GUIDE
Filing your citywide minimum wage complaint via our web form

NOTE: Although most fields are not required, having more information (including employee name and contact information) will assist the investigation to proceed in a timely manner.

TO BEGIN, visit our website at https://www.denverauditor.org/denverlabor.

1. Hover over the Denver Labor tab.
2. Scroll to the Citywide Minimum Wage section.
3. Click on the Citywide Minimum Wage Complaint Form tab.

You will also find the button for the form on the Citywide Minimum Wage page.
Scroll down
the page and you will find the
beginning of the form, where you
provide basic information.

Required
information

Type “Anonymous”
if you would like to conceal
the name of the complainant.

Fill in your most recent email
address (this will keep you updated
on our research).

Provide the exact address where
you performed work. This is required
for us to validate that the complaint
falls within our jurisdiction.
The following steps are not required, but will help us in our investigation.

**Next,**

**d**

Fill in your most recent mailing address.

**e**

Explain the violation that you believe is occurring. For example: “Not being paid minimum wage.”

**f**

Provide the dates you worked. We can only enforce the current Denver Minimum Wage beginning January 1, 2020, but may be able assist you with other violations before this date.

**g**

Indicate the type(s) of work you performed.

**h**

Submit the name of business and location of where the work was performed.

**i**

Please your current hourly pay rate or the rate you were paid when you believe the violation occurred.
Indicate if employees receive tips, and how they receive tips.

List the average hours you work on a weekly basis.

**Answer**
the remaining questions to the best of your knowledge.

Provide your employer name and the best person to speak with.

Provide an office line if possible. If this is not available, put the phone number for the location where you work.

If possible, provide the best employer email as another mode of contact. While this information is not required, it can help move an investigation forward in a timely manner.
Final additional information

Provide office hours, or anything about the employer that is relevant.

Please provide any further information that you believe isn't covered on our web form.

Finally,

Select your preference regarding communication with our office. We recommend selecting “Yes.” This will allow us to keep you updated about the investigation. We may also have further questions that may assist us.

Click submit and we have received your complaint and will begin our investigation.

If you need any assistance while filling out the Citywide Minimum Wage Complaint Form, please contact us at 720-913-5039.