



Instructions for Filing a Minimum Wage Complaint

There is no cost in having a valid complaint investigated by our office. Please be advised, we cannot provide legal advice or act as your attorney. Also, please note, this office is only able to pursue minimum wage for the hours that are found to be unpaid. You also have the option of pursuing your complaint privately or you may wish to contact an attorney. However, you cannot pursue your complaint through both processes at the same time.

After reviewing the guidelines below, if you believe that your situation falls within our investigatory limitations, you may file a complaint with our office.

The Bureau of Wage and Hour Administration investigates complaints involving the following:

- Minimum wage not being paid,
- Overtime not being paid,
- Unauthorized deductions, and
- Last paychecks being held.

We cannot collect wages owed for the any of the following reasons:

- Vacation pay,
- Sick leave,
- Holidays, or
- Other employment benefits promised to you.

In addition, we cannot investigate a complaint if you believe you were improperly terminated or if your employer did not properly withhold taxes, social security, etc.

In order to file a complaint, please follow these steps:

1. Fill in the form completely using black or blue ink. Please print legibly.
2. Provide copies, NOT originals, of the following; pay stubs, time sheets and any other records that will help prove your claim.
3. Use a separate sheet of paper to explain your situation, if needed.
4. Please have your signature notarized.
5. If you wish to remain anonymous, please indicate that by selecting the correct boxes on the form. Please note, you will remain anonymous until such time that wages are to be paid.
6. Submit the completed complaint form and your records to:
Division of Industrial Compliance
Bureau of Wage and Hour Administration
6606 Tussing Road
Reynoldsburg, OH 43068

Please note, a complaint will be rejected if it does not contain complete and sufficient information. A complaint may also be rejected depending on your employment status (i.e. an exempt employee).



Minimum Wage Complaint

Current status with this employer: Present employee of business? Former employee of business? Reason for filing complaint: Minimum wage not paid, Overtime not paid, Unpaid wages, Last pay not received, Other. Do not write in this area: Case #, Approved, Rejected, Denied, County, Investigator, Comments.

Incomplete forms will be returned

Employer Information: Name, Address, City, State, Zip, County, Type of Business, Number of Employees, Owner's name, Supervisor's name, Business status. Complainant/Employee Information: Name, Address, City, State, Zip, County, Email, Authorization. Wage Payments: Hourly, Salary, Overtime, Weekly, Bi-weekly, Monthly, Tips, Were you employed? Are any part of these wages for? Bonus, Commission, Vacation, Advances, Cash, Records, Hours worked.

Approximate Number of Unpaid Hours:	Were deductions for taxes, etc. withheld? <input type="checkbox"/>Yes <input type="checkbox"/>No If yes, were amounts listed on pay stubs? <input type="checkbox"/>Yes <input type="checkbox"/>No
Additional comments:	
Attach any information to substantiate your claim. Unsubstantiated claims may be returned.	
Special Notice	
I _____, on this day _____ <input type="checkbox"/> Do <input type="checkbox"/> Do Not assign to the Ohio Department of Commerce all rights, title, and interest to my claim for wages against _____. <div style="text-align: right;">(Employer)</div> In assigning these rights, I am aware that I must submit written notice of any change in my representational status.	<input type="checkbox"/> Yes, I authorize the use of my name <input type="checkbox"/> No, I do not authorize the use of my name <hr style="border: 0; border-top: 1px solid black;"/> <div style="display: flex; justify-content: space-between;"> Signature Date </div>
Signature and Notary	
Affiant is further informed that Section 2921.13 of the Ohio Revised Code provides a penalty of a misdemeanor of the first degree and that prosecution will be pursued of those persons who “knowingly swear or affirm the truth of a false statement when... the statement is sworn or affirmed before a notary public...” Sworn to before me and subscribed by the said: <hr style="border: 0; border-top: 1px solid black;"/> In my presence this _____ day of _____ 20____ <div style="text-align: right;">Notary Public</div>	Complaints will be returned if not complete and signed I hereby certify that this is a true statement to the best of my knowledge and belief. <hr style="border: 0; border-top: 1px solid black;"/> <div style="display: flex; justify-content: space-between;"> Signature Date </div> Return to: Ohio Department of Commerce Division of Industrial Compliance Bureau of Wage & Hour Administration 6606 Tussing Road, P.O. Box 4009 Reynoldsburg, OH 43068 - 9009 614-644-2239 Fax 614-728-8639

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