



## Beneficiary Ticket Unassignment Request Form

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Finding the right service provider is an important step on your journey toward financial independence! If you have decided to end your relationship with your current provider, you have the right to unassign your Ticket and take it to another provider.

If you have questions about your unassignment or about Ticket to Work, please call the Ticket to Work Help Line at **1-866-968-7842** or **1-866-833-2967 (TTY)** Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

**To unassign your Ticket, please provide the following information:**

**Name:**

**Phone Number:**

**Social Security Number:**

**Employment Network (EN) Name:**

Please identify the reason(s) you are unassigning your Ticket from this EN. Check all that apply.

- Not satisfied with services
- Cannot contact/ non-responsive
- Found another provider
- No longer interested in participating in Ticket to Work
- Health issues
- Other

I, \_\_\_\_\_ request that my Ticket be unassigned from this EN.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail this completed form to:**

Ticket Program Manager (TPM)  
ATTN: Ticket Unassignment  
P.O. Box 1433  
Alexandria, VA 22313

**Or fax it to:**

703-893-4020  
ATTN: Ticket Unassignment