



TEXAS DEPARTMENT OF INSURANCE

Division of Workers' Compensation

7551 Metro Center Drive, Suite 100, Austin, Texas 78744-1645
800-252-7031 | F: 512-804-4378 | TDI.texas.gov | @TexasTDI

NOTICE OF WITHDRAWAL OF REPRESENTATION

I. GENERAL INFORMATION

Form with fields: 1. Injured Employee's Name, 2. Injured Employee's Address, 3. Injured Employee's Phone Number, 4. Date of Injury, 5. DWC Claim Number, 6. Beneficiary's Name, 7. Beneficiary's Address, 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

Form with fields: 12. Representing (checkboxes for Employee, Beneficiary, Insurance Carrier, Other), 13. Name, 14. Firm Name, 15. Address, 16. Attorney's Bar Card Number, 17. Phone Number, 18. Fax Number, 19. Email Address

III. NOTICE OF WITHDRAWAL OF REPRESENTATION

Form with fields: 20. Withdrawal Date, 21. Claimant's Signature, 22. Representative's Signature, and a section for TDI Use Only

NOTE: With few exceptions, upon your request, you are entitled to be informed about the information TDI-DWC collects about you; get and review the information (Government Code, §§552.021 and 552.023); and have TDI-DWC correct information that is incorrect (Government Code, §559.004). For more information, contact agencycounsel@tdi.texas.gov or you may refer to the Corrections Procedure section at www.tdi.texas.gov.



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 Administrative Law Judge 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?

Attorneys must submit the DWC Form-150a to TDI-DWC by:

- mailing the form to the address at the top of the form;
- faxing the form to 512-804-4378; or
- personally delivering the form to the division field office handling the claim or the central office of the division.

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.