



PROMPT PAYMENT COMPLAINT Consultant

Contract Compliance Division
200 N.E. 21st Street, Room 1-C1
Oklahoma City, OK 73105
Phone: (405) 521-3186
Fax: (405) 522-2136

Prior to filling out this form, ensure that you have completed the following.

1. Did you verify the work in question has been approved by the department? ☐ YES ☐ NO
2. Did you verify the Prime was paid by ODOT? (*check ODOT TOPS Invoice Main Menu/List of Sub-consultant Detail Payment Verification*) ☐ YES ☐ NO
3. Did you contact the Prime to try and resolve the issue? **If no, you will need to contact the Prime before filing your complaint.** If yes, what was the outcome? ☐ YES ☐ NO

4. Has the project been completed? ☐ YES ☐ NO

Date: Project: Task Order:

IC No. Prime Consultant:

Name of Complainant: Name of Company:

Address: City/State: Zip Code:

Phone: Email:

List pay items for which payment has not been made:

Invoice ID	Invoice Line Number	Amount \$	Type of Service
Total Amount:			

Explain action or conditions giving rise to this complaint, including contacts made with prime consultant and/or ODOT personnel.

Attach copies of documents to support complaint: subcontract, invoices, notes, correspondence, etc.

Complaints should be emailed to ODOT-promptpayment@odot.org and/or submitted by mail to:

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Oklahoma City, OK 73105
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Signature

Date

Print Form

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email: ODOT-ada-titlevi@odot.org.