



REQUEST FOR ADJUSTMENT FOR ONLINE RETAILERS

**Please read instructions on reverse side
before completing this form**

RETAILER IDENTIFICATION										STAPLE TICKETS HERE TO TOP COPY DO NOT STAPLE THROUGH ANY NUMBERS ON TICKETS																			
ADJUSTMENT REQUESTED																													
DOLLARS:																													
TIME OF ERROR																													
WEEK NO:				DATE:				/			/			TIME:				:			AM			PM					
RETAILER'S STATEMENT																													
FOR LOTTERY USE ONLY																													
DISPOSITION OF REQUEST																													
This request for adjustment for \$ _____ has been																													
<input type="checkbox"/> APPROVED for \$ _____ (5% commission excluded)																													
<input type="checkbox"/> DENIED																													
Explanation:																													
Processed by:										Date					Approved by:					Date									

Instructions for Completing the REQUEST FOR ADJUSTMENT Form

IMPORTANT: This form is to be used only to request adjustments for **MISPRINTED or NON-PRINTED ONLINE (lotto) TICKETS**

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 report "LAST" to the form.
6. Keep a copy for your records.
7. Submit the form to your Lottery Sales Representative. After review by the Lottery, approved credit will appear as an adjustment on your "23" report. If credit is denied, you will be notified by letter.