

Sub-tier Subcontractor Packet Requirements

Project Name: _____

PHFA #: _____

*****Note: All submitted documents requiring a signature must be original copies signed in blue ink.**

The following form(s) are to be completed by your sub-tier subcontractors ***one time*** at the beginning of the project and returned to your office and then forwarded to **GENERAL CONTRACTOR**:

- A.** Non-Collusive Affidavit (for contracts of \$10,000 or above)
 - B.** Contractor/Subcontractor Certification
 - C.** Certification by Proposed Subcontractor Regarding EEO (for contracts of \$10,000 or above)
 - D.** Section 3 Certification Letter
 - E.** Payroll Authorization Letter (if applicable)
 - F.** Payroll Deduction Authorization Letter
 - G.** Employee Listing (Name, Address, Social Security Number)
 - I.** Anti-Lobbying Certificate (for contracts of \$100,000 or above)
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- Read and review **Certified Payroll Report Requirements** before completion of Certified Payroll forms. This information is designed to increase knowledge and accuracy on how to complete Payroll forms properly.
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The following form(s) needs to be completed by your sub-tier subcontractors ***weekly*** and sent to your office and then forwarded to **GENERAL CONTRACTOR**

- K.** Certified Payroll Form (WH-347)
- L.** No Work Reports
- M.** Fringe Benefit Form
- N.** Other Deductions Form