



**TEXAS PARKS AND WILDLIFE DEPARTMENT**  
**CORPORATE SALES OUTLET APPLICATION PACKET**

Dear Prospective Corporate License Agent,

The Texas Parks and Wildlife Department (TPWD) is pleased that you have requested an Application Packet and may be interested in joining our statewide team of Corporate License Agents who sell Hunting and Fishing Licenses and other items on our behalf. TPWD has contracted with Verizon Business to provide many of the services and all of the equipment needed to serve you and your license customers. Application packets that are completed and returned to us are evaluated based on a number of criteria, including the location of the applicant's business, the applicant's credit history, the proximity of the business to other License sales outlets, the type and size of the business and other factors. A refundable security deposit of \$75-\$150 per setup is required. There is a monthly lease fee for equipment.

Applicants who are approved as Corporate License Agents are authorized to sell selected recreational licenses to hunters, anglers, and other outdoors enthusiasts. If you are interested in applying to become a Corporate License Agent, please follow the instructions below carefully and return the completed corporate sales outlet application form to:

Texas Parks and Wildlife Department  
Attention: License Equipment Deposit  
4200 Smith School Road  
Austin, TX 78744

If you have any questions, please call a Customer Service Representatives at 1-800-895-4248, option 2 to speak with a member of the License staff.

**1. READ ALL THE ENCLOSED MATERIALS AND FOLLOW DIRECTIONS CAREFULLY**

**2. MAIL TO TPWD THE FOLLOWING ITEMS:**

1. A completed and signed Corporate Sales Outlet Application
2. A check, payable to TPWD, for the security deposit (\$75 or \$150 per unit dependant upon system selected in the **Equipment Options and Required Deposit** of the application).

**3. CORPORATE LICENSE AGENT MUST CHOOSE ONE OF THE FOLLOWING ON THE APPLICATION:**

- ◆ **Personal Computer License Sales Application System** – Your own computer to be used with supplied license printer and Verizon Business software. For this item, you will need to supply the following equipment and agree to pay the stated deposit and monthly lease fees.
  1. **A personal computer with:**
    - Windows NT, 2000 or XP
    - 1 Parallel printer port with a printer
    - Internet Explorer 6.0 or higher
    - A 56K Modem
    - At least 64 MB of Memory
    - 1 free serial port (for the license printer)
    - It is recommended, but not required, that the monitor resolution be set to 1024 by 768.
    - At least 6 MB of free hard disk space
    - An account with an Internet Service Provider (ISP) of your choice
  2. **An Internet Service** connected to the PC mentioned above.
  3. **A security deposit of \$75 and a monthly lease fee of \$8 per printer.**
- ◆ **Thin Client Terminal License System** – consisting of a supplied entry terminal & license printer  
For this item you will need to supply the following equipment and agree to pay the stated deposit and monthly lease fees.
  1. An available phone line to connect to the thin client terminal to, this phone line cost must be paid by you.
  2. **A security deposit of \$150 and a monthly lease fee of \$15 per set up.**

**4. ALLOW TWO TO THREE WEEKS FOR APPLICATION PROCESSING**

**Return both pages of the Corporate Sales Outlet Application and a check payable to TPWD (check writer's name and address must be pre-printed on the check) or money order.**

**Texas Parks and Wildlife Department  
Corporate Sales Outlet Application Instructions**

*Please refer to this instruction sheet when filling out the attached application. If you are unclear about any of the information requested, please call 1-800-895-4248, option 2 to speak with a member of the License staff.*

**Corporation Legal Name:** Enter name as it is set up with the Texas Comptroller of Public Accounts or the Secretary of State. Or, name of business that is used for payment of federal taxes.

Federal Employer's Identification Number (FEIN): Enter the FEIN or comptroller vendor number.

Sales Outlet (Store) Trade Name of Business: Enter trade name as associated at the comptroller website.

**Outlet Physical Location Address:** Indicate the physical address for the business location, not a Post Office Box. Please use a street and number or postal directions (**not a P.O. Box number or Rural Route number**). Include the name of the city or town (**not a postal center**), since this information may be used for delivery of equipment and/or supplies.

**Outlet Business Mailing Address:** Indicate the address at which you wish to receive mail from the Texas Parks and Wildlife Department.

**Business Name for Printing on Licenses:** Provide suggested identifying text for the business to be printed on licenses to be sold at this outlet. Please note that this identifying text (Business Information) has a maximum length of 13 characters and symbols (including spaces). EXAMPLE: A's Bait Shop.

**Outlet Primary Contact Information:** Indicate manager's name, telephone number, and fax number.

**Normal business hours for the proposed location:** Indicate your normal hours of operation. If you check B, enter the Opening and Closing Time for each day of the week (enter "Closed" for Opening Time on any day of the week that you are not opened).

**Equipment Options and Required Deposit:** Place the quantity by the selected equipment. Select Personal Computer License Sales Application System or Thin Client Terminal License System. Enter the total deposit enclosed.

