

## WEEKLY PAYROLL REPORT FORM

Company Name: ABC Contractors

Prime Contractor

Subcontractor

Ethnic Codes

Project Name: Sample project for demonstration only

(If Subcontractor, list Prime Contractor Name here)

MPA Contract No.: Sample Awarding Authority

Employer Signature: \_\_\_\_\_

- 1) Caucasian
- 2) Black
- 3) Hispanic
- 4) Asian
- 5) Other

Work Week Ending: 07/12/2008

Print Name and Title: Cory Smith, President

Final Report

Employee Name and Address	Work Classification		Hours Worked							(A) Tot. Hrs.	(B) Hourly Base Wage	Employer Contributions			(F) [B+C+D+E] Hourly Total Wage (prev. wage)	(G) [A*F] Weekly Total Amount
			Su	Mo	Tu	We	Th	Fr	Sa			(C) Health & Welfare	(D) Pension	(E) Supp. Unemp		
Jane Doe 71 Pineapple Lane Sometown, MA 99999	Pipe Fitter <i>Sex: F Ethnicity: 05</i>	S	0	8	8	8	0	0	0	24	18.00	1.00	1.50	6.50	27.00	648.00
		O T	0	0	0	0	0	0	0							
John Doe P.O. Box 999 Sometown, MA 99999	Sheetmetal Worker <i>Sex: M Ethnicity: 01</i>	S	0	8	8	8	0	0	0	24	20.00	1.00	1.50	6.50	29.00	696.00
		O T	0	0	0	0	0	0	0							
John Q. Public 2300 Arena Avenue Sometown, MA 99999	Truck Driver <i>Sex: M Ethnicity: 01</i>	S	0	8	8	8	0	0	0	24	22.00	1.00	1.50	6.50	31.00	744.00
		O T	0	0	0	0	0	0	0							
John Smith 36 Mimoso Lane Sometown, MA 99999	Laborer <i>Sex: M Ethnicity: 04</i>	S	0	8	8	8	0	0	0	24	14.00	1.00	1.50	6.50	23.00	552.00
		O T	0	0	0	0	0	0	0							
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**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 reverse of this page and 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 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 such contractor, subcontractor or public body shall furnish to the Department of Labor and Workforce Development/Division of Occupational Safety 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>	
_____ July 02, 2008	
I, _____ (Name of signatory party)	_____ President (Title)
do hereby state:	
That I pay or supervise the payment of the persons employed by	
_____ (Contractor, subcontractor or public body)	on the _____ Sample project for demonstration only (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 _____	
Title _____	President