



SDOT INVOICE DISPUTE

Per the Fair Debt Collection Practices Act, 15 USC 1692(g), you have the right to dispute the invoice within 30 days after receipt of the invoice. The signed and completed dispute form must be received by SDOT within 45 days of the invoice date. You will be contacted with the outcome of the review, or a request for additional information within 10 business days. You may submit the form via email to SDOT_AR@seattle.gov or mail the form to the attention of SDOT Accounting at the address shown on the bottom of this form.

Name:

Email Address:

Mailing Address:

Phone Number:

Invoice Number:

Permit Number:

Site Location:

Amount Disputed:

Reason: *(If not disputing the full invoice, describe which items are being contested. Attach additional pages, as necessary.)*

Customer Signature: _____ Date: _____

Return completed form to SDOT Accounts Receivable.

U.S. Mail: PO Box 34996, Seattle, WA 98124-4996

Fax: 206-233-3887

eMail: SDOT_AR@seattle.gov

For SDOT Review

DisputeDecision

- Credit Disputed Amount (Attach Credit Request)
- Partial Credit of Disputed Amount (Attach Credit Request)
- Valid Invoice (Attach Correspondence to Customer)

Comments: _____

Date Reviewed: _____

Reviewed By: _____

Approved By: _____

