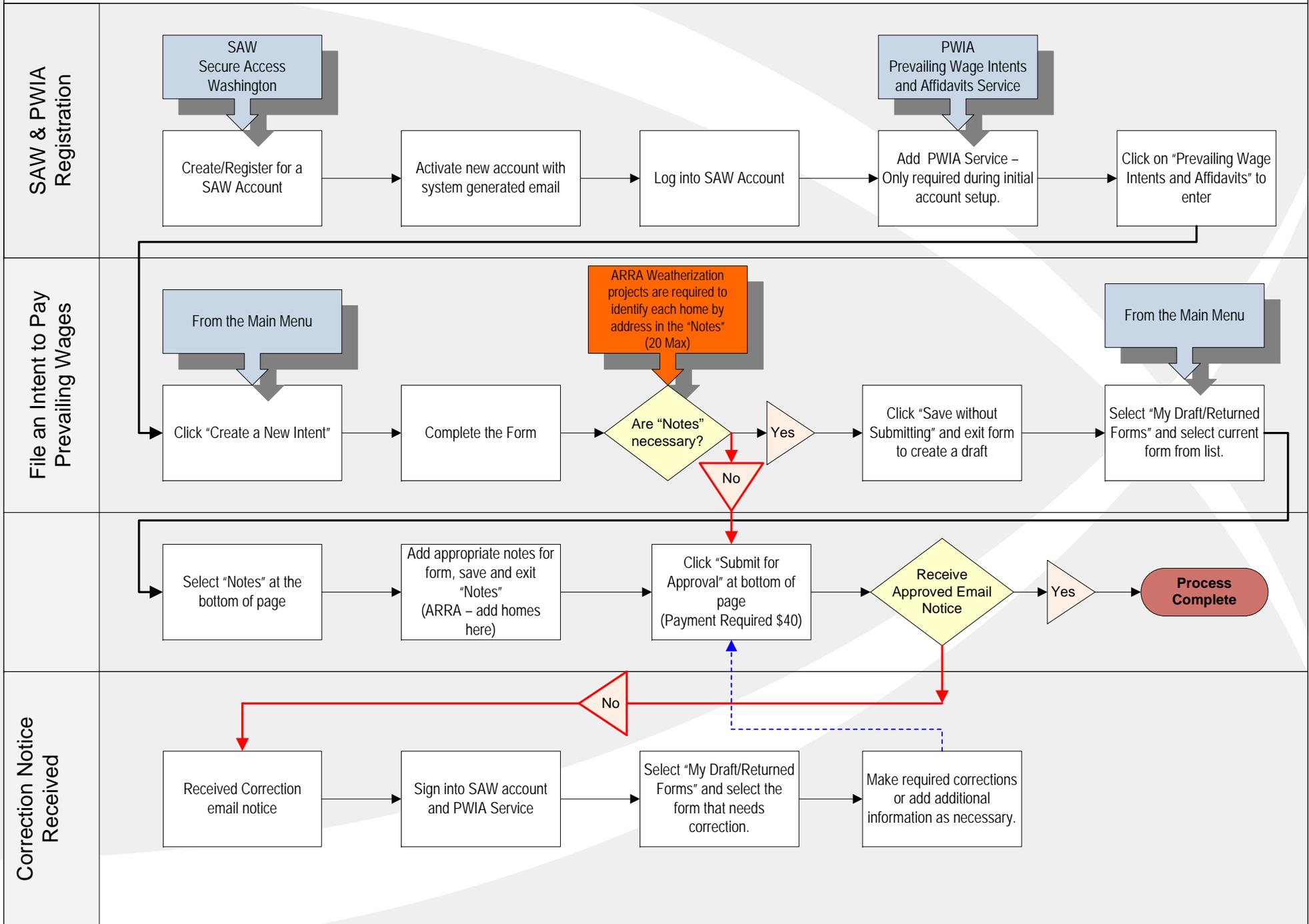


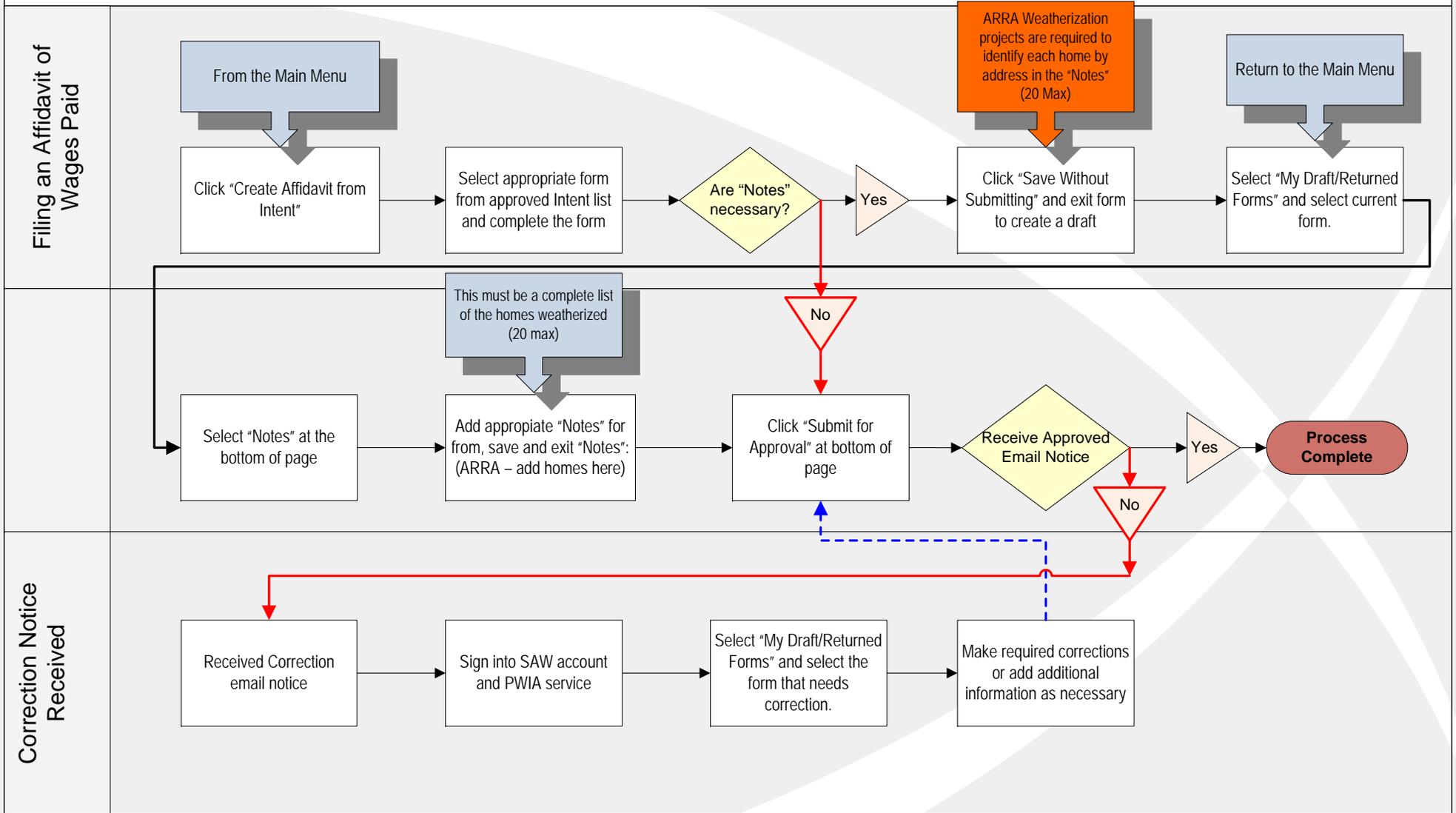
Prevailing Wage Filing Instructions



Washington State Department of
Labor & Industries



Process for Filing on ARRA Funded Projects:



Instructions for Registering and Filing for Prevailing Wage Intents and Affidavits (PWIA)

Registration

Step 1: Create an account with Secure Access Washington (SAW) at: <https://secureaccess.wa.gov>. This is the website to visit anytime you need to access the PWIA system.

SecureAccess Washington Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secureaccess.wa.gov/>

SAW SecureAccess WASHINGTON

Login to your SecureAccess Washington Account

User ID:

Password:

login

Do not have an account? [Create one](#)

[Forgot your User ID?](#)
[Forgot your password?](#)
[Haven't received activation email?](#)
[Activate your account](#)

[Privacy Notice](#) [Help](#)

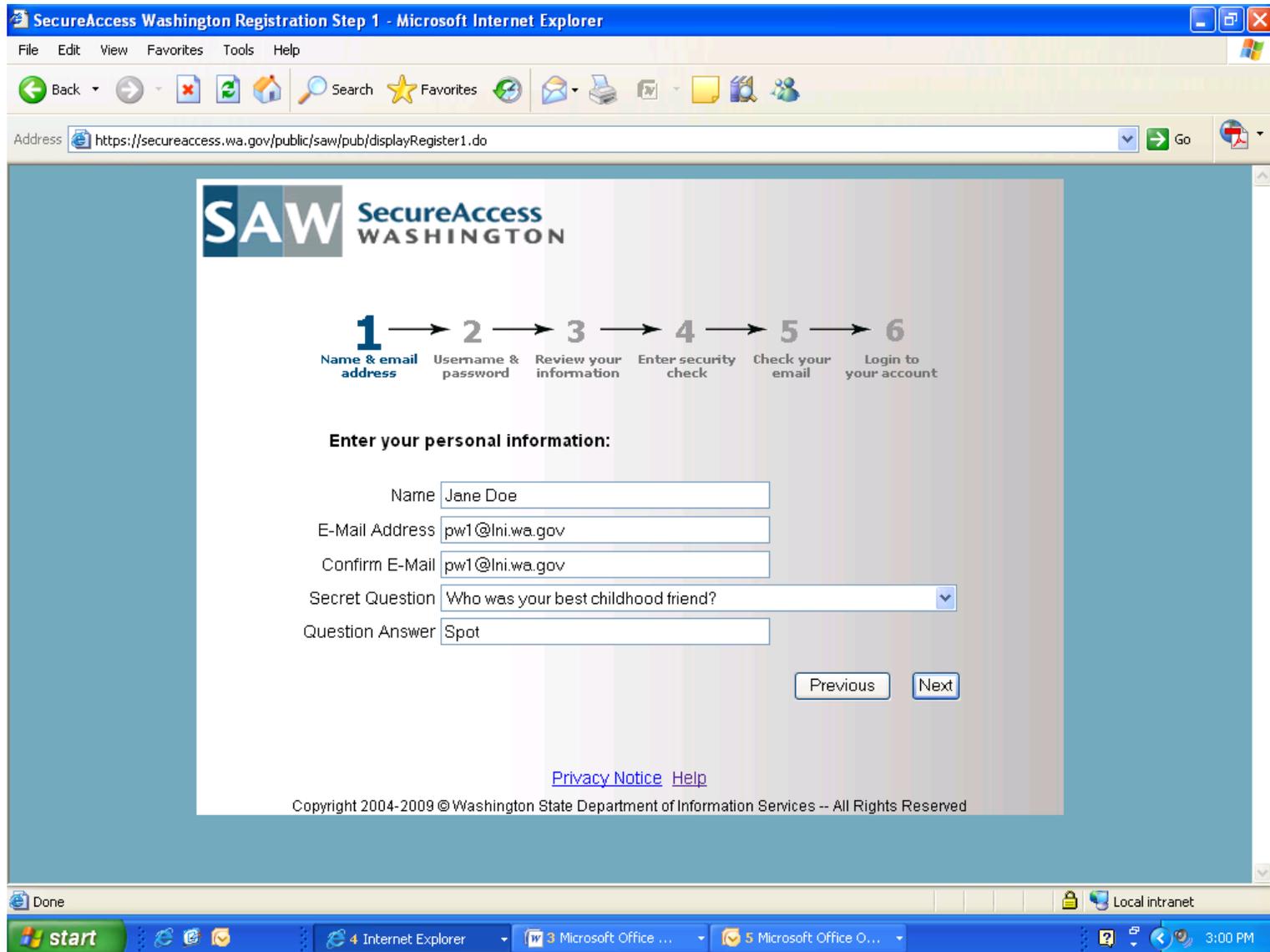
Copyright 2004-2009 © Washington State Department of Information Services --

start 5 Internet Explorer February 18.docx - ... Sean's Draft Instruc... Microsoft Outlook 11:37 AM