**Billing Mailing Address:** Please indicate the corporate address for mailing.

**Bank Information:** Last day of business week for agent is usually Saturday or Sunday with sweep delay of 2 days.

**Collection/Payment:** ACH payment method applies to all corporate license agents. EDI payment method applies to Wal-Mart. Wal-Mart must provide Global Location Number with each store set up.

**Sweep Type:** Corporation-Sweep Individual Account applies to all corporate license agents. Corporation-Sweep Corporation applies to Wal-Mart only.

**Financial Information:** Provide requested information on the Depository Financial Institution (**Bank/Credit Union**) and end of business week for the sales outlet. We will use this information to electronically sweep your account for sales made on the License Sales System. \*\*\*Please note that a fee of \$35 will be charged for sweeps that do not process because of insufficient funds.

Sign and date the application form. Please return it promptly, along with a check (check writer's name and address must be pre-printed on the check) or money order payable to TPWD for the security deposit (**DO NOT Include LEASE FEE**), to:

Texas Parks and Wildlife Department  
Attention: License Equipment Deposit  
4200 Smith School Road  
Austin, TX 78744

Applications received by overnight express will be processed accordingly as those received by regular mail. The process cannot be expedited.

Thank you for your interest in becoming a Corporate License Agent for TPWD and the Texas License Connection.



# Corporate Sales Outlet Application

TPWD USE ONLY	
Agent ID:	_____
Agreement:	_____
Application:	_____
Deposit:	_____
Check #:	_____

**Corporation Legal Name:** \_\_\_\_\_  
 Federal Employer's Identification Number (FEIN): \_\_\_\_\_  
 Sales Outlet (Store) Trade Name of Business: \_\_\_\_\_  
**Outlet Physical Location Address:**

**Outlet Business Mailing Address:**

**Business Name for Printing on Licenses** (*Maximum of 13 Characters*) \_\_\_\_\_

**Outlet Primary Contact Information:**  
 Outlet Manager's Name: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

**Normal business hours for the proposed location (Please check only one):**

- A. Outlet is open 24 hours each day, seven days each week.
- B. Outlet is not open on a 24X7 schedule (Please specify normal hours of operation below).

<u>Day of Week</u>	<u>Opening Time</u>	<u>Closing Time</u>
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

**Equipment Options and Required Deposit:**

\_\_\_\_\_ License Printer(s) to use with Personal Computer Setup (Personal Computer supplied by agent)  
 (Requires \$75 Security Deposit per License Printer.) The monthly lease fee for each printer is \$8.00.  
 (Qty.) x \$75 = \_\_\_\_\_ (Total Deposit payable to TPWD.)

\_\_\_\_\_ Thin Client License Terminal & License Printer Setup(s) (Requires \$150 Security Deposit per setup.)  
 The monthly lease fee for each setup is \$15.00.  
 (Qty.) x \$150 = \_\_\_\_\_ (Total Deposit payable to TPWD.)

The agent must provide a personal computer with the following specifications to use the Internet Application:

- Windows NT, 2000 or XP
- 1 Parallel printer port with a printer
- Internet Explorer 6.0 or higher
- A 56K Modem
- At Least 64 MB of Memory
- 1 free serial port (for the license printer)
- It is recommended, but not required, that the monitor resolution be set to 1024 by 768
- At least 6 MB of free hard disk space
- An account with an Internet Service Provider (ISP) of your choice, connected to the PC mentioned above.

**Billing Mailing Address:**

**Bank Information:**

Last day of Business Week for Agent: \_\_\_\_\_  
Sweep Delay Days: \_\_\_\_\_

**Collection/Payment:**

ACH  
 EDI      Global Location Number: \_\_\_\_\_

**Sweep Type:**

Corporation-Sweep Corporation  
 Corporation-Sweep Individual Account  
 Individual Account

**Financial Information:**

Bank DFI Name: \_\_\_\_\_  
Bank Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Bank Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Bank Fax Number: (\_\_\_\_\_) \_\_\_\_\_  
Name of an Accounting/Bookkeeping Contact Person at Bank: \_\_\_\_\_  
Telephone Number for Bank Contact Person at Bank: (\_\_\_\_\_) \_\_\_\_\_  
Contact E-mail Address: \_\_\_\_\_  
Account Name (Business Name of Agent) as Recorded at the DFI: \_\_\_\_\_  
Bank Account No.: \_\_\_\_\_ Bank Routing/Transit Number of DFI: \_\_\_\_\_  
Corporate Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and mail deposit check or money order (check writer's name and address must be pre-printed on the check) to:

Texas Parks and Wildlife Department  
Attention: License Equipment Deposit  
4200 Smith School Road  
Austin, TX 78744

Texas Parks and Wildlife Department maintains the information collected through this form. With few exceptions, you are entitled to be informed about the information we collect. Under Sections 552.021 and 552.023 of the Texas Government Code, you are also entitled to receive and review the information. Under Section 559.004, you are also entitled to have this information corrected.