

INSTRUCTIONS FOR IDOL'S CERTIFIED TRANSCRIPT OF PAYROLL FORM

PLEASE NOTE: THE SUBMISSION OF FALSIFIED PAYROLL RECORDS IS A CRIMINAL OFFENSE.

1. Complete **ALL** items pertaining to the project being investigated.
2. Please note that pertinent information is required on the second sheet. The Subcontractor information, if applicable, is very important, however, it is **ABSOLUTELY IMPERATIVE** that the **AFFIDAVIT** information be completed in its **ENTIRETY** including **SIGNATURE**. If additional forms are needed and copies are made, please be sure to also duplicate the second sheet. A second sheet **MUST** accompany every certified transcript of payroll form showing that you are swearing that the information on each sheet is accurate.
3. Please note that **ALL** hours worked during the week (**Prevailing Wages "PW"** and **Non prevailing wages "N"**) need to be recorded.
4. Fringe Benefits **MUST** be paid if required for the work classification, regardless of your union or non-union status.
5. If a fringe benefit is paid into a fund, place the letter "**F**" behind the rate; if the benefit is included on the employee's payroll check, place the letter "**E**" behind the rate; credit will be given for health insurance paid, payments made into an ERISA approved pension plan, required vacation and/or training (registration in a BAT approved program). Verification will be required before any credit is awarded.
6. The items requested under the heading, "Contract Information", help to correctly identify the project. If a Contract or Project Number is not known please do your best to secure the information. The information requested for "Project " and "Project Location" should **always** be completed.
7. Questions should be directed to the Labor Conciliator investigating your case.
8. You are invited to visit IDOL'S web site at www.state.il.us/agency/idol for more detailed information regarding application of the Prevailing Wage Act.