

REQUEST FOR WARRANT CANCELLATION

Note: 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.

<p><u>Member's Data:</u></p> <p>OAG Case Number: _____</p> <p>Non-custodial Parent's Name: _____</p> <p>Custodial Parent's Name: _____</p> <p>Custodial Parent's SSN: _____</p> <p><u>Warrant Being Cancelled:</u></p> <p>Payee: _____</p> <p>Mailed To: _____ (address)</p> <p><u>Individual/Entity Requesting Warrant Cancellation and Replacement:</u></p> <p>Name: _____</p> <p>Business or Entity/Title (if applicable): _____</p> <p>Current Address: _____</p> <p>Telephone Number: _____</p> <p>Address Change Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Reason for Warrant Cancellation and Replacement:</u> _____</p> <p>_____</p>

I, _____, certify that I have not negotiated (cash or deposited) and will not negotiate warrant number _____ in the amount of \$ _____ that was issued on _____.

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:

Texas Child Support Disbursement Unit
P.O. Box 659730
San Antonio, TX 78265-9730

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 subsequently cash the original warrant, I will be responsible for the loss incurred by a merchant, a check cashing entity, or a government agency. I hereby agree that any such loss incurred by the State for honoring payment of the original warrant can be offset by the State recouping the amount of the loss from child support collections that would otherwise be disbursed to me.

Signature of Requesting Party: _____ **Date:** _____

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

Texas Child Support Disbursement Unit
Attn: Darlene Elizondo
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 or Entity/Title" line
- **NCP**, you are **not required** to complete the:
 - "Business or 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 in the first line
- the warrant number in the second line
- the amount of the warrant being cancelled in the third line
- the issue date of the warrant being cancelled in the fourth line

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 in the "Signature of Requesting Party" line and record the current date in the "Date" line.
4. Mail or fax this form to the address provided at the bottom of the form, which is:

Texas Child Support Disbursement Unit

Attn: Darlene Elizondo

P.O. Box 659730

San Antonio, TX 78265-9730

FAX: (210) 921-2394