

### Purpose of form

Form 13MP004E (H-3), Withdrawal of Request for Hearing, is used by the client to withdraw his or her request for a hearing. It is also used by the local office to notify the Appeals Unit of the withdrawal.

### Instructions

Form 13MP004E is prepared in triplicate. If the client wishes to do so, he or she may prepare the form in long hand. If he or she wishes it typed, the local office will provide this service.

- I. **WITHDRAWAL.** Enter the name and title of the staff member with whom the client discussed the facts in his or her situation, and client's own wording of the reasons for the withdrawal of the request.

If there is a written request for withdrawal, but it is not made on Form 13MP004E, the local office enters the identifying information and the date of the request for withdrawal on Form 13MP004E, duplicates the request in sufficient copies for attaching to Form 13MP004E, and routes Form 13MP004E and the attachment in the usual manner.

- II. **SIGNATURE.** If the withdrawal request is made by the client, the client completes Item A. If the withdrawal request is made by a person acting in behalf of the client, this person completes Item B by entering the client's name, signing, and dating the form, and entering his or her own address.

### Routing

The original is routed to the Appeals Unit in the State Office. One copy is filed in the client's case record and one copy is given to the client.