

Instructions for Completing and Submitting Certified Payroll Documents and Payment Requests

This memo and instructions for completing and submitting Certified Payroll Documents and Payment Requests (included on the attached disk in electronic document format) is our formal notice to you, our subcontractor and all your tier subcontractors, of a change in the form being used. Please read these instructions carefully and completely to ensure the accuracy and timely submission of the following documents.

1. Certified Payroll Documents:

- a) Any reference to "Certified Payroll Documents" and "document(s)" shall be construed as a reference to the following documents: "Fringe Benefit Statement"; "Certified Payroll Report"; "Non-Performance Payroll Report"; "Monthly Employee Utilization Report" and/or "Monthly Ethnic Composition Report".
- b) Once your company begins jobsite labor on this project, Certified Payroll Documents must be submitted to our corporate office on a **weekly** basis, throughout the duration of labor on this project. Each document must be submitted in **quadruplicate (one (1) original + three (3) copies = four (4) of each document)**. If your reports are not submitted with the correct amount of copies, on a regular basis, your company will be charged a copying fee of no less than \$25.00 (additional fees to be calculated according to number of weeks submitted without copies). Fees will be assessed as a backcharge.
- c) A "Fringe Benefit Statement" must be completed and attached to the **first** Certified Payroll Report. If your company pays Fringe Benefits to an approved plan, you must complete the top portion of this form. If your company does not pay benefits to a plan, please check the bottom where it states your company pays these in cash. A revised "Fringe Benefit Statement" must be submitted anytime information on your initial report changes.
- d) The "Certified Payroll Report" form must be completed and submitted on a weekly basis with no more than one week's information on each report. Owner's of companies who perform labor on the project must include their information (including daily hours) and mark "Owner" in the classification section of the report (proof of ownership must be submitted). **Note:** This worksheet is password-protected so that the formulas cannot be altered. Total "Hours" and "Wages" will be automatically calculated for you. **Do not** attempt to input these totals manually.
- e) The "Statement of Compliance" must be submitted with each "Certified Payroll Report" and must contain *at least* one original (wet) signature on each original "Statement of Compliance".
- f) In the event that no labor is performed during a particular week on this project, a "Non-Performance Payroll Report" form must be submitted for each week where no labor is performed.
- g) When all labor on this project has been completed, each of your last certified payroll documents must clearly indicate "**Final**" at the top portion of the page.
- h) Certified Payroll Documents must be complete, accurate, and no more than two (2) calendar weeks behind.

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2. **Billing and Releases:**

- a) The "AIA Billing Master" form must be completed and submitted on a monthly basis (during the months where your company has performed work or ordered materials for the project) with the **notarized** "Application and Certificate for Payment" in order for DJM to begin processing your payment.
- b) Releases will be required every month from your suppliers and/or subcontractors as stated in the "Payment Schedule" clause of your *Agreement*.
- c) A "Conditional Release" will initiate a joint check (when a joint check agreement has been executed); whereas an "Unconditional Release" indicates that you have paid your supplier/subcontractor through the specified billing period.
- d) **NOTE:** *All releases for amounts less than \$1,000 must be "Unconditional". Joint checks for an amount less than \$1,000 will not be processed.*

We will not accept facsimiles of any of these reports or documents, originals only! These reports are a mandatory requirement of this project, per the General Conditions in the specifications of the original contract with the owner.

Please keep these instructions on hand for reference when completing and submitting these forms. Our office is open Monday – Friday (except holidays) from 8:00 a.m. to 5:00 p.m. should you have any questions regarding these procedures.

Thank you for your cooperation. DJM looks forward to a successful working relationship with your company.

Corporate Office:

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