



Pennsylvania Housing Finance Agency
211 North Front Street
Harrisburg, PA 17101

Payroll Authorization Letter

Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employee

PHFA Project Name: _____

PHFA Project #: _____

PHFA Project Location: _____

Date: _____

(I) (We) hereby certify that (I am) (we are) (the prime contractor) (a subcontractor) for _____
(specify "General Construction", "Plumbing", etc.)

in connection with construction of the above-mentioned Low-Rent Housing Project, and that (I) (we) have appointed:

_____, whose signature appears below, to supervise the payment of (my) (our)
(Appointed Party)

employees beginning (Date:); _____; That he/she is in a position to have full knowledge of
the facts set forth in the payroll documents and in the statement of compliance required by the so-called Kick-Back Statue which
he/she is to execute with (my) (our) full authority and approval until such time as (I) (we) submit to the (Name of Local Authority):

_____ a new certificate appointing some other person for the purposes hereinabove stated.

(Appointed Party Signature)

Attest (If required)

(Firm or Company Name)

By:

(Print Name & Title)

(Print Name & Title)

(Signature)

(Signature)

(Date)

(Date)

Note: This certificate must be executed by an authorized officer of a corporation or by a member of a partnership, and shall be executed prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Kick-Back Statue.