



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

1. Have you been contacted by the Subcontractor? If yes, submit a copy of communication(s) with Subcontractor	YES	NO
2. Have you verified the Subcontractor's pay item(s) were paid by ADOT on the Monthly Estimate? Estimate(s) identifying Subcontractor's work paid to you by the Department (see PEP System: https://apps.azdot.gov/WebSignOn/logon.asp) (see How To – Access Project Estimate Report) Subcontract page with pay item number(s), unit of measure and unit costs Pay request and or invoice identifying pay item number(s), unit pricing and payment owed and or outstanding	YES	NO
3. Are all certified payrolls submitted and approved to date?	YES	NO N/A
4. Have all material certifications been received?	YES	NO N/A
5. Are the applicable lien waiver(s) signed? If yes, submit a copy of lien waiver(s) signed by both parties.	YES	NO
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.	YES	NO
7. Are any of these payments late or partial?		
8. Has the Subcontractor been notified of any unsatisfactory job progress? If yes, submit detailed explanation of when and how Subcontractor was notified.	YES	NO
	YES	NO



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9. Have any claims been filed by the Subcontractor and or against the Subcontractor? If yes, submit detailed explanation of the claim(s) filed.	YES	NO
10. Are you current on all payments to this Subcontractor? If no, submit detailed explanation why payments are not current.	YES	NO
11. Is there any other pertinent information? If yes, provide explanation below:	YES	NO
Prompt Payment References: ADOT Contract Section 109.06 Prompt Pay ARS 28-6924		
<p>If you have any questions about filling out the form, please contact BECO at (602) 712-7761 or email us at: ContractorCompliance@azdot.gov</p>		