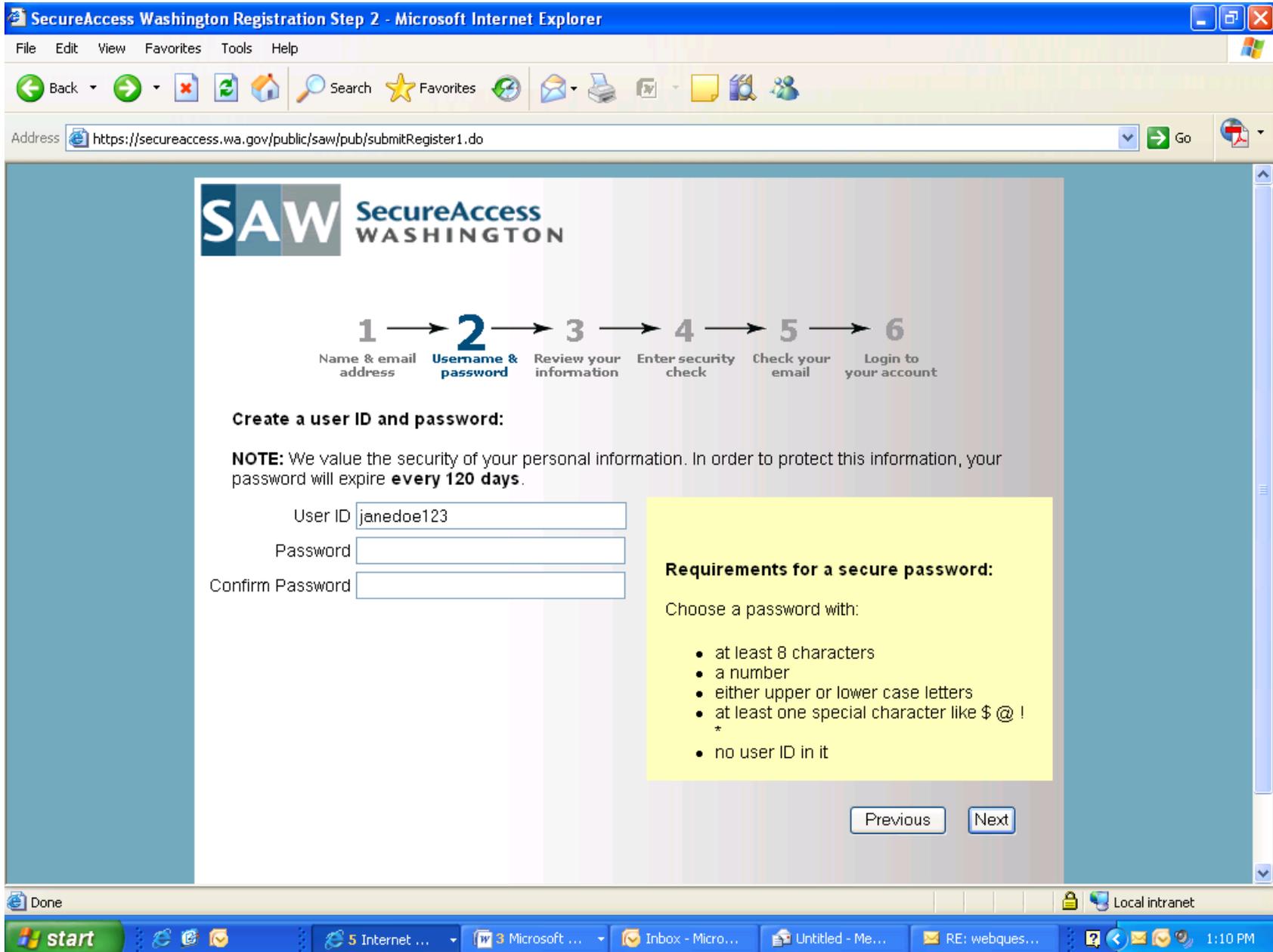
Step 2: Select Start

The screenshot shows a Microsoft Internet Explorer browser window titled "SecureAccess Washington Registration - Microsoft Internet Explorer". The address bar displays the URL "https://secureaccess.wa.gov/public/saw/pub/displayRegister.do". The main content area features the "SAW SecureAccess WASHINGTON" logo at the top left. Below the logo is a horizontal flowchart with six numbered steps connected by arrows: 1 → 2 → 3 → 4 → 5 → 6. Each step is labeled with a description: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Below the flowchart, a paragraph explains that SecureAccess Washington (SAW) allows users to access multiple online government services with a single user ID and password, mentioning agencies like L&J, Ecology, and DSHS. A "Start" button is centered below the text. At the bottom of the content area, there are links for "Privacy Notice" and "Help", and a copyright notice: "Copyright 2004-2009 © Washington State Department of Information Services -- All Rights Reserved". The browser's taskbar at the bottom shows the Windows Start button, several open applications (Internet Explorer, February 18..., Sean's Draft..., Document2 - ...), and the system tray with the time 11:46 AM.

Step 3: Begin creating an account with SAW by filling out your name, an email address and a secret question and answer. If more than one person in your office will be using this account, you may want to think about what name and email address to enter. The email address that you enter here will be the address that receives notices of form approvals, as well as correction notices.



Step 4: Create a username and password. Passwords need to have at least one number and one special character, such as ! \$ or @. For example John@456



Your password will expire every 120 days if you do not access your SAW account regularly. If your password expires there is a "Forgot my password button at the first screen.

SecureAccess Washington Registration Step 2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secureaccess.wa.gov/public/saw/pub/submitRegister1.do> Go

SAW SecureAccess WASHINGTON

1 → 2 → 3 → 4 → 5 → 6
Name & email address Username & password Review your information Enter security check Check your email Login to your account

Create a user ID and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**.

User ID

Password

Confirm Password

Previous Next

[Privacy Notice](#) [Help](#)

Done Local intranet

start 4 Internet Explorer 3 Microsoft Office ... 5 Microsoft Office O... 3:02 PM

Step 5: Review and print your new account information. If you need to make a change, select the button labeled “Previous.”

SecureAccess Washington Registration Step 3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://secureaccess.wa.gov/public/saw/pub/submitRegister2.do> Go

SAW SecureAccess WASHINGTON

1 → 2 → **3** → 4 → 5 → 6

Name & email address Username & password **Review your information** Enter security check Check your email Login to your account

Review Information:

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**

Name: Jane Doe
E-Mail Address: pw1@lni.wa.gov
User ID: janedoe321
Password: John@456
Secret Question: Who was your best childhood friend?
Answer: Spot

**Go back to the previous page to make changes.
Continue to the next page if the information is correct.**

You may want to [PRINT](#) this page for your records.

Previous Next

Done Local intranet

start 4 Internet Explorer 3 Microsoft Office ... 5 Microsoft Office O... 3:03 PM

Step 6: Security Check. Enter the letters and numbers that you see in the box. You may use all lower case letters.

SecureAccess Washington Registration Step 4 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secureaccess.wa.gov/public/saw/pub/displayRegister4.do> Go

SAW SecureAccess WASHINGTON

1 → 2 → 3 → **4** → 5 → 6

Name & email address Username & password Review your information **Enter security check** Check your email Login to your account

Please enter the security code (Not case-sensitive):
The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: (Click [here](#) if you cannot read the code)

Previous Submit

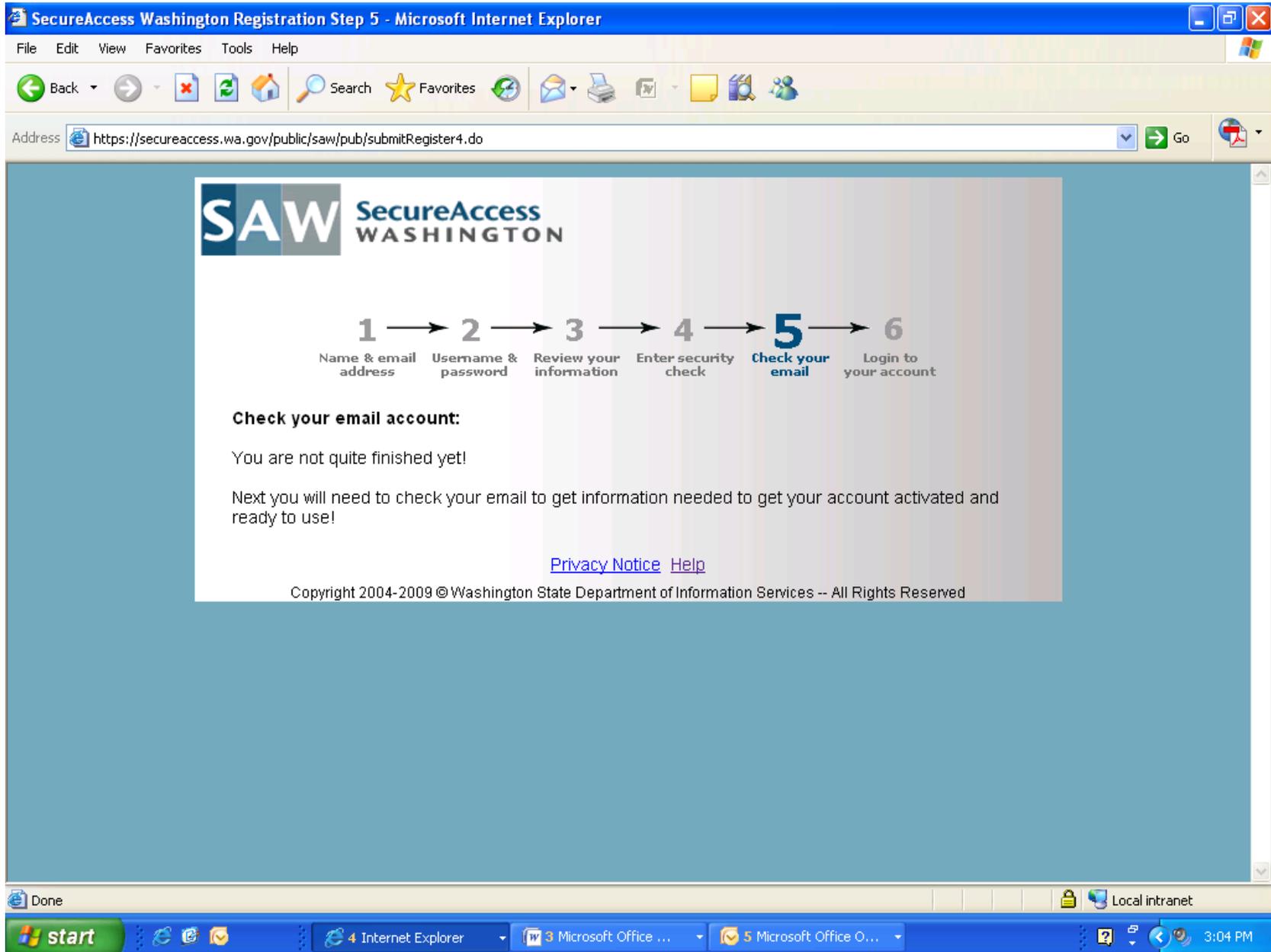
[Privacy Notice](#) [Help](#)

