

# Texas Workforce Commission Held Warrant Release Request

## Instructions

### **Purpose**

TWC Form d1777 is used to request a warrant that is on hold by the comptroller be released back to TWC when all or part federal funds were used to pay the purchase order. This form can be submitted only for consumers, parent of a consumer, or an attendant to a consumer. This form can be submitted only when a warrant number is available.

### **Acronyms and Definitions**

**ALN** - Assistance Listing Number - (previously known as Catalogue Federal Domestic Assistance - **CFDA**)

### **Send the Completed Form To**

Email the completed form to the [Payables.vendorholds@twc.texas.gov](mailto:Payables.vendorholds@twc.texas.gov) mailbox.

### **Retention**

The accounting division retains the completed TWC Form1777, the HLD6202A Report, and all backup documentation in accordance with the TWC Records Retention Schedule.

## Detailed Instructions

Make sure all entries are complete and accurate before submitting request.  
Incomplete forms will be returned.

Field	Description
Payee ID Number	Enter the payee ID (customer 14-digit vendor number) shown on the Service Authorization (SA) number of the warrant to be released.
Payee Name	Enter the payee's name as it appears on the warrant
Service Authorization Number	Enter the Service Authorization (SA) number associated with the warrant requesting to be released
Warrant Number	Enter the 9-digit warrant number of the payment requesting to be released
Warrant Amount	Enter the amount of the warrant requesting to be released
Justification	Enter the reason for the warrant to be released, for example, Paid with Federal Funds, Consumer Hardship, etc.
Field Office Name and Location	Enter the TWC field office name and city requesting the warrant be released
Request Date	Date of the request
Requestor Name	Enter the name of the person submitting the request
Signature	Requestor must sign
Printed Name	Print name of the counselor
Signature	Approving authority must sign
Approval Date	Approving authority must fill in the date of approval

If you have any questions, please email [payables.vendorholds@twc.texas.gov](mailto:payables.vendorholds@twc.texas.gov) or call (512)463-1671, option 4.

## Instructions for Accounting Use Only Section

Field	Description
Received	Date – Enter the date the request was received in the vendor hold mailbox. (NOTE): Requests received after 4:30pm will be received the next business date) Name – Enter the name of the person acknowledging the form has been received. Time – Enter the time of day the request is received in the mailbox.
Submitted to Comptroller	Voucher Number – Enter the voucher number for the warrant that is being requested to be released. ALN – Enter the Assistance Listing Number - authorizing the release of this payment. See GRANT_CFDA_INFO query. Date – Enter the date the request is submitted to the comptroller.
Comments	Enter any additional comments associated with requesting the warrant(s) be released.