

## WEEKLY PAYROLL REPORT FORM

Company Name:	ABC Company	<input checked="" type="checkbox"/> Prime Contractor	<input type="checkbox"/> Subcontractor	Ethnic Codes
Project Name:	Sample project for demonstration only			1) Caucasian 2) Black 3) Hispanic 4) Asian 5) Other
MPA Contract No.:	12321/SP678	(If Subcontractor, list Prime Contractor Name here)		
Work Week Ending:	11/03/2019	Employer Signature: <u>John Smith</u>		
		Print Name and Title: John Smith, President		<input type="checkbox"/> 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
			Mo	Tu	We	Th	Fr	Sa	Su			(C) Health & Welfare	(D) Pension	(E) Supp. Unemp		
Jane Doe 71 Pineapple Lane Similartown, US 12345	Foreman  Sex: F Ethnicity: 5	S	8	8	8	8	8	0	0	46	50.00	1.50	2.50	6.00	60.00	2760.00
		O T	2	0	2	0	2	0	0							
Johnny Doe PO Box 111 Sometown, US 95545	Laborer  Sex: M Ethnicity: 1	S	8	0	8	0	8	0	0	26	30.00	0.00	0.00	10.00	40.00	1040.00
		O T	0	0	2	0	0	0	0							
Susan Anthony 711 Patriot Way Similartown, US 95545	Truck Driver  Sex: F Ethnicity: 1	S	8	8	4	4	8	0	0	32	40.00	3.00	3.00	9.00	55.00	1760.00
		O T	0	0	0	0	0	0	0							
Tom Jones 36 Mimosa Lane Sometown, US 95545	Heavy Equipment Operator  Sex: M Ethnicity: 2	S	0	0	4	4	8	8	8	32	40.00	0.00	0.00	15.00	55.00	1760.00
		O T	0	0	0	0	0	0	0							
		S														
		O T														
		S														
		O T														
		S														
		O T														
		S														
		O T														
		S														
		O T														

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

Page 1 of 1

## **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:

### **STATEMENT OF COMPLIANCE**

November 06, 2019

I, John Smith, President  
(Name of signatory party) (Title)

do hereby state:

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

ABC Company on the Sample project for demonstration only  
(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 John Smith

Title President