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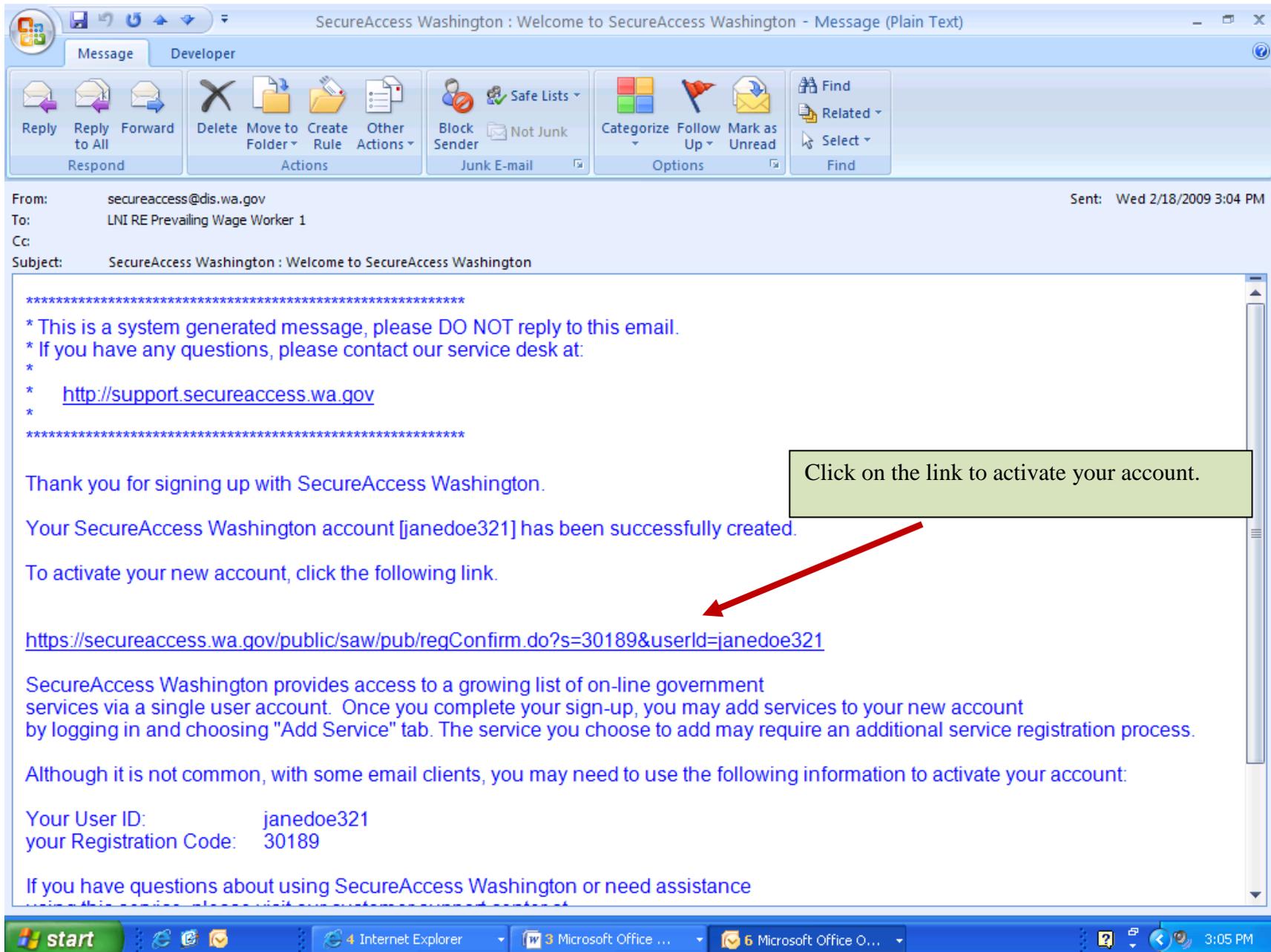
Done Local intranet

start 4 Internet Explorer 3 Microsoft Office ... 5 Microsoft Office O... 3:04 PM

Step 7: The system will send an automated email to the email address you listed. Check your email to verify the account.



STEP 6. You will receive an email with the subject: “SecureAccess Washington: Welcome to SecureAccess Washington” Click the link in this email to activate your new account.



Step 7: Log back in to SAW.

SecureAccess Washington Registration - Registration Complete! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=30189&userId=janedoe321> Go

SAW SecureAccess WASHINGTON

1 → 2 → 3 → 4 → 5 → **6**

Name & email address Username & password Review your information Enter security check Check your email **Login to your account**

Your SecureAccess Washington account has been activated.
To continue the registration for available services, please login below.

Login to your SecureAccess Washington Account

User ID

Password

Login

[Forgot your User ID?](#)
[Forgot your password?](#)

[Privacy Notice](#) [Help](#)

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Done Local intranet

start 4 Internet Explorer 3 Microsoft Office ... 6 Microsoft Office O... 3:08 PM

Step 8: You are now successfully logged into Secure Access Washington (SAW). Now you need to apply for the Prevailing Wage Intents and Affidavits service (PWIA.) Next, click on the Tab “Add a New Service.”

SecureAccess Washington - Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secureaccess.wa.gov/myAccess/saw/select.do> Go

SAW SecureAccess WASHINGTON

[My Secure Services](#) [Account Management](#) [About SecureAccess](#) [Help](#) [Logout](#)

Hello janedoe321

My Services

Service	Agency	Description	User Status	Action
No Services. Click here to add services				

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)
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Start here to add PWIA as a service.

start 4 Internet Explorer 3 Microsoft Office ... 6 Microsoft Office O... Local intranet 3:08 PM

Step 9: Select Department of Labor and Industries

SecureAccess Washington - Add a Service (Agency List) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://secureaccess.wa.gov/myAccess/saw/myFortress/displayAgencies.do?section=addService> Go

SAW SecureAccess WASHINGTON

[My Secure Services](#) [Account Management](#) [About SecureAccess](#) [Help](#) [Logout](#)

Hello janedoe321

My Services Add a New Service

Select an agency below to see a list of services:

- [Department of Ecology](#)
- [Department of Labor and Industries](#)
- [Employment Security Department](#)
- [Workforce Training and Education Board](#)

Service code:

If you have been given a service code, enter it below to apply for access to the service.

Search services by keywords:

Enter keyword(s) below to find related services. Leave field blank to display all services.

Select Department of Labor and Industries.

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)

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Shortcut to serviceList.do?domain=LNI (secure Web site) Local intranet

start 4 Internet Explorer 3 Microsoft Office ... 6 Microsoft Office O... 3:09 PM

Step 10: Click on the Apply button for Prevailing Wage Intents and Affidavits.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://secureaccess.wa.gov/myAccess/saw/myFortress/serviceList.do?domain=LNI>. The page title is "SecureAccess Washington - Add a Service (Service List)". The user is logged in as "janedoe321".

The main heading is "Add a Service to Your Account". Below it, there is a note: "Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list." There are navigation links for "All Agencies" and "Department of Labor and Industries".

Action	Service Name	Description
<input type="button" value="Apply"/>	Claim & Account Center	Check the status of workers' compensation claims or employer accounts, or file employer quarterly reports. more Privacy Notice
<input type="button" value="Apply"/>	Contract Restricted Premium Status	Restricted for government entities only. Use Verify Workers Comp Premium Status search to check if a business has an active workers comp insurance account. more Privacy Notice
<input type="button" value="Apply"/>	Electronic Permit and Inspection System	Purchase electrical and alteration of manufactured home permits with credit cards and contractor deposit accounts. Manage and review related inspection activity. more Privacy Notice
<input type="button" value="Apply"/>	Prevailing Wage Intents and Affidavits	Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms. more Privacy Notice
<input type="button" value="Apply"/>	Provider Express Billing	Allows for the upload of billing files in a legacy or HIPAA format. Also allows for the download of Remittance Advice, 997, and TA1 transactions. more Privacy Notice

A red arrow points from the "Apply" button in the "Prevailing Wage Intents and Affidavits" row to a green callout box containing the text: "Apply for the Prevailing Wage Intents and Affidavits Service here."

Step 11: Fill out the Application Form by entering your contact information and company information. Then click on Register.

SecureAccess Washington - Service Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secureaccess.wa.gov/myAccess/saw/myFortress/registerServiceDisplay.do>

If you are performing work that does not require construction contractor registration or an electrical contractor license (e.g. truck driving, surveying, manufacturing, etc.) or you are performing work that does require a licence and/or registration and you do not enter a contractor number, your application may be subject to further review.

