



Certified Payroll Reporting Requirements

SUBCONTRACTOR and its subcontractors are required to timely submit weekly, full and complete certified payroll based on applicable Prevailing Wage Determination for all Federal, State, or City Owned Jobs (or as required by Owner Contract/RFP). Certified Payroll and Statement of Compliance or Statement of Non-Performance is required for the duration of the Purchase Order or Subcontract.

Certified Payroll Requirements:

1. Fringe Benefits Statement form: For all trades before or on 1st payroll or as changes in pay occur.
2. Training Fund Contribution form (CAC 2): All training fund contributions are sent to local agencies or to state for Journeyman and Apprentices. Check with local agencies for due dates. California is due date of the 15th of each month. **State of California, County, City (or other Public Works) Contracts Only.**
3. Statement & Acknowledgment form (Standard Form 1413): Must be submitted to Empire Equipment Service upon contract Award. **DOD, USACE, Federal Projects Only.**
4. Public Works Contract Award Information (DAS140): Must be submitted within 10 days of award, or 15 days prior to on-site work start, to all local approved apprenticeship programs in your craft or trade in the area. Empire Equipment service MUST receive Fax Confirmations of submission. **State of California, County, City (or other Public Works) Contracts Only.**
5. Request of dispatch of an apprentice (DAS 142): Must be submitted within 10 days of award, or 15 days prior to on-site work start, to all local approved apprenticeship agencies. Empire Equipment Service MUST receive Fax Confirmations of submission. **State of California, County, City (or other Public Works) Contracts Only.**
6. Payroll Authorization Deduction form: if deductions are shown on Certified Payroll. Subcontractor must have readily available upon request from Empire Equipment Service. These are not required to be submitted for review.
7. Subcontractor Daily Construction Report: These must match Certified Payroll hours. These are to be turned into each jobsite Superintendent DAILY.
8. If there is a week during which Subcontractor is not working, after beginning work, a Statement of Non-Performance is required. The end of the week is ALWAYS on Sunday.
9. Give each Certified Payroll/Statement of Compliance and Statement of Non-Performance a Payroll Number/Report Number, beginning with "1".
10. Each page of the Certified Payroll, Statement of Compliance and Statement of Non-Performance must include Contract Number Project Number and Empire Equipment Service Project Number.
11. A Fringe Benefit Statement MUST be included with first payroll or anytime thereafter that the information changes. Empire Equipment Service requires you to submit certified payroll for any and all labor performed on site subject to Davis Bacon Prevailing Wages. Certified Payroll shall be submitted electronically and with wet signature originals.

Electronic Certified Payroll Reports must be submitted through eMars. Electronic Certified Payroll reports (Certified Payroll and Non- Performance Reports) must be submitted no later than 7 days after the end of the payroll date. Original Wet Signature documents of printed copies of the eMars Certified Payroll Reports - certified payrolls and non-performance) must be submitted no later than 7 days after the end of the payroll date. Originals are to be mailed to:

Empire Equipment Service, Inc
Attn: Clarissa Young
PO Box 532, Mira Loma CA 91752

Empire Equipment Service reserves the right to withhold payment for any delinquent or incorrect certified payroll, or certified payroll not submitted in the format detailed herein. Please email Clarissa@EmpireEquipmentService.com for any further inquiries regarding Certified Payroll.

Subcontractor: _____ Signature: _____

Name: _____ Title: _____