



# Notice of Renewal for Registration Certificate Holders

**DUE NOVEMBER 30**

## *Your Coin-operated Machine Registration Certificate and Occupation Tax Permit(s) need to be renewed by November 30th*

To renew your Coin-operated Machine Registration Certificate and Occupation Tax Permit(s), you must:


- Review the enclosed pre-printed renewal application and make any necessary changes in the areas provided.
- Complete your machine inventory on the enclosed Form AP-144.
- Sign and date the enclosed pre-printed renewal application.
- Return the application and inventory forms with your payment for the total Registration Certificate Fee and Occupation Tax (and be sure to complete the payment coupon at the bottom of the front page of the pre-printed application).

**The renewal application, inventory forms and payment must be returned to the Comptroller’s Office with a postmark date of no later than November 30th. You may be prohibited from operating machines after November 30th if you have not applied for renewal of your license and tax permits by November 30th.**

(Renewal applications and payments postmarked later than December 1st will be assessed a late fee.)

Use the following schedule to calculate the **Registration Certificate Fee**:

- With a postmark date of November 30th or earlier ..... \$ 150.00
- With a December 1st - December 31st postmark date ..... \$ 200.00
- With a January 1st - March 31st postmark date ..... \$ 225.00
- With an April 1st or after postmark date..... \$ 300.00

 **In addition to the Registration Certificate Fee, the law requires you to pay an Occupation Tax of \$60 per machine “exhibited or displayed on location.”** (This statutory language means an Occupation Tax Permit sticker must be affixed to each machine an owner has in use.)

**Please make checks payable to “Texas Comptroller of Public Accounts”.  
Mail payment, payment coupon and pre-printed application to:  
Texas Comptroller of Public Accounts, Austin TX 78774-0100.**



If you have any questions or need assistance, please feel free to call us. Our nationwide toll-free number is **1-800-252-1385**. Or you can call us at **(512) 463-4600**. From a **Telecommunications Device for the Deaf (TDD)**, call toll-free **1-800-248-4099** or call **(512) 463-4621**.