



# SELLER TRAINING ORDER & INVOICE FOR CERTIFICATE NUMBERS

FORM ST-420 (02/2012)

Mail this form along with check or money order to:

ATTN: TAX AND EDUCATION DIVISION  
TEXAS ALCOHOLIC BEVERAGE COMMISSION  
P O BOX 13127  
AUSTIN TX 78711-3127

Questions: (512) 206-3420

Certificates must be printed using the TABC issued template and must be issued at the end of each class. Each certificate must be filled out completely. The school's copies of the trainee certificates issued and voided are a permanent record and must be kept. These records must be maintained on the school's premises for examination by any representative of the Commission. Voided certificates are not refundable.

DATE OF ORDER: \_\_\_\_\_ SCHOOL NUMBER: \_\_\_\_\_ - \_\_\_\_\_  
SCHOOL NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

NUMBER OF TRAINEE CERTIFICATES NUMBERS  
ORDERED (MULTIPLES OF SIXTY (60) NUMBERS ONLY) \_\_\_\_\_  
MULTIPLY BY STATE FEE X \$2.00  
PAYMENT DUE WITH ORDER \$ \_\_\_\_\_

How would you like Trainee Certificate Numbers delivered?

- Email - Provide current email address. \_\_\_\_\_
- U.S. Mail – Provide self-addressed, stamped envelope.

Telephone Number: ( ) - \_\_\_\_\_  
\_\_\_\_\_ *Authorized School Signature and Title*

### TABC USE ONLY

Date: \_\_\_\_\_ Invoice Number: \_\_\_\_\_ Register Number: \_\_\_\_\_  
From \_\_\_\_\_ Thru \_\_\_\_\_ Quantity: \_\_\_\_\_  
*Certificate Number* *Certificate Number*  
Amount Received: \$ \_\_\_\_\_  
*TABC Representative*