



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 ContractorCompliance@azdot.gov		
<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 (see PEP System https://apps.azdot.gov/WebSignOn/logon.asp) (see How To – Access Project Estimate Report)</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 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
Prompt Payment References: ADOT Contract Section 109.06 Prompt Pay ARS 28-6924		
<p>If you have any questions while filling out this form please contact BECO at (602) 712-7761 or email us at: ContractorCompliance@azdot.gov</p>		