



## 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**