



APPLICATION TO USE JOINT CHECKS

Wisconsin Department of Transportation
DT1000 8/2021

This application must be returned to WisDOT's Office of Business Opportunity and Equity Compliance (OBOEC) at least two weeks prior to joint check transaction by email to:

Email: DBE.Alert@dot.wi.gov

Postal Mail: Wisconsin Department of Transportation
ATTN: DBE Program Engineer – Joint Check Application
PO Box 7986
Madison, WI 53707-7986

A joint check is a two-party check between a subcontractor, a prime contractor, and a material 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 material 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 Wisconsin 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. Copies of cancelled checks must be available for review by WisDOT upon request.

CONTRACT ID	PROPOSAL ID
CONTRACT LOCATION	
PAYOR (Prime Contractor/Sub Contractor)	TELEPHONE #
PRIME CONTACT NAME	EMAIL
SUBCONTRACTOR (DBE)	TELEPHONE
SUBCONTRACTOR CONTACT NAME	EMAIL

REASON FOR USING JOINT CHECKS

MATERIAL SUPPLIER NAME	MATERIAL SUPPLIER CONTACT NAME
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ADDRESS

CITY	STATE	ZIP
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DESCRIBE MATERIALS AND QUANTITIES TO BE SUPPLIED

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

SUBCONTRACTOR AUTHORIZED SIGNATURE	DATE
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PRIME CONTRACTOR AUTHORIZED SIGNATURE	DATE
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WisDOT REPRESENTATIVE SIGNATURE	DATE
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