

# Request for Adjustment




(For On-Line Tickets)  
See instructions on reverse side.

Retailer Identification	
Retailer Number:	
Name:	
Address:	
Business Phone:	
Prepared By:	

**Staple Tickets Here**

**Caution**



DO NOT STAPLE THROUGH ANY  
NUMBERS ON TICKETS

Adjustment Requested	No. Of Tickets
Dollars: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Time of Error	
Date: (MO/DAY/YR) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Time: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> AM <input type="text"/> PM <input type="text"/>

Ticket Type	
Powerball, Mega Millions, Hot Lotto <input type="checkbox"/>	Play 3 <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Play 4 <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Other <input type="checkbox"/>

Retailer Statement / Explanation	

## For Lottery Use Only

Disposition of Request	
Adjustment amount of \$ _____ (less 5% commission) has been:	
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved

Comments:

Processed By:	Date	Approved By:	Date	Processed By:	Date

White: Lottery

Yellow: Retailer

## Instructions for completing the Request for Adjustment Form

Important

1. Complete the RETAILER IDENTIFICATION section of the form.
2. Enter the dollar amount of the REQUESTED ADJUSTMENT.
3. Enter the DATE, and the approximate TIME you believe the error occurred.
4. Provide an explanation of the occurrence in the RETAILER STATEMENT section.
5. Staple the misprinted or non-printed TICKETS, and RECENT TRANSACTION listing.
6. Submit to the LOTTERY for approval.
7. When approved, your Lottery Account will be credited through the Electronic Fund Transfer (EFT).