

# Texas Lottery Sales License Renewal Application Instructions 7.24.19



It is your responsibility to notify the Texas Lottery of any changes to your application information no later than the 10<sup>th</sup> day after the date of the change as stated in the Texas Government Code 466.153.

## STEP 1: BUSINESS INFORMATION

### • Legal Information and Taxpayer Identification Number

The legal name and taxpayer identification number must read as it appears on your Texas Sales Tax and Use Permit. The legal address and phone number is where the owner/officer/partner/director receives business mail and business related phone calls.

### • Business Location Information

The business name is the trade name of your business as it appears on your Texas Sales Tax and Use Permit. The business address and phone number are the address and phone number where your lottery terminal is physically located. If the location's smoking status has changed, indicate in the designated space if smoking is allowed on premises.

### • Contact Information

The contact is the person(s) who is authorized to communicate with the Texas Lottery concerning your lottery business. Please ensure that the contact(s) listed is up-to-date and the appropriate person for handling your lottery business.

## STEP 2: ELIGIBILITY STATEMENT

- Please read the eligibility statements carefully. These statements apply to all owners/officers/partners/directors. Certification can only be provided by an authorized signature of an owner/officer/partner/director of the partnership or corporation.

## STEP 3: OWNER/OFFICER/PARTNER/ DIRECTOR INFORMATION LIST

### • Current Owners/Officers/Partners/Directors on File with the Texas Lottery

The information for each owner/officer/partner/director must be verified. If any information for an individual listed has changed, cross out the incorrect information and provide the correct information.

### • To Add Additional Owners/Officers/Partners /Directors

If there are any new owners/officers/partners/directors not listed on the form please contact Texas Lottery Retailer Services at 800-375-6886 or email to [RetailerWebHelp@lottery.state.tx.us](mailto:RetailerWebHelp@lottery.state.tx.us).

## STEP 4: TEXAS LOTTERY RENEWAL APPLICATION CHECKLIST

Please use this quick checklist to ensure that you have provided all required information and documents to process your lottery license renewal application.

- I have verified that the Legal Information and Taxpayer Identification Number are correct on the Business Information page.
- I have verified that the Business Location Information is correct on the Business Information page.
- I have verified that the Contact Information is correct on the Business Information page.
- I have verified that the Eligibility Statement has been signed by an owner/officer/partner/director.
- I have verified that the information provided on the Owner/Officer/Partner/Director Information List page is correct.
- I have included the renewal fee of \$15 per location being renewed.
- I have included the fingerprint card and processing fee of \$25 for each new owner/officer/partner/director that were not previously on file with the Texas Lottery.

**NOTE:** You can save time and paper by renewing your Texas Lottery Sales License online by using the Lottery Services Portal (LSP) at [tx-lsp.lotteryservices.com](http://tx-lsp.lotteryservices.com).

**A licensed owner and/or officer must sign up for the service for account access. You may then choose to provide access to other users.**

**For questions about your renewal or the Retailer Service Center, call 800-375-6886, Monday-Friday, 7 a.m.-5:30 p.m. or email us at [RetailerWebHelp@lottery.state.tx.us](mailto:RetailerWebHelp@lottery.state.tx.us).**