



CONTRACTOR'S PAYMENT CHECKLIST
TO BE SUBMITTED BY CONTRACTOR WITH ALL PAYMENTS

CONTRACTOR

Contract Number

Comptroller's Number

SUBCONTRACTORS THIS PERIOD:

- _____ **Form 39-1:** * **Contract Payment Summary & Certification Sheet:**
(2 originally signed + 3 copies).
- _____ **Form 39a:** **Contract Work Requisition:** *(1 original + 4 copies).*
- _____ **Form 39-2:** * **Change Order Payment Summary & Certification Sheet:**
(2 originally signed + 3 copies).
- _____ **Form 39b:** **Change Order Work Requisition:**
(1 original + 4 copies).
- _____ **Form 40-SC:** **Non-Discrimination Statement:**
(FOR SUBCONTRACTORS ONLY 1 original for each subcontractor this period).
- _____ **Form 41:** **Payroll Report:** *(1 originally signed by Contractor and 1 originally signed by each Subcontractor for this period).*
- _____ **Form 42:** **Certificate of Contractor to Comptroller:**
(1 originally signed and notarized).
- _____ **Form 43:** **Certificate of Subcontractor to Comptroller:**
(1 originally signed and notarized).
- _____ **Form 44:** **Subcontractor Compliance Report:**
(2 originally signed and 3 copies. To be attached to Form 39-1. When multiple pages of form 44 are required, to list all of the subcontractors, each page must be completed, numbered and signed.
- _____ **Form 53:** **Time Extension Request:** *(Where applicable, 3 originally signed with Corporation Seal affixed to each copy. Appropriate Acknowledgement (Notary Statement) must be incorporated into your letter).*
- _____ **Form 112:** **Employee Prevailing Wage Acknowledgements:** *(Must be completed by every employee of the contractor and/or subcontractor(s) working at the job site, submit original signed and notarized forms).*
- _____ **Insurance:** **Copy of Current Certificate of Insurance:** *(3 copies)*

***Please Note:** Contract Work and Change Order Work Payment Requisitions must be submitted together at all times, unless you never have Change Order work, then you do not have to submit 39-2. However, as soon as Change Order work is included, then you must submit 39-2 with each subsequent payment request, even if you are not requesting payment for Change Order Work, in which case a zero (0) should be indicated on line (d) of 39-2