



**ARIZONA DEPARTMENT OF TRANSPORTATION  
SUBCONTRACTOR/LOWER TIER  
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 <a href="mailto:ContractorCompliance@azdot.gov">ContractorCompliance@azdot.gov</a>		
<p>1. Did you contact the Prime Contractor? If yes, submit a copy of communication(s) with Prime Contractor</p> <p>2. Did you verify your pay item(s) were paid by ADOT on the Monthly Estimate? If yes, submit a copy of all items listed below:</p> <p style="padding-left: 40px;">Estimate(s) identifying your work performed was paid to the contractor by the Department</p> <p style="padding-left: 40px;">Subcontract page with pay item number(s), unit of measure and unit costs</p> <p style="padding-left: 40px;">Pay request/invoice identifying pay item number(s), unit pricing and/or outstanding payment owed</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 submitted?</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 received any payment(s) for the monthly estimate’s work pertaining to the Prompt Payment dispute? If yes, submit a copy of deposited 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. Have you been notified of unsatisfactory job progress by the Prime Contractor? If yes, submit detailed explanation of when and how notified.</p>	<p>YES NO</p>	
<p>9. Have any claims been filed by and/or against you? If yes, submit detailed explanation of the claim(s) filed.</p>	<p>YES NO</p>	
<p>10. Are you current on all payments for material suppliers and lower tier subcontractors? If no, submit detailed explanation why payments are not current.</p>	<p>YES NO N/A</p>	



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