

OVERHEAD SUBMITTAL INTENT

All consultants must comply with one of the three overhead rate tiers, below. Please check the box to identify to MDOT which overhead information you will be providing to MDOT, based on the requirements. Submit the completed form to MDOT, Contract Services Division, no later than January 31st of each year, if your firm's overhead rate tier is changing from the previous years' submittal, as determined by your firm's net MDOT revenue. **Form 5189 does not need to be submitted if your company already has one on file with MDOT and no changes have been made to the information previously provided.**

		DATE
CONSULTANT NAME	FED. I.D. NO	
FISCAL YEAR END (month/day)		

CHECK ONE:

- Safe Harbor Rate** (Must complete the Safe Harbor Rate Questionnaire and submit all required documentation four (4) months after your company's fiscal year end.)
- Compilation** (Must complete the Compiled Overhead Rate Questionnaire and submit all required documentations four (4) months after your company's fiscal year end.)
- FAR Compliant CPA Overhead Audit** (Must submit the Audited Overhead Rate Questionnaire and submit all required documentation six (6) months after your company's fiscal year end.)

CONSULTANT INFORMATION

COMPANY ADDRESS	CITY	STATE	ZIP CODE
CONTACT EMAIL ADDRESS	CONTACT PHONE NO.		

CERTIFYING OFFICIAL

NAME OF CERTIFYING OFFICIAL (Print Name and Title)	SIGNATURE OF CERTIFYING OFFICIAL	DATE
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Submit to: MDOT-serviceprequal@michigan.gov