



Contractor's Payment Checklist

To Be Submitted By Contractor With All Payments

Form 32

CONTRACTOR

Contract Number

Comptroller's Number

SUBCONTRACTORS THIS PERIOD:

- _____ **Form 39-1:** * **Contract Payment Summary & Certification Sheet:**
(2 originally signed + 4 copies)
- _____ **Form 39a:** **Contract Work Requisition:** (2 original + 4 copies)
- _____ **Form 39-2:** * **Change Order Payment Summary & Certification Sheet:**
(2 originally signed + 4 copies)
- _____ **Form 39b:** **Change Order Work Requisition:**
(2 original + 4 copies)
- _____ **Form 40-SC:** **Non-Discrimination Statement:**
(FOR SUBCONTRACTORS ONLY 1 original for each subcontractor this period)
- _____ **Form 41:** **Payroll Report:** (1 originally signed by Contractor and 1 originally signed by each Subcontractor for this period)
- _____ **Form 42:** **Certificate of Contractor to Comptroller:**
(1 originally signed and notarized)
- _____ **Form 43:** **Certificate of Subcontractor to Comptroller:**
(1 originally signed and notarized)
- _____ **Form 44:** **Subcontractor Compliance Report:**
(2 originally signed and 4 copies. To be attached to Form 39-1. When multiple pages of form 44 are required, to list all of the subcontractors, each page must be completed, numbered and signed.)
- _____ **Form 112:** **Employee Prevailing Wage Acknowledgements:**
(Must be completed by every employee of the contractor and/or subcontractor(s) working at the job site, submit original signed and notarized forms)
- _____ **Time Extension Approval** Required if the time frame of the payment requisition is after the project's "Scheduled Completion Date" (SCD)
- _____ **Insurance:** **Copy of Current Certificate of Insurance:** (3 copies)

***Please Note:** Contract Work and Change Order Work Payment Requisitions must be submitted together at all times, unless you never have Change Order work, then you do not have to submit 39-2. However, as soon as Change Order work is included, then you must submit 39-2 with each subsequent payment request, even if you are not requesting payment for Change Order Work, in which case a zero (0) should be indicated on line (d) of 39-2.