Field Name	Field Value	Description
*First Name	Jane	Enter first name
Middle/Other Name		Enter middle/other name
*Last Name	Doe	Enter last name
*Phone Number	360-123-4567	Enter your phone number, area code first (###-###-####)
Phone Num Extn		Enter your phone number extension
*Email Address	pw1@lni.wa.gov	Enter the email address that will be used to send approval notices etc
*Company Name	Jane Doe's Plumbing	Enter your company name
Contractor Registration Num	JANEDOE456A	If you have a contractor registration or electrical license number you must enter it here.
*UBI	600123456	Enter your Unified Business Identifier (UBI) (numbers only, no spaces or dashes)
Addn'l Registration # or UBI		Enter another contractor registration number or UBI that you will use to file under
Tie to an existing cert or logon?	<input type="checkbox"/>	Tie this user to an existing digital certificate or logon in PWIA

Register Clear Cancel (*) indicates a required field

Register

My Secure Services | Account Management | About SecureAccess | Help | Logout | Privacy Notice

Local intranet

start 4 Internet Explorer 3 Microsoft Office ... 6 Microsoft Office O... 3:32 PM

Now when you click on My Services, Prevailing Wage Intents and Affidavits should be an active service.



Under the My Services Tab you will find Prevailing Wage Intents and Affidavits as an active service. You can now begin filling out Intents and Affidavits!

The screenshot shows a web browser window titled "SecureAccess Washington - Services - Microsoft Internet Explorer". The address bar displays "https://secureaccess.wa.gov/myAccess/saw/myFortress/home.do". The page content includes the "SAW SecureAccess WASHINGTON" logo and a navigation menu with "My Secure Services", "Account Management", "About SecureAccess", "Help", and "Logout". A greeting "Hello janedoe321" is shown above a "My Services" tab and an "Add a New Service" button. A table lists the following service:

Service	Agency	Description	User Status	Action
Prevailing Wage Intents and Affidavits	Department of Labor and Industries	Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms.	Active	Remove

At the bottom of the page, there are links for "My Secure Services", "Account Management", "About SecureAccess", "Help", "Logout", and "Privacy Notice", along with a copyright notice: "Copyright 2004-2009 © Washington State Department of Information Services -- All Rights Reserved". The Windows taskbar at the bottom shows the Start button, Internet Explorer, and two Microsoft Office applications.

Filing an Intent:

Step 1: Click on “My Services” and select “Prevailing Wage Intents and Affidavits” service.

The screenshot displays the SecureAccess Washington (SAW) web application interface. The browser window title is "SecureAccess Washington - Services - Windows Internet Explorer". The address bar shows the URL: <https://test-secureaccess.wa.gov/myFortress/saw/select.do>. The page header includes the SAW logo and navigation links: [My Secure Services](#), [Account Management](#), [About SecureAccess](#), [Help](#), and [Logout](#). Below the header, the user is greeted with "Hello RachyAnne04". The "My Services" section is active, showing a table of services. The table has columns for Service, Agency, Description, User Status, and Action. One service is listed: "Prevailing Wage Intents and Affidavits (pre-prod)" under the "Labor & Industries" agency, with a description of "Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms." The user status is "Active" and there is a "Remove" link in the action column. At the bottom of the page, there are links for [My Secure Services](#), [Account Management](#), [About SecureAccess](#), [Help](#), [Logout](#), and [Privacy Notice](#), along with a copyright notice: "Copyright 2004-2009 © Washington State Department of Information Services -- All Rights Reserved". The Windows taskbar at the bottom shows the Start button and several open applications, including "SecureAccess Washin...", "Display Contractor Lic...", "Inbox - Microsoft Out...", "Corrections for Forms...", and "Document2 - Microsof...". The system clock shows 3:19 PM.

Service	Agency	Description	User Status	Action
Prevailing Wage Intents and Affidavits (pre-prod)	Labor & Industries	Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms.	Active	Remove

Step 2: Click “Accept” to certify your authorization and information for submitting Prevailing Wage Intents and Affidavits.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://test-secureaccess.wa.gov/lni/pwia/LegalConfirm.asp>. The page content includes the Department of Labor and Industries logo and the title "Prevailing Wage Intents & Affidavits Electronic Filing System".

By accepting below, I

1. Certify that I am an authorized representative of the company for which I submit Intents and Affidavits through the Prevailing Wage Intent & Affidavit system.
2. Certify that all information I provide is correct and that all workers are paid no less than the prevailing wage rate as determined by the industrial statistician of the Department of Labor and Industries.
3. Understand that contractors who violate prevailing wage laws, i.e. incorrect classification/scope of work, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay back wages due to workers.

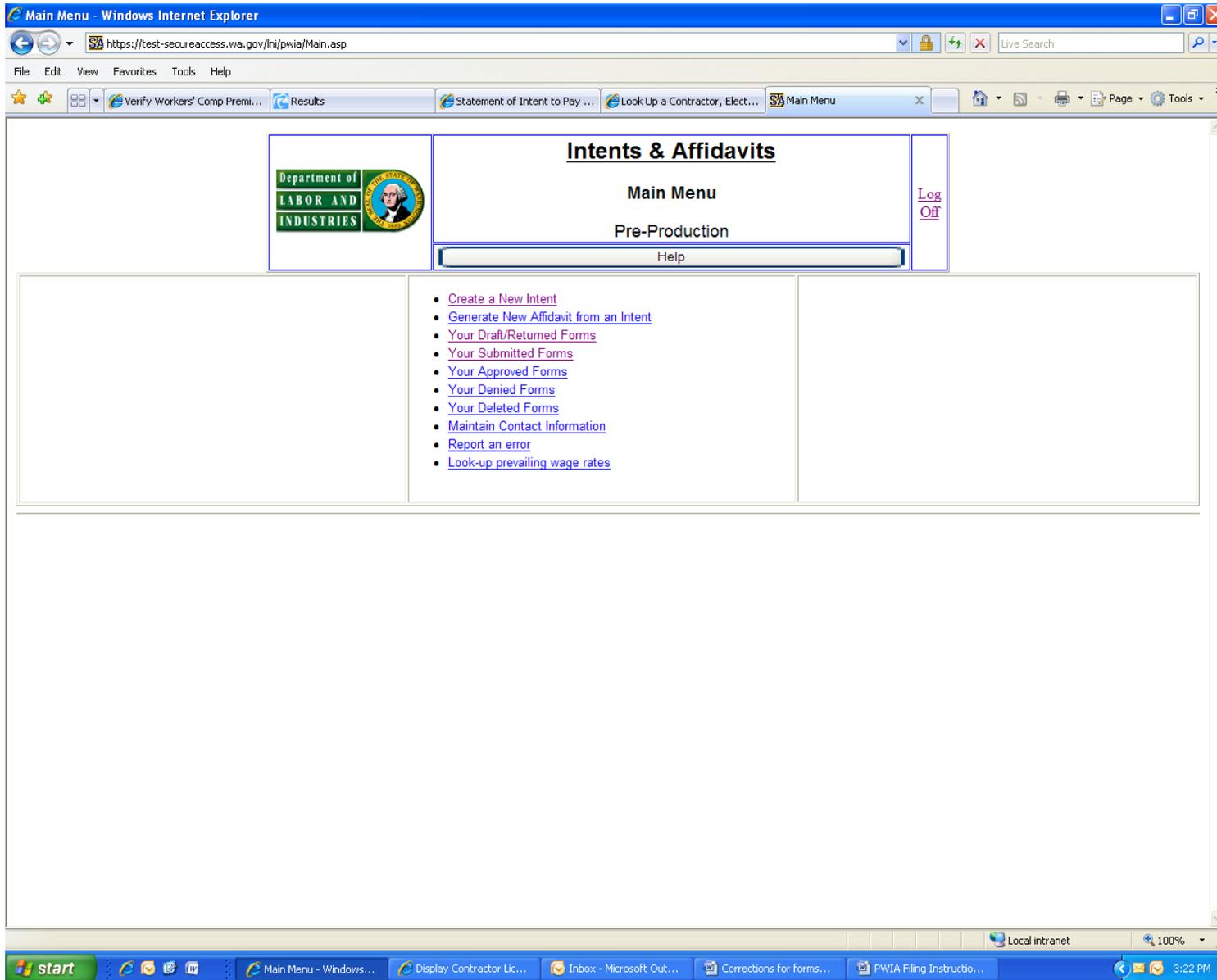
Approval of Intents and Affidavits will be based on the information provided by you. It does not signify approval of the classifications of labor used by the contractor.

Usage of this web site and its applications subject to [L&I's privacy & security statement](#).

L&I is an [Equal Opportunity Employer](#).

The bottom of the browser window shows the Windows taskbar with the Start button, several open applications, and the system tray displaying the time as 3:21 PM.

Step 3: Click on “Create a New Intent.”



Step 4: Complete the form by entering project information. Click on “Submit for Approval” and skip to Step 8 unless more information is required in the “Notes” section. To enter into “Notes,” click on “Save Without Submitting” to add appropriate information to the form. Save and exit the form to complete the next steps.

IMPORTANT! ARRA Weatherization projects are required to identify each home by address in the “Notes”, 20 max)

1. Enter the company name for your contractors as usual, for example J.D. Electric, or Jim’s Plumbing. For contracts performed by your own employees enter your Community Action Program (CAP) name.
2. Enter Public Agency Name. This is your CAP name for you and your contractors.
3. Enter “ARRA Weatherization, See List” as the Project Name.
4. Enter your assigned contract number and applicable bid, award, and start dates.
5. Enter CAP name for Prime Contractors if you are self-performing the work (using your own employees only). Your sub-contractors would also use your CAP name here for filing their intent. If you hired another party to serve as the prime contractor, both the prime and sub-contractor(s) would enter the hired contractor’s name.
6. Complete the rest of the form as usual.
7. Click on “Save Without Submitting” to list project location(s), up to 20 max, in “Notes “section. Exit the form to complete the next step.

Step 5: Select “Your Draft/Returned Forms.”

The screenshot shows a web browser window titled "Main Menu - Windows Internet Explorer". The address bar displays the URL "https://test-secureaccess.wa.gov/lni/pwia/Main.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field.

The main content area is titled "Intents & Affidavits" and features a "Main Menu" section with the following items:

- Department of LABOR AND INDUSTRIES (with logo)
- Log Off
- Help

Below the main menu, there is a list of links:

- [Create a New Intent](#)
- [Generate New Affidavit from an Intent](#)
- [Your Draft/Returned Forms](#)
- [Your Submitted Forms](#)
- [Your Approved Forms](#)
- [Your Denied Forms](#)
- [Your Deleted Forms](#)
- [Maintain Contact Information](#)
- [Report an error](#)
- [Look-up prevailing wage rates](#)

The browser's status bar at the bottom shows "Done", "Local intranet", and "100%". The Windows taskbar at the very bottom displays the "start" button and several open applications, including "Main Menu - Windows...", "Inbox - Microsoft Out...", "Corrections for forms...", and "PWIA Filing Instructio...". The system clock shows "8:22 AM".

Step 6: Select the current draft form.

