## **REQUEST FOR WARRANT CANCELLATION**

to the ad	dress listed at the bottom. Instructions	are provided on page 2.		
Member	Data OAG Case Number:			
	Custodial Parent's SSN:			
Warrant	Being Cancelled Payee:			
	Mailed to:			
Individu	al/Entity Requesting Warrant Cancella Name or Business/Entity Title:	ation and Replacement	_	
	Current Address:			
	Telephone Number:			
	Address Change Needed:	Yes 🗌 No		
Reason fo	or Warrant Cancellation and Replacemen	t:		
I, warrant(		at I have not negotiated (cashed or de	posited) and will not negotiate the following	
· · · · · · · · · · · · · · · · · · ·	Warrant Number	Issue Date	Warrant Amount	

A warrant cancellation request cannot be processed unless this form is completed to the fullest extent possible, signed, and returned to the address listed at the bottom. Instructions are provided on page 2.

## By signing this form, I am agreeing that:

• To my knowledge, the above referenced warrant was either lost, damaged, or destroyed.

• If the warrant was damaged and I have any portion of it, I will return it with this form to the address provided at the bottom of this letter.

• If I receive this warrant in the future, I will return it to the address below and will indicate that the warrant is being returned because it was cancelled and a replacement warrant was reissued.

A stop payment will be placed on the original warrant when this form is received. If I later cash the original warrant, I will be responsible for any loss to a merchant, a check cashing entity, or a government agency. I hereby agree that the state may recover the amount of the loss for honoring payment of the original warrant from child support collections that would otherwise be sent to me.

Signature of Requesting Party: \_\_\_\_

Date: \_\_\_\_\_

After signing this form, please return it to the address below:

Texas Child Support Disbursement Unit P.O. Box 659730 San Antonio, TX 78265-9730 FAX: (210) 921-2394

## INSTRUCTIONS FOR COMPLETING THE WARRANT CANCELLATION REQUEST FORM

1. Complete all of the relevant lines of data on the upper portion of this form.

If you are a(n):

- CP, you are not required to complete the "Business/Entity Title" line
- NCP, you are **not required** to complete the:
  - "Business/Entity Title" line or
  - o "Custodial Parent's SSN" line
- third party warrant recipient (someone other than the CP or NCP), you are not

required to complete the:

- o "Non-Custodial Parent's Name" line
- o "Custodial Parent's Name" line
- "Custodial Parent's SSN" line
- 2. Complete the lines provided on the lower portion of the form, being sure to specify:
  - your full name (Print Name)
  - the warrant number(s) being cancelled
  - the issue date of the warrant(s) being cancelled
  - the amount of the warrant(s) being cancelled

**Note:** To obtain warrant information (such as the warrant number, amount, or issue date), you can call 1-800-252-8014.

3. Sign the form on the "Signature of Requesting Party" line and enter the current date on the "Date" line.

4. Mail or fax this form to the address provided below.

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