

CYE Certified Payroll Processing Instructions to Subcontractor

Many versions are acceptable, including accounting software-generated forms. However, non-standard forms must contain the same information as the Department of Labor WH-347 form.

Please send your certified payroll forms to Anna Rodgers to email, fax or address below as soon as your payroll is processed. We **MUST** have your forms **NO LESS THAN ONE WEEK** after your employees receive wages.

Email to: billing@cyeinc.com

Fax to: 904-600-5216

Mail to: Attn: Laurie Intriago
CYE Enterprises, Inc.
76 South Laura Street, Suite 301
Jacksonville, FL 32202

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1. Your company name and address
2. Payroll number-must be in chronological order beginning with #1. For weeks where no work is performed, we must still receive filled out certified payroll forms with “**NO WORK**” clearly labeled, preferably next to the payroll number. For the final week your firm is on site, mark your Certified Payroll form clearly with the words “**FINAL**”, preferably next to the payroll number.
3. Weekending **should always be the same day** (Sunday, Monday, etc.)
4. Project name and location
5. Prime Contract number issued by the Government
6. Name, address, last four digits of each employee’s social security number
7. Work Classification
8. Hours by day, broken out in standard (S) and overtime (O)
9. Total hours, rate of pay, gross, deductions and net wages

Note: Be sure to check the Davis-Bacon Wage Determination attached with your subcontract agreement for the proper rate of pay and work classifications for each employee. The government has the right to interview your employees about their wages and their work being performed.

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1. Date form was completed
2. Name of person signing and title (upper left and block in lower right)
3. Company Name
4. Project name and contract number
5. Date of work week, beginning and ending
6. Section 4, check whether you pay fringe benefits in a plan (option a – i.e. medical plan, 401K, etc.) or in cash (option b) – if you are not required to pay fringe according to the Davis-Bacon Wage Determination and choose not to do so, simple choose option b
7. Type name and title of processor and sign

If you have any questions regarding completing Certified Payroll, please contact Laurie Intriago at 904-600-5216.