Intents & Affidavits
Draft/Returned Forms List
Pre-Production

[Log Off](#)

[Return to Main Menu](#) [Help](#)

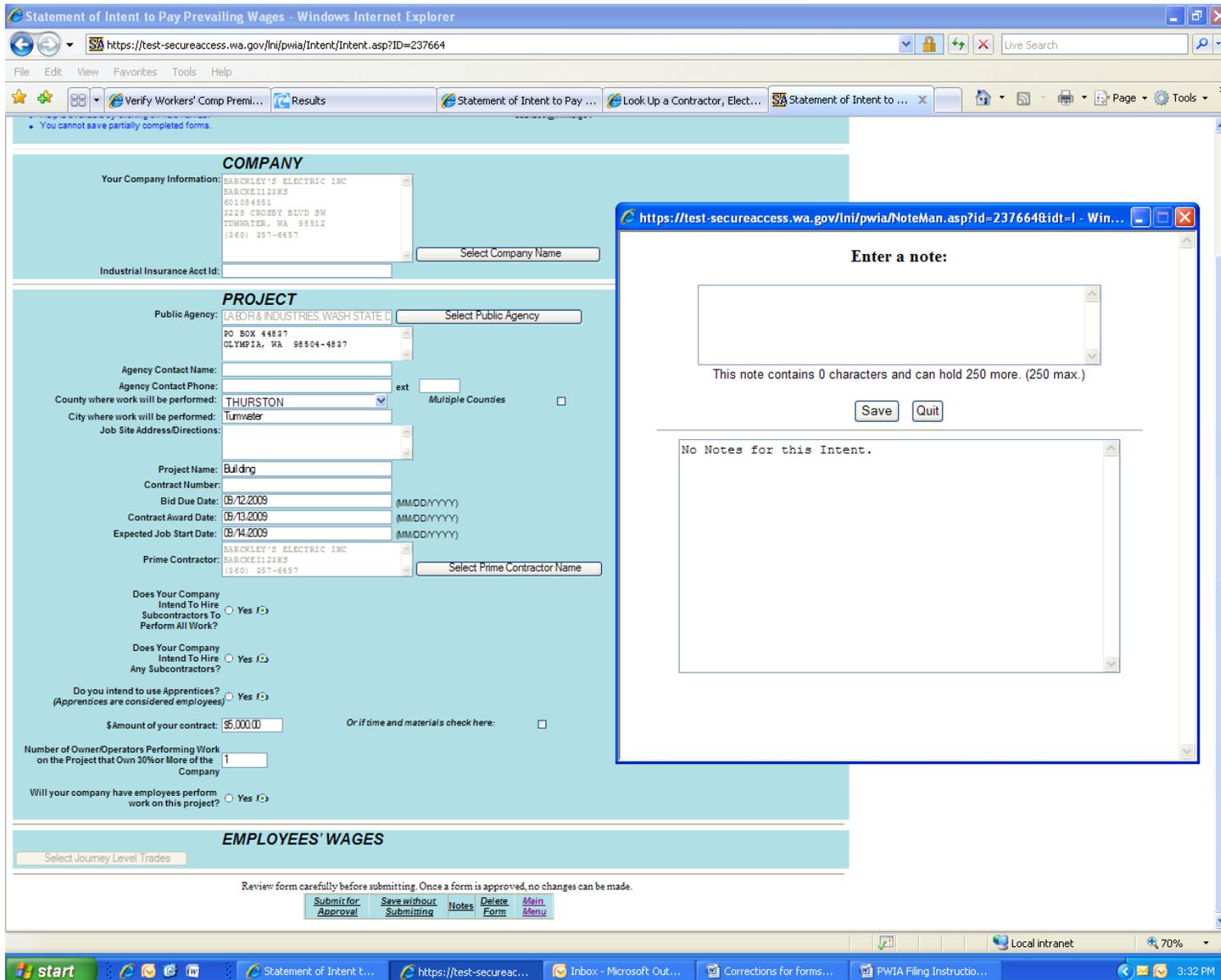
1 records found.

To open a form, click anywhere on the line

Type:Id	Date Worked	Contractor Name	Public Agency	Project Name	Status
Intent:237665	10/21/2009	BARCKLEY'S ELECTRIC INC	LABOR & INDUSTRIES, WASH STATE		Draft

Step 7: Click on “Notes” at the bottom of the page to enter additional information as required. Save and exit “Notes.” Click on “Submit for Approval.”

IMPORTANT! ARRA Weatherization projects are required to identify each home by address in the “Notes” (20 max)



Step 8: Complete payment information and click "Submit."

The screenshot shows a web browser window with the URL <https://test-secureaccess.wa.gov/lni/pwia/Payment/ChargeIt.asp?ID=237664&TYPE=I>. The page title is "Intents & Affidavits" and the main heading is "Payment Wage Intent & Affidavit Form Filing Payment". Below this, it says "Pre-Production".

On the left, there is a logo for the Department of Labor and Industries. On the right, there is a "Log Off" link.

A notice states: "Prevailing Wage Intents & Affidavits Filing Fees will increase to \$40 on July 1, 2008. The 2008 legislative session, in EHB 3381, increased the fee for each Statement of Intent to Pay Prevailing Wages or Affidavit of Wages Paid to \$40 effective July 1, 2008."

Below the notice, there are logos for MasterCard and VISA, with the text "Currently only MasterCard and VISA are accepted."

The form fields are as follows:

- Card Holder**
 - FirstName:
 - LastName:
- Billing Address**
 - Street/POB:
 - City:
 - State or Province:
 - Country: UNITED STATES (dropdown menu)
 - Zip Code:
- Card Number**:
- CVN**:
- Expiration Date**
 - [Exp Month]:
 - [Exp Year]:

Below the form fields, there is a message: "Your credit card will be charged a non-refundable forms processing fee in the amount of forty US dollars (\$40.00). Do not use your browsers back button. Your transaction could take as long as 3 minutes to complete. Thank you."

At the bottom of the form, there are three buttons: "Submit", "Clear Form", and "Return to Form".

The browser's taskbar at the bottom shows the start button, several open windows, and the system clock showing 3:34 PM on 10/22/2009.

Step 9: Filing of Intent complete. You will receive an email indicating approval or corrections needed. To respond to correction email notice complete the following steps.

The screenshot shows a Windows Internet Explorer browser window displaying a payment confirmation page. The address bar shows the URL: <https://test-secureaccess.wa.gov/Ini/pwia/Payment/ProcessCharge.asp>. The page header includes the Department of Labor and Industries logo and the title "Intents & Affidavits" with a sub-header "Pre-Production". There are buttons for "Return to Main Menu" and "Help", and a "Log Off" link. A message states: "Please print this receipt for your records." with a "Print Receipt" button. Below this, a green message says: "Your payment has been processed and your form has been submitted." A table provides the following details:

Transaction Id	2560782870003337590820
Form Filed:	Intent
Form Id:	237664
Billing Information:	John Smith 123 A st Tumwater, WA 98512
Card and Number:	VISA #####1111
Amount Billed:	\$40.00

The browser's taskbar at the bottom shows the start button, several open browser tabs, an email inbox, and a taskbar clock showing 3:38 PM.

Step 10: Review notice for corrections needed.

State of Washington, Department of Labor & Industries: Prevailing Wage - Official Business - Message (HTML)

Message Insert Options Format Text

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Find
to All to All Folder Rule Rule Actions Sender Not Junk Up Unread Related
Respond Actions Junk E-mail Options Select Find

You forwarded this message on 10/20/2009 4:08 PM.

From: PW1@lhi.wa.gov
To: Bardley, Rachel (LNI)
Cc:
Subject: State of Washington, Department of Labor & Industries: Prevailing Wage - Official Business

Sent: Tue 10/20/2009 3:56 PM

Correction Notice

**Prevailing Wage Section
Department of Labor & Industries
PO Box 44540
Olympia, WA 98504-4540
(360) 902-5335**

Intent to Pay Wages

Company Name: BARCKLEY'S ELECTRIC INC	Intent Id 220852
Prime Contractor: BARCKLEY'S ELECTRIC INC	Proj. Name: Building
Contract Awarding Agency: LABOR & INDUSTRIES, WASH STATE	Contract #:
Company Returned To: BARCKLEY'S ELECTRIC INC	Date Received: 10/20/2009
	Date Returned: 10/20/2009

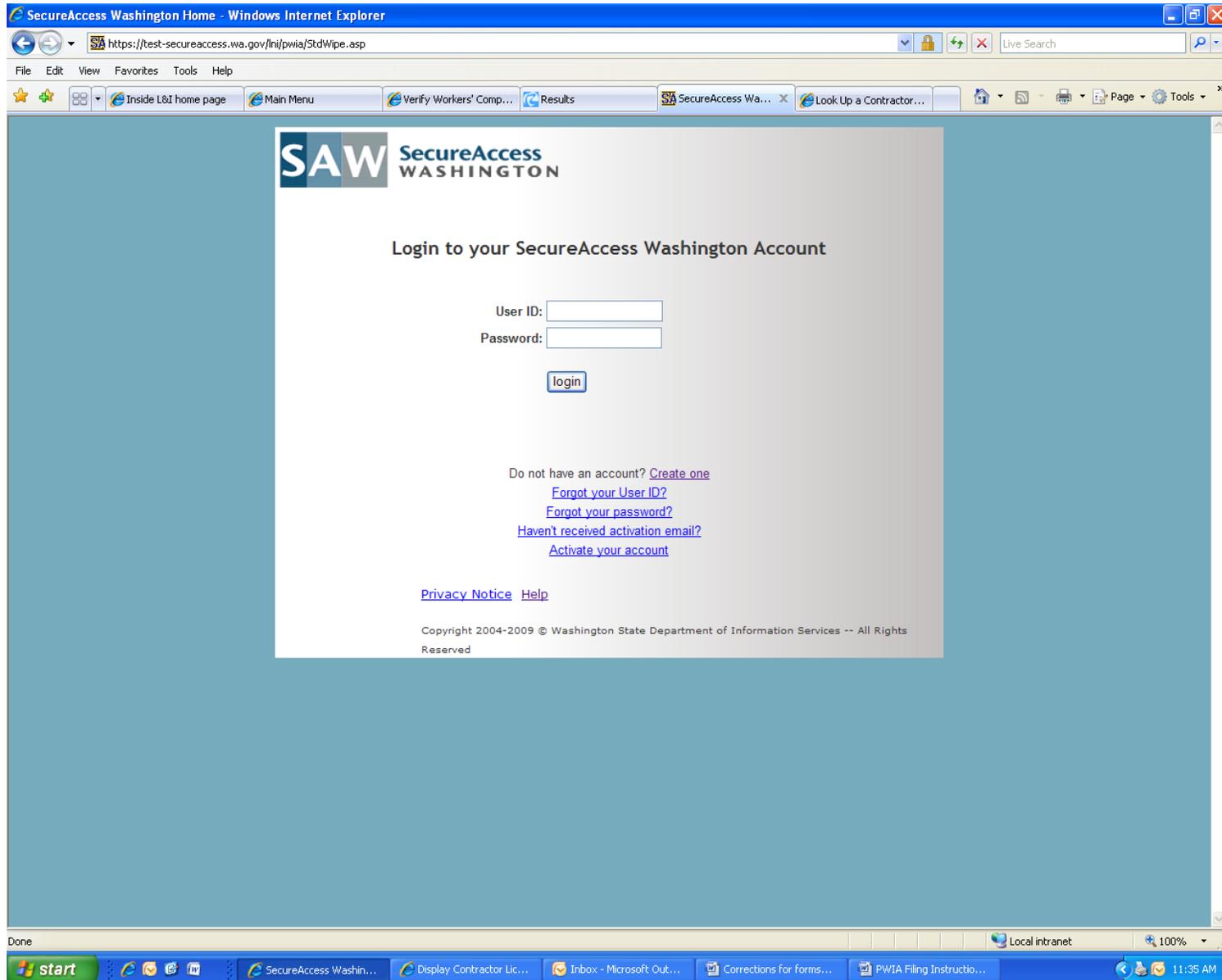
Your form has been returned for correction and can be found in "Your Draft/Returned Forms". Please make the corrections indicated below and re-submit. If needed, you may provide further information/explanation by using the "Notes" function at the bottom of the returned form.

