

REQUEST FOR WARRANT CANCELLATION

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.

Member Data

OAG Case Number: \_\_\_\_\_
Non-Custodial Parent's Name: \_\_\_\_\_
Custodial Parent's Name: \_\_\_\_\_
Custodial Parent's SSN: \_\_\_\_\_

Warrant Being Cancelled

Payee: \_\_\_\_\_
Mailed to: \_\_\_\_\_ (Address)

Individual/Entity Requesting Warrant Cancellation and Replacement

Name or Business/Entity Title: \_\_\_\_\_
Current Address: \_\_\_\_\_
Telephone Number: \_\_\_\_\_
Address Change Needed: [ ] Yes [ ] No

Reason for Warrant Cancellation and Replacement: \_\_\_\_\_

I, \_\_\_\_\_, certify that I have not negotiated (cashed or deposited) and will not negotiate the following warrant(s):

Table with 3 columns: Warrant Number, Issue Date, Warrant Amount. Multiple empty rows for data entry.

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
- "Custodial Parent's SSN" line

- **third party warrant recipient** (someone other than the CP or NCP), you are not required to complete the:

- "Non-Custodial Parent's Name" line
- "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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