



**MANUAL NOTICE OF PAYMENT OF DEFAULT**

**NOTICE TO RETAILER, MIXED BEVERAGE, OR PRIVATE CLUB PERMIT HOLDER:** This notice of payment does not constitute a release from the delinquent list. You may not purchase liquor (distilled spirits and/or wine) until your permit has been released from the **DELINQUENT LIST**.

**DATE:** \_\_\_\_\_

**PLEASE (X) THE FOLLOWING DELIVERY PERIOD:** Month: N/A 1-15  OR 16-31

**TRADENAME:** \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_

**OWNER / ENTITY:** \_\_\_\_\_

**LOCATION ADDRESS:** \_\_\_\_\_

**DATE OF PAYMENT:** \_\_\_\_\_

**AMOUNT PAID:** \_\_\_\_\_

**NOTE: The delinquent amount paid must match the AMOUNT UNPAID reported on the Notice of Default to RELEASE THE DEFAULT.**

_____ Name of Wholesaler or Local Distributor Permit Holder	
_____ Street Address	
_____ City	
_____ Representative's Signature	_____ Title

**This Notice of Payment must be mailed or faxed to the appropriate Regional Audit Office Listed Below:**

- Region 1 – 3131 Bell Street, Ste. 106, AMARILLO, Texas 79106 – Fax (806) 353-1287
- Region 2 – 2225 East Randol Mill, Ste. 200, ARLINGTON, Texas 76011 – Fax (817) 607-2492
- Region 3 – 427 West 20th Street, Ste. 600, HOUSTON, Texas 77008 – Fax (713) 426-7979
- Region 4 – 5806 Mesa Drive, AUSTIN, Texas 78731 – Fax
- Region 5 – 4203 Woodcock Drive, Ste. 120, SAN ANTONIO, Texas 78228 – Fax (210) 731-1759

**NOTE: Copy of Notice should be mailed to the Retailer, Mixed Beverage or Private Club Permit Holder.**