Other:
Your form has been returned for correction and can be found in "your draft/returned forms". Please make the corrections indicated below and re-submit. If needed, you may provide further information/explanation by using the "notes" function at the bottom of the returned form. You have not listed any subcontractors, owner/operators or employees to perform work on this project. Please indicate who will be working on this project and resubmit your form. Thank you.

|

start | https://test-sec... | Inbox - Microso... | Prevailing Wage... | State of Washin... | 3 Microsoft Of... | Prevailing Wage... | W:\ | 3:41 PM

Step 11: Log into Secure Access Washington (SAW).



Step 12: Click on “My Services” and select “Prevailing Wage Intents and Affidavits” service.

SecureAccess WASHINGTON

My Secure Services | Account Management | About SecureAccess | Help | Logout

Hello RachyAnne04

My Services | Add a New Service

Service	Agency	Description	User Status	Action
Prevailing Wage Intents and Affidavits (pre-prod)	Labor & Industries	Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms.	Active	Remove

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)
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Step 13: Select “Your Draft/Returned Forms.”

The screenshot displays a web browser window titled "Main Menu - Windows Internet Explorer". The address bar shows the URL "https://test-secureaccess.wa.gov/lni/pwia/Main.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field. The browser's tab bar shows several open tabs, including "Inside L&I home page", "Main Menu", "Verify Workers' Comp Premi...", "Look Up a Contractor, Elect...", and "Main Menu".

The main content area of the browser displays the "Intents & Affidavits" main menu. The header section includes the Department of Labor and Industries logo on the left, the text "Intents & Affidavits" in the center, and a "Log Off" link on the right. Below the header, the text "Main Menu" and "Pre-Production" is displayed, followed by a "Help" link. The main content area contains a list of links:

- [Create a New Intent](#)
- [Generate New Affidavit from an Intent](#)
- [Your Draft/Returned Forms](#)
- [Your Submitted Forms](#)
- [Your Approved Forms](#)
- [Your Denied Forms](#)
- [Your Deleted Forms](#)
- [Maintain Contact Information](#)
- [Report an error](#)
- [Look-up prevailing wage rates](#)

The browser's status bar at the bottom shows "Done" and "Local intranet". The Windows taskbar at the bottom displays the "start" button, several application icons, and the system tray showing the time as 8:22 AM.

Step 14: Select returned form.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Intents & Affidavits' page. The page header includes the Department of Labor and Industries logo and the title 'Draft/Returned Forms List - Pre-Production'. There are buttons for 'Return to Main Menu' and 'Help', and a 'Log Off' link. Below the header, it states '1 records found.' and provides a link: 'To open a form, click anywhere on the line'. A table with one record is displayed below.

Type:Id	Date Worked	Contractor Name	Public Agency	Project Name	Status
Intent:237663	10/20/2009	BARCKLEY'S ELECTRIC INC	PULLMAN, CITY OF	wire Compton Union Building	Internet Correction Notice Sent

Step 15: Make required corrections or add additional information as necessary. Click “Submit for Approval” at bottom of page. Continue this process until you receive approved email notice. Then the filing process is complete.

Statement of Intent to Pay Prevailing Wages - Windows Internet Explorer

https://test-secureaccess.wa.gov/ini/pwia/Intent/Intent.asp?ID=237663

File Edit View Favorites Tools Help

Return to Main Menu Help

- Start by clicking on "Select Company Name"
- Do not press the browser's "Back" button or leave this screen or you may lose information
- Help is available by clicking on field names.
- You cannot save partially completed forms.

Rachel Barclay (360) 902-6312 ext. 2000 rbarclay@ini.wa.gov Status: Internet Correction Notice Sent

COMPANY

Your Company Information: [Dropdown menu]

Industrial Insurance Assn Id: \$3015001 [Select Company Name]

PROJECT

Public Agency: PULLMAN, CT Y OF [Select Public Agency]

Agency Contact Name: Brady O'Leary

Agency Contact Phone: (509) 534-8888 ext. []

County where work will be performed: WHITMAN Multiple Counties

City where work will be performed: PULLMAN

Job Site Address/Directions: 31 S East St S t Pullman, WA 99136

Project Name: Wm Compton Union Building

Contract Number: 1232U

Bid Due Date: 08/10/2008 (MM/DD/YYYY)

Contract Award Date: 08/12/2008 (MM/DD/YYYY)

Expected Job Start Date: 08/30/2008 (MM/DD/YYYY)

Prime Contractor: [Dropdown menu] [Select Prime Contractor Name]

Does Your Company Intend To Hire Subcontractors To Perform All Work? Yes No

Does Your Company Intend To Hire Any Subcontractors? Yes No

Do you intend to use Apprentices? (Apprentices are considered employees) Yes No

\$ Amount of your contract: \$50,000.00 Or if time and materials check here:

Number of Owner/Operators Performing Work on the Project that Own 50% or More of the Company: 2

Will your company have employees perform work on this project? Yes No

EMPLOYEES' WAGES

Select Journey Level Trades

Enter the rate of hourly wage, rate of hourly fringe benefits, and estimated number of workers. For additional help, click on the "WAGES" heading.

County	Trade	Occupation	Wage 00.00	Fringe 00.00	# of workers
<input type="checkbox"/> WHITMAN	ELECTRICIANS - INSIDE	JOURNEY LEVEL	\$42.00	\$3.05	2

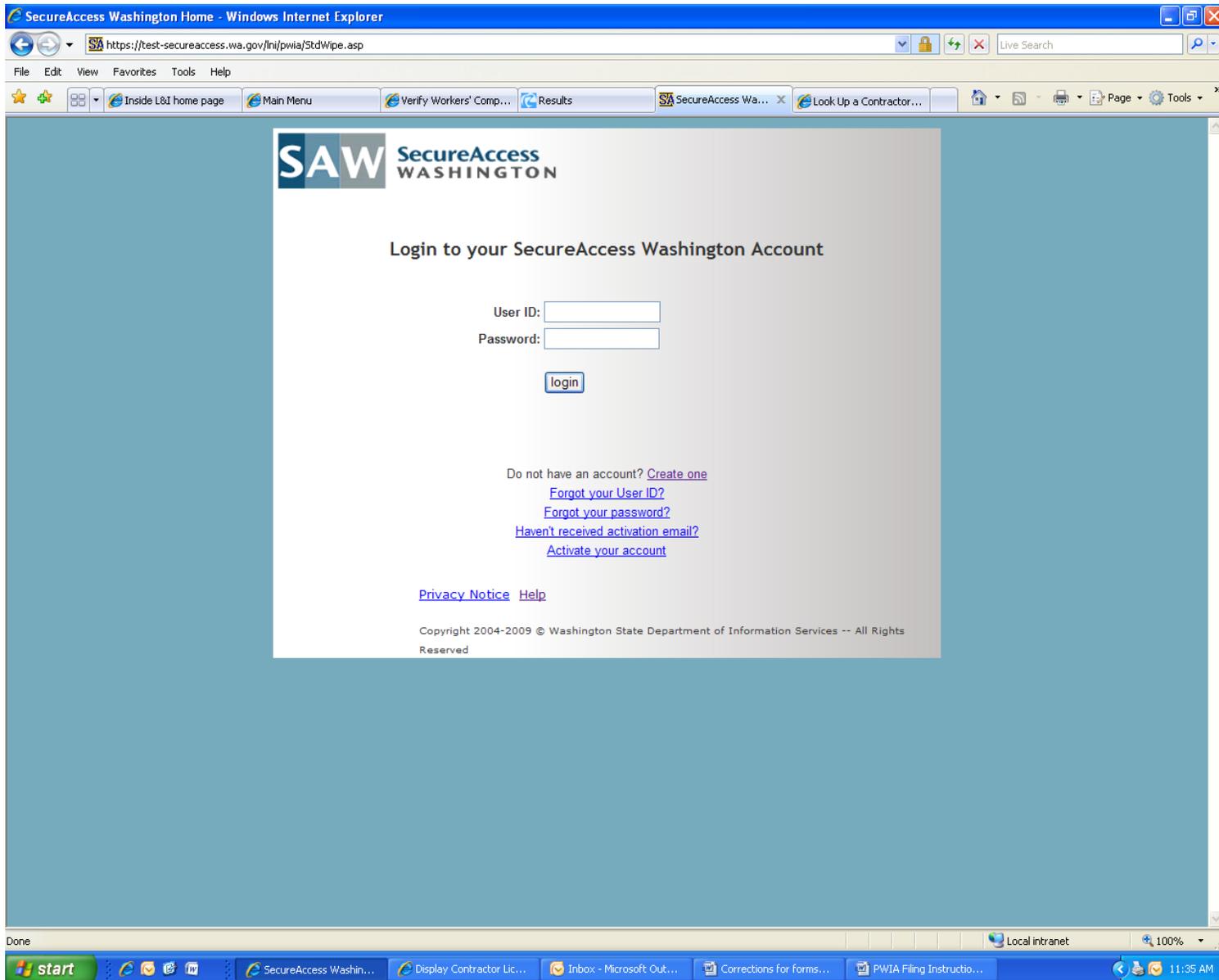
Review form carefully before submitting. Once a form is approved, no changes can be made.

Done Local intranet 60%

start Statement of Intent... https://test-secure... https://test-secure... Inbox - Microsoft O... Corrections for Form... PWIA Filing Instructi... 4:03 PM

Filing an Affidavit:

Step 1: Log into Secure Access Washington (SAW).



Step 2: Click on “My Services” and select “Prevailing Wage Intents and Affidavits” service.

SecureAccess Washington - Services - Windows Internet Explorer

https://test-secureaccess.wa.gov/myFortress/saw/select.do

File Edit View Favorites Tools Help

Inside L&I home page Main Menu Verify Workers' Comp... Results SecureAccess Wa... Look Up a Contractor...

