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 + 4 copies)

Form 39a:    Contract Work Requisition:  (2 original + 4 copies)

Form 39-2:  * Change Order Payment Summary & Certification Sheet:
            (2 originally signed + 4 copies)

Form 39b:    Change Order Work Requisition:
              (2 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 4 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 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)

____________  Required if the time frame of the payment requisition is after the project's “Scheduled
Time
Completion Date” (SCD)

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.