

Weekly Payroll Report Form

COMPANY NAME

PEM CONSTRUCTION COMPANY
P.O. BOX 217
1234 MAIN STREET
CLAYTON, NC 27528

AWARDING AUTHORITY

GLOBAL INSURANCE
12 BROAD ST
ANYWHERE USA, NC 27528

PRIME CONTRACTOR

PEM CONSTRUCTION COMPAY
P.O. BOX 217
CLAYTON, NC 27528

NAME & TITLE

JOHN SMITH
PRESIDENT

PROJECT NAME Sample Project

859792/HHGDF
ACME BUILDING CORPORATION
12345 MAIN STREET
ANYWHERE, US 12345

WORK WEEK ENDING

2/12/2007

PRIME SUBCONTRACTOR

PEM CONSTRUCTION COMPANY
P.O. BOX 217
1234 MAIN STREET
CLAYTON, NC 27528

Employer Signature

Employee Name & Address	Work Classification	Hours Worked							(A)	(B)	Employer Contribution			(F)	(G)	
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Hourly Base Wage	(C) Health & Welfare	(D) Pension	(E) Supp. Unemp	(B+C+D+E) Hourly Total Wage (prev. wage)	(A*F) Weekly Total Amount	
		S=Straight Time O=Overtime D=Doubletime T=Triplettime														
BOB SMITH 1234 MAIN STREET ANYWHERE USA, CA 12345 987-55-1234	CARPENTER	S 8.00 O 0.00	8.00 0.00	8.00 0.00	8.00 0.00	8.00 0.00	0.00 8.00	0.00 0.00	8.00 8.00	40.00 8.00	10.00 15.00	0.10	0.20	0.00	10.30 15.30	736.00 Check# 987456

Note: Every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority.

WEEKLY PAYROLL RECORDS REPORT & STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form has been printed on the preceding page(s) and includes all information required to be kept by law. Every Contractor and Subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

In addition, every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority. This is required to be done on a weekly basis. Once collected, the awarding authority is also required to preserve those records for three years.

In addition, each contractor, subcontractor or public body shall furnish to the Department of Labor & Workforce Development/Division of the Occupational Safety within fifteen days after the completion of its portion of the work a statement, executed by the contractor, subcontractor or public body who supervises the payment of wages in the following form:

Statement of Compliance November 16, 2005

I, JOHN SMITH, PRESIDENT

do hereby state:

That I pay or supervise the payment of the persons employed by

I, PEM CONSTRUCTION COMPANY on the 03129
(Contractor, subcontractor or public body) (Building or Project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred forty nine of the General Laws.

Signature _____

Title _____

Division of occupational safety, 399 Washington Street, 5th Floor, Boston, Ma. 02108