

APPLICATION TO USE JOINT CHECKS

Return to MDOT's Office of Business Development two weeks prior to joint check transactions. MDOT Office of Business Development, P.O. Box 30050, Lansing, MI 48909, FAX (517) 335-0945 Email: MDOT-DBE@michigan.gov.

A joint check is a two-party check between a subcontractor, a prime contractor, and a materials supplier. Joint checks are used to guarantee payment to the supplier for materials used by the subcontractor. Typically, the prime contractor/payor issues a check as payor to the subcontractor and the materials supplier jointly to guarantee payment to the supplier for the materials/supplies used by the subcontractor. The use of joint checks in payment of materials/supplies is acceptable when the following conditions are met:

1. The joint check arrangement must be approved by the Michigan Department of Transportation;
2. The second party/payor (typically the prime contractor) acts solely as a guarantor;
3. The subcontractor must release the check to the supplier;
4. Use of joint checks is a commonly recognized business practice in the industry;
5. Copies of cancelled checks must be available for review by MDOT upon request.

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|---|-------------------|
| CONTRACT ID | CONTRACT LOCATION |
| PAYOR Prime Subcontractor | TELEPHONE |
| FAX | EMAIL |
| SUBCONTRACTOR DBE Non-DBE | TELEPHONE |
| FAX | EMAIL |

PLEASE STATE THE REASON FOR USING JOINT CHECKS

| | | |
|-------------------------|--|----------|
| MATERIALS SUPPLIER NAME | DESCRIBE MATERIAL(S) AND QUANTITIES TO BE SUPPLIED | |
| ADDRESS | | |
| CITY | STATE | ZIP CODE |
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| ADDRESS | | |
| CITY | STATE | ZIP CODE |
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| ADDRESS | | |
| CITY | STATE | ZIP CODE |

(Attach additional pages as needed for materials suppliers)

By signing this application, we certify that information provided is true and accurate

| | | |
|---------------------------------------|-------|------|
| SUBCONTRACTOR AUTHORIZED SIGNATURE | TITLE | DATE |
| PRIME CONTRACTOR AUTHORIZED SIGNATURE | TITLE | DATE |
| MDOT AUTHORIZED SIGNATURE | | DATE |