

ONLINE RETAILER ADJUSTMENT REQUEST



Benefits Older Pennsylvanians.
Every Day.

MAIL TO:
PENNSYLVANIA LOTTERY
GAMES CONTROL DIVISION
1200 FULLING MILL ROAD SUITE 1
MIDDLETOWN PA 17057

RETAILER IDENTIFICATION:		<p>ATTACH THE FOLLOWING: (ONLY ORIGINALS ACCEPTED FOR CREDIT)</p> <p>(1) Daily Activity Report (2) Illegible ticket(s) (3) History Report</p> <p>POSTMARKED AND MAILED TO LOTTERY TO ADDRESS ABOVE WITHIN 24 HOURS OF OCCURRENCE</p>										
RETAILER NUMBER:												
RET NAME:												
ADDRESS:												
CITY, ST, ZIP:												
TELEPHONE:	CONTACT:											
ADJUSTMENT REQUESTED:												
DOLLARS:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											
ADJUSTMENT WILL BE CONSIDERED FOR MACHINE MALFUNCTION ERROR ONLY!												
(MONTH-DAY-YEAR)		(HOUR-MINUTES)										
DATE OF ERROR:	TIME OF ERROR	<input type="checkbox"/> AM <input type="checkbox"/> PM										
RETAILER'S STATEMENT:	TRANSACTION KEY											
	<p>C = COMPLETED (Charged for Transaction)</p> <p>E = ERROR OR EXCEPTION</p> <p>D = DELETED (Not Charged for Transaction) (No Adjustment Required)</p>											
FOR LOTTERY USE ONLY												
DISPOSITION OF REQUEST:												
This request for adjustment for \$ _____ has been <input type="checkbox"/> APPROVED for \$ _____ (5% comm. excl.) <input type="checkbox"/> DENIED <input type="checkbox"/> PARTIAL CREDIT <input type="checkbox"/> FULL CREDIT												
EXPLANATION:												
PROCESSED BY:	DATE:	APPROVED BY: DATE:										

White - PA Lottery

Yellow - Retailer

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PROCESSED BY:		DATE:	
APPROVED BY:		DATE:	