



The Gwinnett County Tax Commissioner's Office is committed to compliance with Title II of the Americans with Disabilities Act ("ADA").

This form may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, or programs by the Gwinnett County Tax Commissioner. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation.

**Contact Information**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

**Grievance Complaint Information**

Program, service, or event of grievance: \_\_\_\_\_

Date(s) of occurrence: \_\_\_\_\_

Location of occurrence: \_\_\_\_\_

**Basis of Complaint:**

- Discrimination
- Unfair Action
- Violation of Rights

Please describe the act(s) that you believe were discriminatory. Please be specific:

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How have you been adversely affected by this situation?:

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What specific remedy do you request?:

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Please provide (or attach) any additional details necessary to process this grievance complaint:

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If you need assistance completing this form, please contact the ADA Coordinator. Once completed, please submit this form as soon as possible but no later than 60 calendar days after the alleged violation to [AdaAssistance@GwinnettTaxCommissioner.com](mailto:AdaAssistance@GwinnettTaxCommissioner.com) or mail to:

Billi Upshaw, ADA Coordinator  
Gwinnett County Tax Commissioner  
75 Langley Drive  
Lawrenceville, GA 30046