Instructions to the Contractor: Please read the following and provide the required information noted on this form. This document must be submitted to the Prevailing Wage Coordinator for the public authority on or before your company begins any work under a contract for a public improvement. This requirement is also applicable to your subcontractors. Please make a copy of this document available to them. The prevailing wage laws state that contractors are responsible for their subcontractors.

The company will begin performance under contract on the [Name of Contractor] project on [Start Date] and will conclude work on said project on [End Date, if known].

In accordance with Section 4115.071 (C) of the Ohio Revised Code, listing of payroll dates, I hereby submit the following schedule of dates that my company is required to pay wages to its workers while on this project. 

**NOTE:** If the life of the project is expected to be over three (3) months in length, provide only the days of the week your pay period starts and ends, plus the day you pay your workers.

- Day Pay Period Starts: [Day]
- Day Pay Period Ends: [Day]
- Pay Day: [Day]

I acknowledge that I am required by section 4115.071 (C) of the Ohio Revised Code that I must submit a copy of my company’s certified payroll records for this project to the Prevailing Wage Coordinator of the public authority within two weeks of the initial pay date listed above. I further acknowledge that I am responsible to collect and submit my subcontractor’s prevailing wage documents, including their certified payroll records in accordance with the law.

[Contractor’s Signature and Title] [Company Name] [Date]