organization on administrative hold status is not currently conducting bingo, it must still meet this requirement to renew its license to conduct bingo if it conducted any bingo games in the four quarters preceding its license end date.
- A licensed authorized organization with its regular license in administrative hold may not conduct bingo under a temporary license.
- A license may not be in administrative hold for more than twelve (12) consecutive quarters except for licensed commercial lessors subject to BEA Sec. §2001.152(b).
- *FORMID 11 Conductor License Amendment* must be filed in order to remove a conductor license from administrative hold status.
- *FORMID 63 Lessor License Amendment* and ten-dollar (\$10) amendment fee must be submitted in order to remove a lessor license from administrative hold status.

**sign here** ▶

Bingo Chairperson (cannot sign as Officer or Director) Print Name and Title Date

**sign here** ▶

Officer or Director Print Name and Title Date