



**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 44A:**    **LBE Compliance Report:**  
*(When required by contract. 1 original with every payment; if no LBE worked this period, submit form stating so).*
- \_\_\_\_\_ **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