



**ARIZONA DEPARTMENT OF TRANSPORTATION
PRIME CONTRACTOR
PROMPT PAYMENT REQUEST FOR INFORMATION**

Section A – Fill-in all fields		
Project Information		
Date:	TRACS/Project#:	Estimate Month:
Prime Contractor	Subcontractor	Lower Tier Subcontractor
Contact Name & Title	Contact Name & Title	Contact Name & Title
Phone	Phone	Phone
Email	Email	Email
Section B – Questions and Documentation		
Submit this form and all documentation to ContractorCompliance@azdot.gov		
<p>1. Have you been contacted by the Subcontractor? If yes, submit a copy of communication(s) with Subcontractor</p> <p>2. Have you verified the Subcontractor's pay item(s) were paid by ADOT on the Monthly Estimate?</p> <p>Estimate(s) identifying Subcontractor's work paid to you by the Department (Contact Field Office to request a copy of Monthly estimate)</p> <p>Subcontract page with pay item number(s), unit of measure and unit costs</p> <p>Pay request and/or invoice identifying pay item number(s), unit pricing and payment owed and/or outstanding</p>	<p>YES NO</p> <p>YES NO</p>	
<p>3. Are all certified payrolls submitted and approved to date?</p>	<p>YES NO N/A</p>	
<p>4. Have all material certifications been received?</p>	<p>YES NO N/A</p>	
<p>5. Are the applicable lien waiver(s) signed? If yes, submit a copy of lien waiver(s) signed by both parties.</p>	<p>YES NO</p>	
<p>6. Have you made any payment(s) to the Subcontractor for the monthly estimate's work pertaining to this Prompt Payment issue? If yes, submit a copy of submitted check(s) or electronic payment.</p>	<p>YES NO</p>	
<p>7. Are any of these payments late or partial?</p>	<p>YES NO</p>	
<p>8. Has the subcontractor been notified of any unsatisfactory job progress? If yes, submit detailed explanation of when and how Subcontractor was notified.</p>	<p>YES NO</p>	
<p>9. Have any claims been filed by the Subcontractor and/or against the Subcontractor? If yes, submit detailed explanation of the claim(s) filed.</p>	<p>YES NO</p>	
<p>10. Are you current on all payments to this Subcontractor? If no, submit detailed explanation why payments are not current.</p>	<p>YES NO N/A</p>	



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11. Is there any other pertinent information? If yes, provide explanation below:	YES NO YES NO
Prompt Payment References: ADOT Contract Section 109.06 Prompt Pay ARS 28-6924	
<p style="text-align: center;">ContractorCompliance@azdot.gov</p> <p>Title VI Compliance</p> <ul style="list-style-type: none">• Para informacion en Espanol hable: Contractorcompliance@azdot.gov, 602-712-2966, BECO Title VI LEP Request Form• For Limited English Proficiency (LEP) or other Title VI Requests: Contractorcompliance@azdot.gov, 602-712-2966, BECO Title VI LEP Request Form	