



**City Of Seattle**  
**Office of Housing**  
**Certified Payroll Instructions (Excel Version)**

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**Note: The completion of a Certified Payroll Report requires an affirmation which is a statement certifying that the information reported is true. Falsification of information provided may subject the signing party and the contractor to civil or criminal penalties.**

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**GENERAL COMENTS:**

- You may use your own payroll accounting form for submitting information for the first page (s) of the report, provided you still report the same information.
- The last page of the report must include an “Affirmation,” using the exact same language as the City of Seattle Office of Housing or Washington State Department of Labor and Industries forms. We encourage you to use the City of Seattle Office of Housing or Washington State Department of Labor and Industries forms to ensure compliance.
- The certified payroll form is also available in Word and PDF format and can be obtained online from the Department of Labor and Industries <http://www.lni.wa.gov/FormPub/Detail.asp?DocID=1923> .
- The excel version of the certified payroll form can be signed electronically and submitted via e-mail or you can print the form, sign it and submit it to the prime contractor.
- If your company utilizes a “Ten Hour Workday (4-10) Agreement,” provide a statement to that effect and include with your report a copy of the signed agreement for each affected employee. Each agreement must state the specific project name for which you are submitting the accompanying Certified Payroll Report.
- The employee Social Security number is not required. Do **not** list employee information regarding ethnic origin, marital status, and/or number of exemptions.
- If you are an owner/operator performing all the work on-site, with no employees, state this on the report and list only the daily hours worked. You do not need to submit wage information for yourself.
- The Office of Housing policy requires all subcontractors to submit the first certified payroll and additional certified payrolls if required. All first payrolls are required to include worker’s address.
- For purposes of completing this form, “deductions” means withholdings from an employee’s pay, such as FICA, withholding tax, and any payment the employee has authorized to be subtracted from the employee’s paycheck. It does not include fringe or “usual benefits,” which are employer-paid items.

## CERTIFIED PAYROLL EXCEL FORM INSTRUCTIONS

1

Complete the general information section, including reporting period, company and project information. Make sure you indicate the payroll number and if the company is the prime contractor or subcontractor.

2

List on the top line of each numbered block the Work Classification for the employee. Use a valid work classification from the Prevailing Wage Schedule. If more than one classification exists for a given trade, specify the sub-classification (e.g. Power Equipment Operators – Bobcat).

3

Enter the employee's apprentice registration number if the worker is enrolled in a State approved apprenticeship program, otherwise leave blank.

4

Enter the Name and Address for each employee included in the report. Address information is only required for the first payroll. The employee's social security number is **not** required.

5

Insert the number of Overtime Hours (OT) and/or Regular Hours (RG) worked by the employee each day in the corresponding row.

6

This column (Total Hours) will automatically add up the number of Overtime Hours (OT) and/or Regular Hours (RG) worked that week. You can only change the value in this column by changing the number of hours worked by the corresponding employee.

7

Insert in this column the Rate of Pay for each corresponding employee. Rate of Pay means the prevailing wage rate paid (regular and overtime) and include "Usual Benefits" paid in **cash**. However, the Rate of Pay does not include fringe/usual benefits paid by the employer into a plan (see Item 9).

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Example: The Prevailing Wage Rate is \$35.00 per hour. An employer provides \$5.00 in "Usual Benefits" into a plan. The Rate of Pay is \$30.00 ( $\$35.00 - \$5.00 = \$30.00$ ). In this example you would put \$30.00 in cell M16.

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8

This column automatically calculates the Gross Amount Earned for the reporting period based on the information supplied in the columns to the left. If an employee worked on more than one project, enter the corresponding total Gross Amount (Column O).

9

Enter the amount of "Usual Benefits" paid to each worked to plans, funds or programs. This amount does not include Cash benefits which should be included in the Rate of Pay. If all employees receive the same fringe benefits, enter the corresponding amount in cell P16. The "Usual Benefits" column will auto populate with the value entered in cell P16.

"Usual Benefits" are defined as employer payments for medical insurance, pensions, approved apprenticeship programs and vacation and holiday (WAC 296-127-014).

**CERTIFIED PAYROLL  
EXCEL FORM INSTRUCTIONS  
(Continuation):**

**10**

Enter the corresponding deduction amounts (FICA, Withholding Tax, Other) that are subtracted from the corresponding employee's gross amount earned for the week reported.

**11**

The last column of the first page (Column T), automatically calculates the NET WAGES for each employee by subtracting the total deductions from the gross amount earned.

**12**

Complete the top portion of the second (Affirmation) page of the report, including name of contractor or subcontractor, Project Name, and start and ending reporting dates.

**13**

Complete the last section, including name of the person signing the report, date and that person's title. Carefully review it for accuracy, read carefully the Affirmation on the second (Affirmation) page of the report and have the form signed by the appropriate party (electronically or printed). The person signing the form affirms or certifies the accuracy of each and every element of the completed form.

City of Seattle  
 Office of Housing  
 PO Box 94725  
 Seattle, WA 98124-4725  
 (206) 684-0721



# CERTIFIED PAYROLL REPORT

Payroll Number   
 Prime Contractor   
 Subcontractor

Project Name   
 Project Address  City  State   
 Sub Contractor  Phone

For the week ending:  General Contractor  Phone   
 Month Day Year  Address  City  State  ZIP+4  Address  City  State  ZIP+4

Work Classification (Apprentice Number, if Applicable)	Name and Address	Overtime or Regular	Day and Date							Total Hours	Rate of Pay	Gross Amount Earned (This Period Only)	Total Hourly "Usual Benefits"	Deductions			NET WAGES
			Sun	Mon	Tue	Wed	Thu	Fri	Sat					FICA	Withholding Tax	Other	
			Hours Worked Each Day											6	7	8	
1.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
2.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
3.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
4.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
5.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
6.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
7.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
8.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
9.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00
10.		OT							0		0	0	\$0.00				\$0.00
		RG							0		0	0	\$0.00				\$0.00

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## AFFIRMATION

The party signing this report pays or supervises the (Name of contractor or subcontractor) payment of the persons employed by:		
Project Name: 0	12 For the week starting:	For the week ending:

The party signing below **AFFIRMS** the following:

- (1) "Usual Benefits" paid in *cash* have been included in the "Rate of Pay"
- (2) The payments of usual benefits as listed in the Certified Payroll have been or will be made to appropriate approved plans, funds or programs for the benefit of such employees.
- (3) All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
- (4) The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications as reported above for each worker, laborer or mechanic conform with the actual work performed by such worker, laborer or mechanic.
- (5) All persons employed on the above-referenced project(s) have been paid the full weekly wages earned, and no rebates have been or will be made either directly or indirectly to or on behalf of the above-named contractor or subcontractor from the weekly wages earned by any person. No deductions, other than those which are legally permissible, have been made by any person either directly or indirectly from the full wages earned.
- (6) Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Washington State Apprenticeship and Training Council.

**Falsification of any of the above statements is a violation of RCW 39.12.050 subject to prosecution, sanctions, and penalties.**

Print or type name of party signing this report	Title	13 Signature	Today's Date
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