

COMPLAINT FORM

Polk County Transportation Authority



DATE _____

PERSON MAKING COMPLAINT _____

CONTACT INFORMATION FOR FOLLOW UP: Phone #: _____

Address: _____

COMPLAINT (in detail) _____

Please submit your complaint to the Director of Polk County Transportation using one of the following ways:

1. Via US Mail: Polk County Transportation Authority, Attn: Director,
PO Box 308, Columbus, NC 28722
2. Via Phone: 828.894.8203 and ask to speak with the Director or
3. Via Fax: 828.894.5913, Attn: Director

Feedback Acknowledgement: Your complaint will receive a response provided legible contact information is given. You will receive acknowledgement according to the following two criteria:

- If PCTA receives your complaint via Mail or Fax your response will provided in seven business days.
- If PCTA receives your complaint via Phone, you will receive a response within 72 hours.

IF MORE SPACE IS NEEDED PLEASE USE ANOTHER SHEET AND ATTACH TO THIS FORM