

## CONTRACTOR'S CERTIFIED PAYROLL REPORT

[Instructions](#)  
[Clear Form](#)

Contract ID _____	Week Ending _____
Location _____	Prime Contractor _____

Subcontractor	<u>Worked</u> Yes	<u>Payrolls</u> <u>Accepted</u> Yes No		Comments
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signature: _____	Date _____
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The Prime Contractor is to include this form when submitting certified payroll (CPRs) to the Project Engineer's office each week. "Payrolls Accepted" means the CPRs have been completed as specified in the current written MDOT procedure for prevailing wage compliance oversight. Comments are required if the "no" box is checked or if the CPR week ending date differs from that at the top of the form.

## Instructions for MDOT Form 1955 – Contractor’s Certified Payroll

### Purpose:

- Document each week subcontractors perform work on the project (or any other company required to submit CPR).
- Document that CPR has been reviewed for acceptance.
- Document CPR deficiencies in instances where the CPR is not accepted.
- Document when a subcontractor has worked but has not submitted CPR.

**Week Ending** is the date the weekly payroll period ends.

The list under the heading **Subcontractor** is to include all subcontractors (or any other company required to submit CPR) performing work on the contract. If the subcontractor did not perform work on the contract for the “Week Ending” date in the form heading, then the **Yes** checkbox under **Worked** is left blank. If the subcontractor worked on the contract but has not submitted CPR for the “Week Ending” date, then check the **Yes** checkbox and provide comments that CPR was not yet submitted.

**Accepted** means the CPR contains the following information:

- 1) The firm’s name and address the with the prime or subcontractor(s) identified.
- 2) Payroll number, week ending, project location and contract ID
- 3) The employee’s full name, address and last four digits of their social security number.
- 4) Information identifying minority and female employees. The following ethnic code notation is to be used: Black (B), Hispanic (H), Native American Indian or Alaskan Eskimo (N/A), and Asian or Pacific Islander (A). Use (F) for female.
- 5) The employee’s classification and group number.
- 6) Identification of trainees and apprentices and program levels.
- 7) The basic hourly rate, overtime rate and the method by which fringe benefits are paid. Note: If fringe benefits are paid to an approved plan, a detailed breakdown of the type of benefits, hourly dollar values and plan administrator contact information is to accompany the first certified payroll.
- 8) The employee’s daily and weekly hours worked in each classification, including actual overtime hours worked.
- 9) The itemized deductions. Miscellaneous itemized deductions must be explained on of the certified payroll.
- 10) The net wages paid.
- 11) The compliance statement with original signatures.

**Comments** are to identify the reason(s) a CPR is not accepted, to state that CPR was not yet submitted, or to document the week ending date of a CPR if it differs from the date in the form heading.

**Distribution:** The prime contractor is to include this form with the weekly transmittal of certified payroll to the project engineer