

**PAYMENT INFORMATION AND CONTRACTOR CHECKLIST**

(Contractor to complete sections 1 & 2)

SECTION 1: PAYMENT INFORMATION

CONTRACT NO.: _____ COMPTROLLER'S REGISTRATION NO.: _____

PAYMENT NO.: _____

PAYMENT TYPE: Partial / Substantial Completion / Final (circle one) PAYMENT PERIOD FROM: _____ TO: _____

I certify that the attached payment requisition has been prepared in accordance with the pencil copy that was signed off by the Resident Engineer on _____

(Date pencil copy signed off by RE or state N/A if no pencil copy was signed off by RE)

SUBMITTED BY: _____
Name of Contractor's Representative (Print) Representatives Signature Title Date of Submittal**SECTION 2: CONTRACTORS CHECKLIST** (contractor must indicate if the form listed is included in the payment submission)Check box under, "R/A" If the form is: **Required and Attached** OR "N/R" If the item is: **Not Required** (some forms are always required)

R/A or N/R

- | | | |
|--------------------------|--------------------------|--|
| ☐ | | Payment Requisition Summary & Certification (Form 39-1) |
| ☐ | | Contract Work Requisition Part A (Form 39a) |
| ☐ | ☐ | Change Order Work Requisition Part B (Form 39b)
(Not required if there are no CO's) |
| ☐ | | Certificate of Contractor to Comptroller (Form 42)
(1 originally signed and notarized). |
| ☐ | ☐ | Certificate of Subcontractor to Comptroller (Form 43)
(1 originally signed and notarized by each subcontractor for this payment period). |
| ☐ | ☐ | Subcontractor Payment/Compliance Report (Form 44) To be attached to Form 39-1.
(When multiple pages of Form 44 are required to list all subcontractors, each page must be completed, numbered and signed). |
| ☐ | ☐ | Certified Payroll Report (Form 41):
(1 originally signed by Contractor and 1 originally signed by each Subcontractor for this payment period). |
| ☐ | ☐ | Labor Acknowledgement Form (Form 112):
(Submit once for each employee, for each trade or for trade wage increase). |

SECTION 3: CONSTRUCTION TEAM ACKNOWLEDGEMENT To be completed by Project Team/UnitPAYMENT RECEIVED BY: _____ ON _____
Agency Representative Date ReceivedPAYMENT APPROVED BY: _____ ON _____
Resident Engineer Date Approved