

PENNSYLVANIA LOTTERY INSTANT TICKET ADJUSTMENT REQUEST



Please read the instructions on the reverse side before completing form.

Retailer Number:

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Retailer Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Business Phone: () _____ Date of Occurrence: ____ / ____ / ____

Adjustment Request: \$ _____

Explanation of Request: (NOTE: If you are requesting credit for instant tickets, the tickets must accompany this form.) May be used for multiple tickets.

Print your name: _____

Sign your name: _____ Date: _____

LOTTERY USE ONLY

This instant ticket adjustment request for

\$ _____ has been: approved for denied

\$ _____ (adjusted for 5 percent commission)

Explanation: _____

Processed by: _____ Date: _____ Approved By: _____ Date: _____

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INSTRUCTIONS

1. Use this form to request adjustments (debit/credit).
2. Fill in all fields of information requested on the top portion of the form.
3. If you believe you did not receive credit for instant tickets, you must send the tickets along with this form.
4. Enclose completed form (and tickets, if applicable) in postage stamped envelope and mail to:

PENNSYLVANIA LOTTERY
INSTANT GAMES CONTROL SECTION
1200 FULLING MILL ROAD SUITE 1
MIDDLETOWN PA 17057

Keep the second copy for your records.

5. If you have a question about the status of the adjustment request, call 1-800-692-7481, and ask to speak to your instant games control representative.
6. Do not use this form to request adjustments for terminal-based games; use RSL-368, Request for Adjustment for Terminal-Based Retailers, for that purpose.