

National Supplier Clearinghouse

Hearings & Appeals Checklist



PALMETTO GBA®
A CELERIAN GROUP COMPANY

*** THIS IS A CHECKLIST ONLY. THE APPEAL COVER LETTER NEEDS TO BE SUBMITTED WITH THIS CHECKLIST. ***

Supplier Name _____

Supplier Phone Number _____

PTAN or Tax Identification Number _____

Date of Revocation/Denial Notice _____

Authorized Official _____

Indicate the appeal option in your attached letter.

Corrective Action Plan (CAP)

Should be submitted within 30 days of the postmark of the Revocation/denial notice and specified in the cover letter

Request for Reconsideration

Should be submitted within 60 days of the postmark of the Revocation/denial notice and specified in the cover letter

Appeal Reminders

- A cover letter specifying the CAP or request for reconsideration must be attached and signed by an authorized official, delegated official or organization owner.
- A CAP or reconsideration is being submitted by an attorney, a letter of representation must be attached from the client.
- All supporting documentation must be attached that is needed for the review of your supplier file (i.e. certifications, insurance documents, surety bond).