

## **INSTRUCTIONS FOR COMPLETING THE REQUEST FOR ADJUSTMENT FORM**

### **IMPORTANT:**

THIS FORM IS TO BE USED ONLY TO REQUEST ADJUSTMENTS FOR  
**MISPRINTED OR NON-PRINTED ON-LINE TICKETS.**

***This is an electronic fill-in-able form.***

**Simply type in your information electronically,  
print the form, and attach the necessary documentation.  
The form may also be printed and filled in by hand.**

1. Complete the RETAILER IDENTIFICATION section of the form.
2. Enter the dollar amount of the REQUESTED ADJUSTMENT.
3. Enter the WEEK NO., THE DATE, and the approximate TIME you believe the error occurred.
4. Provide a detailed explanation of the occurrence in the RETAILER'S STATEMENT section of the form.
5. Staple the misprinted or non-printed TICKETS and the TICKET REPRINT to the WHITE COPY of the form.
6. Print a copy of the COMPLETED FORM for your records.
7. Submit a COMPLETED COPY to your LOTTERY SALES REP. After review by the Lottery, approved credit will appear as an adjustment on your WEEKLY SETTLEMENT REPORT. If credit is denied, you will be notified by letter.