



PO Box 12050 | Austin, TX 78711 | 800-252-7031 | tdi.texas.gov/wc

NOTICE OF WITHDRAWAL OF REPRESENTATION

I. GENERAL INFORMATION

1. Injured Employee's Name (Last, First, MI)		
2. Injured Employee's Address (Street or PO Box, City, State, ZIP)		
3. Injured Employee's Phone Number	4. Date of Injury (mm/dd/yyyy)	5. DWC Claim Number
6. Beneficiary's Name* (Last, First, MI)		
7. Beneficiary's Address* (Street or PO Box, City, State, ZIP)		
8. Beneficiary's Phone Number*	9. Beneficiary's SSN*	10. Beneficiary Type*
11. Insurance Carrier's Name		

*Beneficiary information only required when representing an individual in a death benefits claim.

II. REPRESENTATIVE INFORMATION

12. Representing: <input type="checkbox"/> Employee <input type="checkbox"/> Beneficiary <input type="checkbox"/> Insurance Carrier <input type="checkbox"/> Other			
13. Name (Last, First, MI)		14. Firm Name (if applicable)	
15. Address (Street or PO Box, City, State, ZIP)		16. Attorney's Bar Card Number	
17. Phone Number	18. Fax Number	19. Email Address (optional)	

III. NOTICE OF WITHDRAWAL OF REPRESENTATION

20. Withdrawal Date	For TDI Use Only
21. Claimant's Signature (optional)	
22. Representative's Signature	

Note: With few exceptions, on your request, you are entitled to:

- be informed about the information DWC collects about you;
- receive and review the information (Government Code Sections 552.021 and 552.023); and
- have DWC correct information that is incorrect (Government Code Section 559.004).

For more information, contact DWCLegalServices@tdi.texas.gov or refer to the Corrections Procedure section at www.tdi.texas.gov/commissioner/legal/lccorprc.html



Frequently Asked Questions Notice of Withdrawal of Representation (DWC Form-150a)

When is notification of withdrawal required?

An attorney must submit the DWC Form-150a to notify the division of their withdrawal in cases where a motion for withdrawal under 28 Texas Administrative Code (TAC) §152.6(d) is not required, or when the attorney's client terminated the attorney's representation. The attorney must submit the notice of withdrawal to the division no later than the 10th day after the withdrawal, regardless of whether the attorney's client has already notified the division.

When is a motion to withdraw required?

A motion to withdraw is required when an attorney wishes to withdraw representation after notice of a scheduled benefit review conference (BRC) or contested case hearing (CCH) has been received and until resolution of the disputed issues through the division's dispute resolution process provided in Labor Code Chapter 410, Subchapter A – E. The motion to withdraw must be submitted to the division and approved before the attorney may be released from representation.

When is my withdrawal effective?

The attorney's withdrawal is effective at the point the attorney-client relationship is terminated. Submitting the DWC Form-150a is simply notifying the division of the withdrawal. However, if a motion to withdraw is required, the withdrawal is not effective until the division has approved the motion or, if required to continue representation, until resolution of the disputed issues through the division's dispute resolution process provided in Labor Code Chapter 410, Subchapter A – E.

How do I submit notice of withdrawal of representation?

You can fax or mail the notice to the division or drop it off at a division field office.

- **Fax:** 512-804-4011
- **Mail:** Texas Department of Insurance, Division of Workers' Compensation
Hearings, Mail Code HRG
PO Box 12050
Austin, TX 78711-2050

Attorneys must provide a copy of the notice to the attorney's client and opposing counsel by:

- personal delivery;
- first class mail; or
- email.

Who can use the DWC Form-150a?

Attorneys are required to submit the DWC Form-150a to the division no later than the 10th day following their withdrawal from representing a claimant or insurance carrier under §152.6(b)(1) or (b)(2). If the attorney's client submits the DWC Form-150a, the attorney is still required to comply with §152.6(b) by submitting the notice of withdrawal of representation to the division within the 10-day period.

NOTE: Other representatives, such as non-attorney representative under §150.3, are not required to notify the division when they end representation. Additionally, parties such as the injured employee, beneficiary, or insurance carrier are not required to notify the division when an attorney no longer represents them. However, other representatives and parties may submit the DWC Form-150a to notify the division.

Where can I find more information on the requirements of withdrawal?

More information is available in:

- 28 TAC §152.6, regarding attorney withdrawal; and
- the Texas Disciplinary Rules of Professional Conduct Rule, 1.15.