



Project Name: _____ Project Address: _____

City/State Zip: _____

Owner/Developer: _____ Phone: _____

Address: _____ Fax: _____

City/State Zip: _____ Email: _____

Check off each item below when preparing your payrolls (Use Payroll Form WH-347 located in the back of M-10G "Making Davis-Bacon Work" [Contractor's Guide]):

- 1. Authorized Signature on Statement of Compliance (pg. 2) for each payroll sheet.
- 2. Certificate authorizing others to sign the State of Compliance (SOC) for payrolls. If someone other than the Owner, President, Vice President, or Treasurer will be signing the payrolls, make sure that the Federal funds recipient receives this authorization with the payrolls being sent.
- 3. Statement of Compliance is completed and signed on each payroll sheet (pg. 2). Original signatures are required for each payroll sheet. No copies of signatures are allowed.
- 4. Appropriate block is checked regarding payment of fringe benefits on the SOC.
- 5. Payrolls are numbered. First payroll marked "Initial #1" and the last and final payroll for a project should be marked "FINAL."
- 6. Days and dates appear under item number 4 on payroll sheet.
- 7. Project Number, Name, and Location should be listed on each payroll sheet. Some projects are similar in name.
- 8. Worker's address and Social Security Number appears on first payroll on which the name appears. Each time a new employee comes on board, then for that payroll... the worker's address and social security number should be completed.
- 9. Fill in job classification in column 3.
- 10. Note in column 3 if worker is an apprentice, and also attach on the payroll proof of registration in a DOL-approved program.
- 11. Make sure net wages, gross wages, and deductions are shown. Gross amount in column 7 minus deductions should equal net in column 9.
- 12. Time-and-a-half (1 ½) is paid for all hours over 40 in a week. The employee may work over 8 hours a day. But, for all hours over 40 for the WEEK, the employee must be paid 1 ½ for overtime.