Comptroller of Public Accounts FORM 74-188 (Rev.6-10/5)

PRINT FORM | CLEAR FORM

Application to Report Indebtedness

For state agencies to submit a request to report debts or change information on existing debts.

Section 1: TYPE OF APPLICATION *(Check one.)*

☐ New application — Complete Sections 2, 3, 4 and 5. *(Submit separate forms for each type of indebtedness.)*

☐ Change Hold Information — Requires Agency number and Hold reason code below. Then complete appropriate sections, including Section 5.
Agency number ____ Hold reason code ____

Section 2: AGENCY DEBT INFORMATION *(Required)*

1. Agency name	2. Agency number
3. Description of debt *(Up to 48 characters)*	
4. Statutory reference for indebtedness	

Section 3: AGENCY ADDRESS FOR PAYMENT RECEIPT

5. Division name *(Optional)*		
6. Street address *(Required)*		
7. City	8. State	9. ZIP + 4

Section 4: AGENCY CONTACT FOR DEBT INFORMATION

10. Contact name - Print *(Required)*	11. Title *(Optional)*
12. Direct phone number *(Required - Area code and number)* ( )	13. TDD direct number *(Optional - Area code and number)* ( )
14. Agency FAX number *(Required - Area code and number)* ( )	15. TDD toll-free number *(Optional)*
16. Toll-free number *(Optional)*	17. Agency internet address *(Optional)*

Section 5: AGENCY AUTHORIZATION *(Required)*

sign here 18. Completed by *(Required)*	19. Printed name *(Required)*	
20. Title	21. Phone *(Required)* ( )	22. Date *(Required)*

FOR COMPTROLLER USE ONLY

23. ☐ **APPROVED** Hold source code ____ Hold reason code ____ ☐ Universal code

24. ☐ **DISAPPROVED** Please make corrections and resubmit.

- ☐ Box 3 ..... Description missing or insufficient.
- ☐ Box 4 ..... Statutory reference invalid or incomplete.
- ☐ Box 18 ..... Agency Authorization missing.
- ☐ Box 19 ..... Printed name of authorized signature missing.

Comments: _____

25. By	26. Phone	27. Date

RETURN TO: Texas Comptroller of Public Accounts
Fiscal Management Division
P.O. Box 13528
Austin, TX 78711-3528

FAX TO: (512) 475-5424

For assistance in completing the form, call: (512) 936-8138