

# MASSACHUSETTS WEEKLY CERTIFIED PAYROLL REPORT FORM



<b>Company's Name:</b> Sample Company			<b>Address:</b> 456 Lakeview Drive Fun Town, OK 65987								<b>Phone No.:</b> 555-555-1234			<b>Payroll No.:</b> 1				
<b>Employer Signature:</b>  <span style="font-size: 1.2em; color: blue;">John Smith</span>			<b>Title:</b> President								<b>Contract No.:</b> 22354		<b>Tax Payer ID No.:</b> 22-1234567		<b>Work Week Ending:</b> 09/21/2018			
<b>Awarding Authority's Name:</b> Agency or Authority			<b>Public Works Project Name:</b> Sample Project 1 Sample project for demonstration only								<b>Public Works Project Location:</b> 2500 Canyon Drive Anywhere, US 55555-5555			<b>Min. Wage Rate Sheet Number:</b> 1000023456				
<b>General / Prime Contractor's Name:</b> ABC Company			<b>Subcontractor's Name:</b> Sample Company								<b>"Employer" Hourly Fringe Benefit Contributions</b>							
														[B+C+D+E] [A x F]				
Employee Name & Complete Address	Employee is OSHA 10 Certified (?)	Work Classification:	Appr. Rate (%)	Hours Worked							Project Hours (A) All Other Hours	Hourly Base Wage (B)	Health & Welfare Insurance (C)	ERISA Pension Plan (D)	Supp. Unemp. (E)	Total Hourly Prev. Wage (F)	Project Gross Wages (G) Total Gross Wages	Check No. (H)
				Sa	Su	Mo	Tu	We	Th	Fr								
David Lakomyeggo	<input type="checkbox"/>	Laborer		8	8	8	8	0	0	8	40	35.00	3.00	3.00	9.00	50.00	2000.00 1400.00	# 6246
Jane Doe	<input checked="" type="checkbox"/>	Heavy Highway Labor		0	0	8	8	8	8	8	40	31.00	1.50	2.50	6.00	41.00	1640.00 1240.00	# 6241
Johnny Doe	<input checked="" type="checkbox"/>	Laborer		0	0	8	0	8	0	8	24	25.00	3.00	3.00	9.00	40.00	960.00 1048.00	# 6242
Marie Smith	<input checked="" type="checkbox"/>	Heavy Highway Pipe Fitter		8	8	8	0	0	0	0	24	46.00	4.50	5.50	15.00	71.00	1704.00 1552.00	# 6245
Susan Anthony	<input type="checkbox"/>	Truck Driver		0	0	8	8	8	8	8	40	25.00	3.00	3.00	9.00	40.00	1600.00 1000.00	# 6243
Tom Jones	<input checked="" type="checkbox"/>	Heavy Equipment Operator		0	0	8	8	8	8	8	40	28.00	1.50	2.50	6.00	38.00	1520.00 1120.00	# 6244
	<input type="checkbox"/>																	

**NOTE:** Pursuant to MGL Ch. 149 s.27B, every contractor and subcontractor is required to submit a "true and accurate" copy of their weekly payroll records directly to the awarding authority. Failure to comply may result in the commencement of a criminal action or the issuance of a civil citation.

Date received by awarding authority / /
--

# WEEKLY PAYROLL RECORDS REPORT & STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c149, section 27B, a true and accurate record must be kept of all persons employed on the public works construction project for which the enclosed rates have been provided. The Weekly Payroll Report Form includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the project.

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 required to preserve those records for three years.

In addition, each such contractor, subcontractor or public body shall furnish to the Executive Office of Labor within fifteen days after 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:

<b>STATEMENT OF COMPLIANCE</b>	
	Date: <u>09/24/2018</u>
I, <u>John Smith</u>	<u>President</u>
(Name of signatory party)	(Title)
do hereby state:	
That I pay or supervise the payment of the persons employed by	
<u>Sample Company</u>	on the <u>Sample project for demonstration only</u>
(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 and forty nine of the General Laws.	
	Signature <u>John Smith</u>
	Title <u>President</u>