SAW SecureAccess WASHINGTON

[My Secure Services](#) [Account Management](#) [About SecureAccess](#) [Help](#) [Logout](#)

Hello RachyAnne04

My Services

Service	Agency	Description	User Status	Action
Prevailing Wage Intents and Affidavits (pre-prod)	Labor & Industries	Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms.	Active	Remove

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)
Copyright 2004-2009 © Washington State Department of Information Services – All Rights Reserved

Done Local intranet 100%

start SecureAccess Wash... Inbox - Microsoft Out... Corrections for forms... PWIA Filing Instructio... 11:36 AM

Step 3: Click “Accept” to certify your authorization and information for submitting Prevailing Wage Intents and Affidavits.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://test-secureaccess.wa.gov/lni/pwia/LegalConfirm.asp>. The browser's address bar also shows a search box with the text "Live Search". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Inside L&I home page", "Main Menu", "Verify Workers' Comp...", "Results", "https://test-secure...", and "Look Up a Contractor...".

The main content area of the browser displays the "Department of LABOR AND INDUSTRIES" logo on the left. The title of the page is "Prevailing Wage Intents & Affidavits Electronic Filing System". Below the title, the text reads: "By accepting below, I".

1. Certify that I am an authorized representative of the company for which I submit Intents and Affidavits through the Prevailing Wage Intent & Affidavit system.
2. Certify that all information I provide is correct and that all workers are paid no less than the prevailing wage rate as determined by the industrial statistician of the Department of Labor and Industries.
3. Understand that contractors who violate prevailing wage laws, i.e. incorrect classification/scope of work, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay back wages due to workers.

Approval of Intents and Affidavits will be based on the information provided by you. It does not signify approval of the classifications of labor used by the contractor.

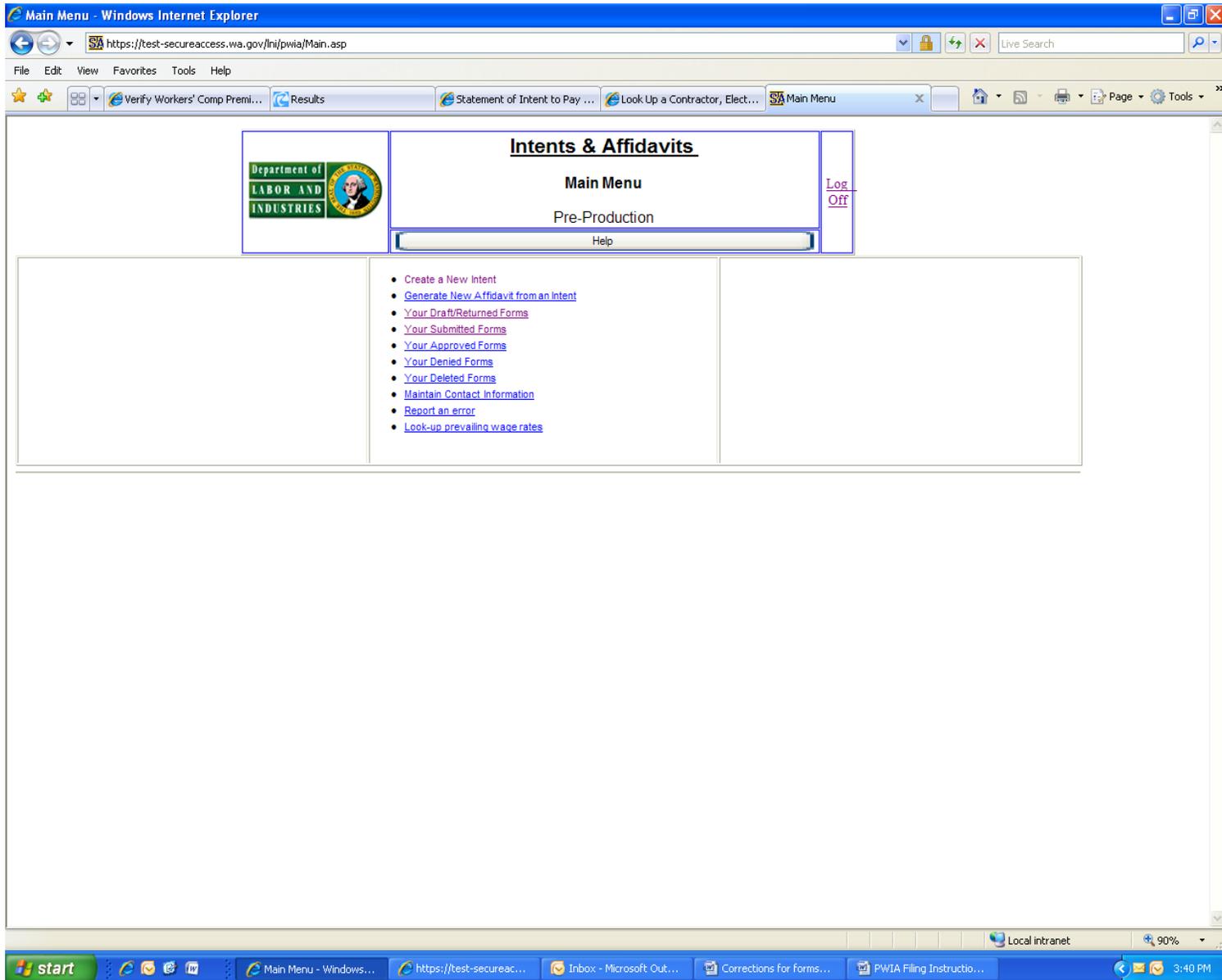
At the bottom of the main content area, there are two buttons: "Accept" and "Decline".

Below the buttons, the text reads: "Usage of this web site and its applications subject to [L&I's privacy & security statement](#)." Below this, it says "L&I is an [Equal Opportunity Employer](#)".

In the bottom left corner of the browser window, there is a logo for "access.washington" with the text "Washington State Information & Services".

The browser's status bar at the bottom shows "Done" on the left, "Local intranet" on the right, and "100%" zoom level. The Windows taskbar at the very bottom shows the "start" button, several icons, and the system tray with the time "11:37 AM".

Step 4: Click on “Generate New Affidavit from an Intent.”



Step 5: Click on the applicable Intent for completed project.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Intents & Affidavits' page. The page header includes the Department of Labor and Industries logo and the text 'Approved Forms List' and 'Pre-Production'. There are buttons for 'Return to Main Menu' and 'Help', and a 'Log Off' link. Below the header, there are date selection fields for 'From Date' (10/01/2008) and 'Thru Date' (10/20/2009), with a 'Show Me' button. The main content area states '1 records found.' and includes a blue instruction: 'To open a form, click anywhere on the line.' Below this is a table with the following data:

Type:Id	Contractor Name	Public Agency	Project Name	Approval Date
Intent237664	BARCKLEY'S ELECTRIC INC	LABOR & INDUSTRIES, WASH STATE	Building	10/20/2009

The browser's taskbar at the bottom shows several open applications, including 'Inbox - Microsoft Out...', 'Corrections for forms...', and 'PWIA Filing Instructio...'. The system clock shows 3:45 PM on 10/22/2009.

Step 6: Verify project information and click on “Generate Affidavit.”

Statement of Intent to Pay Prevailing Wage

Department of LABOR AND INDUSTRIES

Prevailing Wage Section
Department of Labor & Industries
PO Box 44540
Olympia, WA 98504-4540
(360) 902-5335

Print Form Generate Affidavit

Received: 10/20/2009 Intent Id: 237664 Status: Approved on 10/20/2009

COMPANY

Company Information: BARCKLEY'S ELECTRIC INC
BARCKEI123KS
601 084 851
3228 CROSBY BLVD SW
TUMWATER, WA 98512
(360) 357-6457

Payment Type: Electronic
Company Signature: Electronic

PROJECT

Public Agency: LABOR & INDUSTRIES, WASH STATE DEPT OF
PO BOX 44837
OLYMPIA, WA 98504-4837

County: THURSTON Multiple Counties? No
City: Tumwater
Project Name: Building

Contract Number:
Bid Due Date: 09/12/2009
Award Date: 09/13/2009
Prime Contractor: BARCKLEY'S ELECTRIC INC
BARCKEI123KS
(360) 357-6457

Does Your Company Intend To Hire Subcontractors To Perform All Work? No
Does Your Company Intend To Hire Any Subcontractors? No
Apprentices? No
\$ Amount: \$5,000.00 Time and Materials No
Number of Owners/Operators Performing Work on the Project that Own 30% or More of the Company. 1
Will your company have employees perform work on this project? No
Filed by: Rachel Barckley

EMPLOYEES' WAGES

Journey Level Trades/Occupations

Step 7: Verify project and employee information. Enter “Date Work Completed” and update “Job Start Date” as appropriate. Enter hours worked and any other employee updates under “Employee Wages,” as it applies. Click on “Submit for Approval” and skip to Step 11 unless “Notes” are required. To enter into “Notes,” click on “Save Without Submitting” to add appropriate information to the form. Save and exit the form to complete the next steps.

IMPORTANT! ARRA Weatherization projects are required to identify each home by address in the “Notes” (20 max)

Affidavit of Wages Paid
Pre-Production

Return to Main Menu Help

Start by clicking on "Select Company Name"
Do not press your browser's "Back" button or leave this screen or you may lose information
Help is available by clicking on field names.
You cannot save partially completed forms.

Rachel Barkley (360) 905-4312 ext. 689/235@lni.wa.gov
Status: Draft

COMPANY

Your Company Information:

Industrial Insurance Acct Id:

PROJECT

Public Agency: LABOR & INDUSTRIES, WASH STATE
PO Box 44 537
OL 350 92A, WA 98504-44 537

Agency Contact Name:
Agency Contact Phone:
County where work was performed: THURSTON
City where work was performed: Tumwater WA
Job Site Address/Directions:

Project Name: Building
Contract Number:
Date Incent Filed: 01/20/2009
Bid Due Date: 08/12/2009
Contract Award Date: 08/13/2009
Job Start Date: 08/14/2009
Date Work Completed: 08/15/2009
Prime Contractor:

Did Your Company Hire Subcontractors to Perform All Work? Yes
Did Your Company Hire Any Subcontractors? Yes
Amount of your contract: \$5,000.00
Number of Owner/Operators that Performed Work on the Project that Own 50% or More of the Company (If owner operator): 1
Did your company have employees perform work on this project? Yes

EMPLOYEES' WAGES

Select Journey Level Trades
Select Apprentice Trades

Review form carefully before submitting. Once a form is approved, no changes can be made.

Submit for Approval Save Without Submitting Notes Delete Form Main Menu

Step 8: Select “Your Draft/Returned Forms.”

