



**PAYROLL DATES
SUBMITTAL**
PREVAILING WAGE REQUIREMENT

Phone: 216.664.4151 • Fax: 216.664.3870 • Email: PWcoordinator@city.cleveland.oh.us • Hours: 8 am to 5 pm Weekdays

PROJECT INFORMATION

PROJECT NAME:		CITY CONTRACT #:	
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CONTRACTOR INFORMATION

CONTRACTOR:		PHONE:	
MAIN PAYROLL CONTACT:		EMAIL:	

INSTRUCTION TO THE CONTRACTOR

Please read the following and provide the required information noted on this form. This document must be submitted to the Prevailing Wage Coordinator before your company begins any work under a contract for public improvement. This requirement is also applicable to your subcontractors. The Prevailing Wage laws state that Prime Contractors are responsible for their Subcontractors. Please forward a copy of this document to them.

PERFORMANCE ON THIS PROJECT WILL START ON:		PERFORMANCE ON THIS PROJECT WILL END ON:	
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Employees are paid **Weekly** **Bi-Weekly** (If Ending Date is not known then put "n/a")

According to Section 4115.071(c) of the Ohio Revised Code, you must provide a schedule of dates that that your company is required to pay wages to your workers while on this project:

- If the life of the project is expected to be less than (3) three months, please complete Section 1 below.
- If the life of the project is expected to be over (3) three months in length, provide only the day of the week your pay period starts and ends, plus the day you pay your workers, please complete Section 2 below.

Section 1: List Pay Dates (if project is less than 3 months long)

Week 01.		Week 05.		Week 09.		Week 13.	
Week 02.		Week 06.		Week 10.		Week 14.	
Week 03.		Week 07.		Week 11.		Week 15.	
Week 04.		Week 08.		Week 12.		Week 16.	

Section 2: List Day of the Week

Day Pay Period Starts: _____ Day Pay Period Ends: _____ Pay Day: _____

I acknowledge that I am required by section 4115.071(c) of the Ohio Revised Code to submit a copy of my company's certified payroll reports for this project to the Prevailing Wage Coordinator **within two weeks of the initial pay date listed above**. I further acknowledge that if I am the Prime Contractor, I am responsible to collect and submit my subcontractors' prevailing wage documents, including their certified payroll records in accordance with the law.

CONTRACTOR OFFICIAL ACKNOWLEDGEMENT & AUTHORIZATION

_____	_____	_____	_____
Company Official	Title	Signature	Date

DIRECTIONS FOR COMPLETED FORM:

1. Upload Completed Form to LCP tracker (<https://lcpprod.lcptracker.net/>).
2. Email Completed Form to Prime Contractor and/or the project's Prevailing Wage Coordinator.