How to Correctly Fill Out a WH-347 Payroll Form

The completion of the WH-347 Payroll Form is optional; contractors may utilize their own payroll system as long as it conforms to the WH-347 Payroll Form and contains all the necessary information. If you utilize WH-347 Payroll Form as a pdf, saving it electronically aids in making any needed corrections.

Check one of the boxes and list name of contractor or subcontractor

The last day of the payroll period.

Fill out completely with contractor or subcontractor address

Payrolls must be numbered sequentially and should be based on the weeks worked under a contract.

Type the word "Final" when the last payroll is submitted for the project.

Indicate the days and dates of the pay period.

(should match week ending directly above)

The name and location of project.

The prime contractor should include the project number as listed in the loan

Sample WH-347 Payroll Form
List each worker’s name.
Only laborers and mechanics performing construction work under the contract should be listed.

Please note: Business Owners need only include their name, work classification including "owner" and the daily total hours worked.

<table>
<thead>
<tr>
<th>NAME AND INDIVIDUAL ID (e.g., last four digits of social security number)</th>
<th>WORK CLASSIFICATION</th>
<th>GROSS AMOUNT EARNED</th>
<th>NET AMOUNT PAID</th>
<th>FICA</th>
<th>WAGE</th>
<th>HOURS WORKED</th>
<th>DEDUCTIONS</th>
<th>TOTAL AMOUNT PAID</th>
<th>NET AMOUNT PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Driver - 123456</td>
<td>Power Equipment, Bill Dozer Group</td>
<td>$1,422.83</td>
<td>$161.00</td>
<td></td>
<td></td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Worker</td>
<td>General Laborer</td>
<td>$1,092.60</td>
<td>$136.06</td>
<td></td>
<td></td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steve Smith</td>
<td>Apprentice Carpenter 1st 6 mo. at 40%</td>
<td>$1,064.72</td>
<td>$110.55</td>
<td></td>
<td></td>
<td>40.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ray Wrench</td>
<td>Steamfitter</td>
<td>$1,480.16</td>
<td>$1,563.04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bart Turner</td>
<td>Power Equipment, Rotary Drill Group</td>
<td>$1,428.20</td>
<td></td>
<td></td>
<td></td>
<td>24.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specify the job classification located in the contract wage decision and/or the corresponding job title.

Specify the gross earnings for the hours worked under the contract.

Specify the net amount paid to the employee for the pay.

Specify the total overtime and straight time hours worked on the project.

List hourly wage rate and fringes paid in cash (not those paid to plans)

Must accurately reflect overtime and straight time hours worked under the contract.
If part of a worker’s weekly wage was earned on projects other than the project described on this payroll, enter the gross amount earned on this contract in the top half of column 7. Enter the gross amount earned during the week for all projects in the bottom half.

Alex Driver worked 29.5 hours on this contract and 12.5 hours on another contract. The gross wages earned on this project, $1,422.84, is entered in the top half of column 7. The gross wages earned on all projects, $2,012.46, is entered in the...
A registered apprentice performing work under a contract must be reported. The payroll must include the current pay scale & provide a copy of the apprenticeship agreement.

Provide explanation of "other" deductions on signatory page.

Fringe benefits are not paid as cash to Bart Turner: explanation is included under "(c) exceptions" on signatory page.
(1) That I pay or supervise the payment of the persons employed by Sample Construction Company on the above project, as described below:

Robin Street Apartments, Delafield, WI

18 day of 4, 2010, and ending the 24 day of 4, 2010

all persons employed or paid by Sample Construction Company, that no rebates have been or will be made either directly or indirectly to or on behalf of said

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (40 Stat. 948, 63 Stat. 108, 73 Stat. 947, 79 Stat. 357, 40 U.S.C. § 3140), and described below:

Alex Driver - HUSB - other deductions - $95 for child support

Explanation of "other"

(2) That any payrolls otherwise required under this contract to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ — in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs on behalf of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ — Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

<table>
<thead>
<tr>
<th>EXCEPTION (Craft)</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Equipment Rotary Drill Group 4</td>
<td>paid directly to plan: health &amp; dental at $12.50 per hour and Pension at $6.25 per hour</td>
</tr>
</tbody>
</table>

Explanation of exception to fringe benefits

Remarks:

NAME AND TITLE
Robert Sample, Owner

SIGNATURE

THE WILLFUL FRAUDULENT SUBMISSION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CRIMINAL PROSECUTION, SEE SECTION 1001 OF TITLE 18 AND SECTION 251 OF TITLE 31 OF THE UNITED STATES CODE.