

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.

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