



CITY OF CLEVELAND
Mayor Frank G. Jackson

PAYROLL SIGNATURE AUTHORIZATION

City of Cleveland
Office of Equal Opportunity
Prevailing Wage Compliance
601 Lakeside Avenue, Room 335
Cleveland, Ohio 44114

Phone: 216.664.4151 • Fax: 216.664.3870 • Email: PWcoordinator@city.cleveland.oh.us • Hours: 8 am to 5 pm Weekdays

PROJECT INFORMATION			
PROJECT NAME:		DATE:	
FEDERAL WAGE DECISION & MODIFICATION #:		CITY CONTRACT #:	
CONTRACTOR INFORMATION			
CONTRACTOR:		PHONE:	
MAIN CONTACT:		EMAIL:	
PAYROLL ADMINISTRATOR(S) & OTHER DESIGNEE(S)			
The following individuals will serve as the authorized signatory party for weekly certified payroll reports and may speak on behalf of our company regarding the weekly data entry of payroll reports on the aforementioned contract on our behalf:			
1.	EMPLOYEE NAME:	TITLE:	
	EMPLOYEE SIGNATURE:	DATE:	
	EMAIL ADDRESS:	PHONE:	
2.	EMPLOYEE NAME:	TITLE:	
	EMPLOYEE SIGNATURE:	DATE:	
	EMAIL ADDRESS:	PHONE:	
COMPLETE & ATTACH ANOTHER FORM IF YOU HAVE ADDITIONAL PAYROLL ADMINISTRATORS & OTHER DESIGNEE(S)			
COMPANY OFFICIAL	TITLE	SIGNATURE	DATE

IMPORTANT: You are **required to notify (1) the City of Cleveland and (2) the Prime Contractor in writing** via e-mail, fax, LCPtracker, or mail with any changes, additions, or deletions in **personnel roles** prior to submission of a payroll "statement of compliance" with their authorization and/or signature.

STATEMENT REQUIRED BY REGULATIONS, PARTS 3 AND 5: While the "statement of compliance" that accompanies payroll reports need not be notarized, the statement is subject to the penalties provided by 18 U.S.C. § 1001, namely, a fine, possible imprisonment of not more than 5 years, or both. Accordingly, the party signing this statement should have knowledge of the facts represented as true.

DIRECTIONS FOR COMPLETED FORM:

1. Upload completed Form to LCP tracker (<https://lcprod.lcptracker.net/>).
2. Email completed Form to Prime Contractor and the Project's Prevailing Wage Coordinator.