

## REPORT OF FAILURE TO PROMPTLY PAY SUBCONTRACTOR

Prime Contractor/Vendor/Supplier Name: \_\_\_\_\_

Contract Title: \_\_\_\_\_

Contract (PO) Number: \_\_\_\_\_ Specification Number: \_\_\_\_\_

Subcontractor submitting this report: \_\_\_\_\_

Invoice Date: \_\_\_\_\_ Invoice Amount: \_\_\_\_\_

Identify invoiced work/service/product: \_\_\_\_\_

Date Contractor Paid: \_\_\_\_\_ Voucher Number (from website): \_\_\_\_\_

Subcontractor Address: \_\_\_\_\_

Subcontractor contact person regarding this report: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

**UNDER PENALTY OF PERJURY, I CERTIFY THAT:**

1. My invoice to the prime contractor listed above was included in the payment request submitted by the contractor to the City.
2. To my knowledge, having reviewed the information connected to the payment number listed above for this contract, the prime contractor received payment from the City more than seven days ago.
3. I have not, at the time of this report, received payment from the prime contractor for my invoice.
4. I understand that making false statements or claims to the City in connection with this report is a violation of the law and subject to a range of penalties including fines and debarment.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Please return completed form with a copy of the unpaid invoice to:  
Chicago Dept. of Procurement Services, Attn: Contract Compliance Unit  
121 N. LaSalle St., Room 806, Chicago, IL 60602 • Fax 312-744-0010**