The screenshot shows a Windows Internet Explorer browser window displaying the 'Intents & Affidavits' main menu. The browser's address bar shows the URL <https://test-secureaccess.wa.gov/ini/pwia/Main.asp>. The page features the Department of Labor and Industries logo on the left and a central menu titled 'Intents & Affidavits' with sub-sections 'Main Menu' and 'Pre-Production'. A 'Log Off' link is visible on the right. Below the menu, a list of links is provided:

- [Create a New Intent](#)
- [Generate New Affidavit from an Intent](#)
- [Your Draft/Returned Forms](#)
- [Your Submitted Forms](#)
- [Your Approved Forms](#)
- [Your Denied Forms](#)
- [Your Deleted Forms](#)
- [Maintain Contact Information](#)
- [Report an error](#)
- [Look-up prevailing wage rates](#)

The browser's taskbar at the bottom shows the Start button and several open applications, including 'Main Menu - Windows...', 'Inbox - Microsoft Out...', 'Corrections for forms...', and 'PWIA Filing Instructio...'. The system tray on the right indicates the time as 8:22 AM.

Step 9: Select the current draft form.

Department of LABOR AND INDUSTRIES

Intents & Affidavits

Draft/Returned Forms List

Pre-Production

[Log Off](#)

[Return to Main Menu](#) [Help](#)

1 records found.

To open a form, click anywhere on the line

Type:Id	Date Worked	Contractor Name	Public Agency	Project Name	Status
Affidavit:220853	10/21/2009	BARCKLEY'S ELECTRIC INC	LABOR & INDUSTRIES, WASH STATE	Building	Draft

Step 10: Click on “Notes” at the bottom of the page to enter additional information as required. Save and exit “Notes.” Click on “Submit for Approval.”

IMPORTANT! ARRA Weatherization projects are required to identify each home by address in the “Notes” (20 max)

The screenshot displays the 'Affidavit of Wages Paid' web application in Internet Explorer. The browser address bar shows the URL: <https://test-secureaccess.wa.gov/lni/pwia/Affidavit/Affidavit.asp?ID=220852>. The page title is 'Affidavit of Wages Paid - Windows Internet Explorer'. The application header includes the 'LABOR AND INDUSTRIES' logo and the text 'Affidavit of Wages Paid Pre-Production'. A user profile for Rachel Barclay is visible in the top right corner.

The main form is organized into three primary sections:

- COMPANY:** Includes fields for 'Your Company Information' (with a dropdown menu) and 'Industrial Insurance Acct Id:'.
- PROJECT:** Contains a 'Public Agency' dropdown (selected as 'LABOR & INDUSTRIES, WASH STATE C'), 'Agency Contact Name', 'Agency Contact Phone', 'County where work was performed' (selected as 'THURSTON'), 'City where work was performed' (selected as 'Tumwa let'), 'Job Site Address/Directions', 'Project Name' (selected as 'Building'), 'Contract Number', 'Date Intent Filed', 'Bid Due Date', 'Contract Award Date', 'Job Start Date', 'Date Work Completed', 'Prime Contractor', and several radio button questions regarding subcontractors and employee work.
- EMPLOYEES' WAGES:** Includes dropdowns for 'Select Journey Level Trades' and 'Select Apprentices Trades'.

A modal window titled 'Enter a note:' is overlaid on the form. It features a large text input area, a status message 'This note contains 0 characters and can hold 250 more. (250 max.)', and 'Save' and 'Quit' buttons. Below the input area, it displays 'No Notes for this Affidavit.' At the bottom of the main form, there are buttons for 'Submit for Approval', 'Save without Submitting', 'Notes', 'Details Form', and 'Main Menu'. The Windows taskbar at the bottom shows the system clock as 3:49 PM on 10/22/2009.

Step 11: Complete payment information and click “Submit.”

https://test-secureaccess.wa.gov/lni/pwia/Payment/ChargeIt.asp?ID=220852&TYPE=A - Windows Internet Explorer

https://test-secureaccess.wa.gov/lni/pwia/Payment/ChargeIt.asp?ID=220852&TYPE=A

File Edit View Favorites Tools Help

Verify Workers' Comp Premi... Results Statement of Intent to Pay ... Look Up a Contractor, Elect... https://test-secureacce... x

Department of LABOR AND INDUSTRIES

Intents & Affidavits

Payment Wage Intent & Affidavit Form Filing Payment

Pre-Production

[Log Off](#)

Prevailing Wage Intents & Affidavits Filing Fees will increase to \$40 on July 1, 2008. The 2008 legislative session, in EHB 3381, increased the fee for each Statement of Intent to Pay Prevailing Wages or Affidavit of Wages Paid to \$40 effective July 1, 2008.

MasterCard VISA

Currently only MasterCard and VISA are accepted.

Card Holder First Name
Last Name

Billing Address Street/POB

City
State or Province
Country
Zip Code

Card Number **CVN:**

Expiration Date [Exp Month] [Exp Year]

Your credit card will be charged a non-refundable forms processing fee in the amount of forty US dollars (\$40.00).
Do not use your browsers back button. Your transaction could take as long as 3 minutes to complete. Thank you.

Done Local intranet 90%

start https://test-securea... https://test-securea... https://test-securea... Inbox - Microsoft Ou... Corrections for form... PWIA Filing Instructi... 3:50 PM

Step 12: Filing of Affidavit complete. You will receive an email indicating approval or corrections needed. To respond to correction email notice complete the following steps.

The screenshot shows a Windows Internet Explorer browser window displaying a payment confirmation page. The address bar shows the URL: <https://test-secureaccess.wa.gov/Ini/pwia/Payment/ProcessCharge.asp>. The page header includes the Department of Labor and Industries logo and the text 'Intents & Affidavits' and 'Pre-Production'. There are buttons for 'Return to Main Menu' and 'Help', and a 'Log Off' link. A message in blue text says 'Please print this receipt for your records.' with a 'Print Receipt' button below it. A green message states 'Your payment has been processed and your form has been submitted.' Below this is a table with the following data:

Transaction Id	2560790880003337590820
Form Filed:	Affidavit
Form Id:	220852
Billing Information:	John Smith 123 A st Tumwater, WA 98512
Card and Number:	VISA #####1111
Amount Billed:	\$40.00

The browser's taskbar at the bottom shows several open windows, including 'Inbox - Microsoft Ou...', 'Corrections for form...', and 'PWIA Filing Instructi...'. The system clock shows 3:51 PM.

Step 13: Review notice for corrections needed.

State of Washington, Department of Labor & Industries: Prevailing Wage - Official Business - Message (HTML)

You forwarded this message on 10/20/2009 4:08 PM.

From: PW1@lni.wa.gov
 To: Bardley, Rachel (LNI)
 Cc:
 Subject: State of Washington, Department of Labor & Industries: Prevailing Wage - Official Business

Sent: Tue 10/20/2009 3:56 PM

Correction Notice

**Prevailing Wage Section
 Department of Labor & Industries
 PO Box 44540
 Olympia, WA 98504-4540
 (360) 902-5335**

Affidavit of Wages Paid

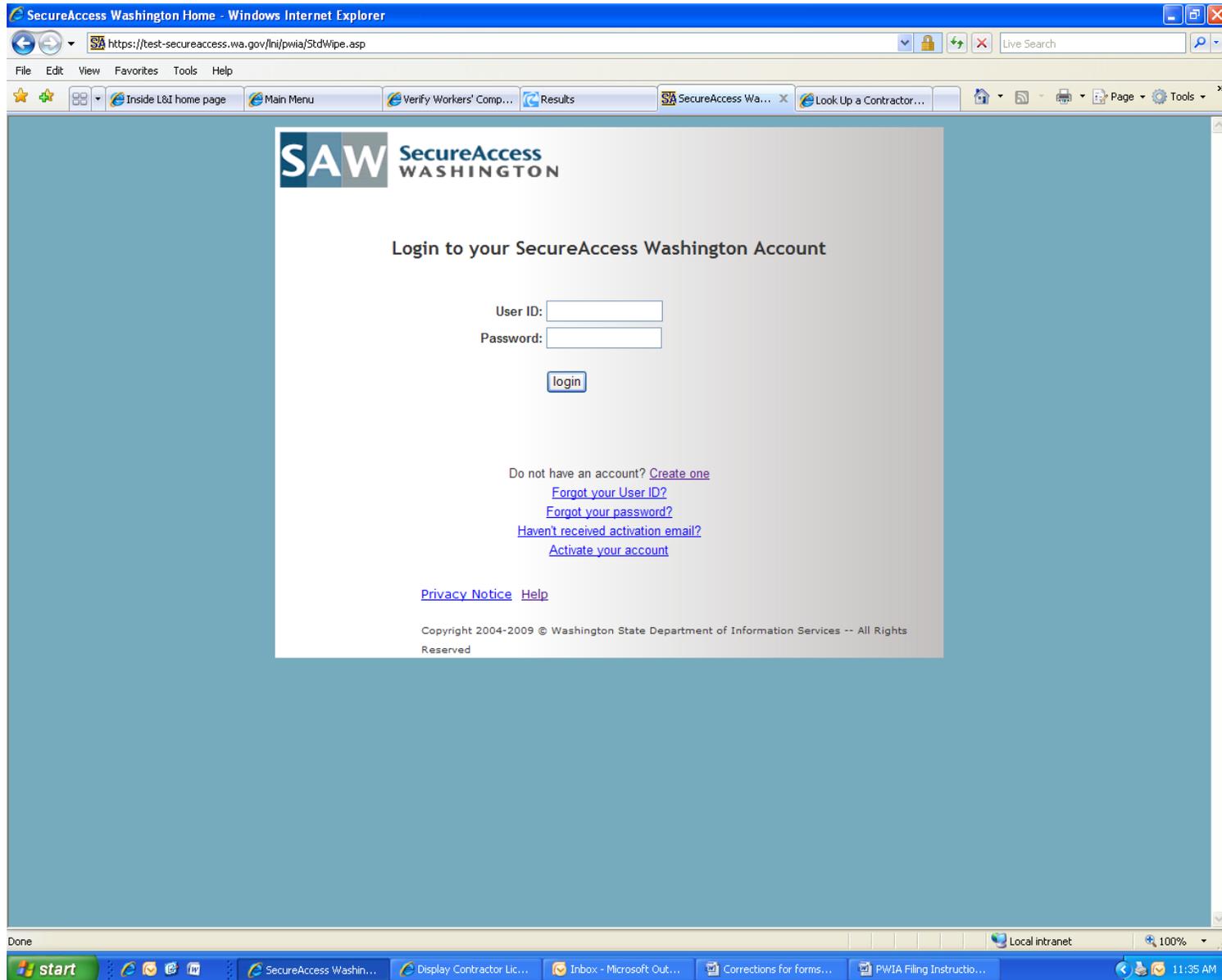
Company Name: BARCKLEY'S ELECTRIC INC	Affidavit Id 220852
Prime Contractor: BARCKLEY'S ELECTRIC INC	Proj. Name: Building
Contract Awarding Agency: LABOR & INDUSTRIES, WASH STATE	Contract #:
Company Returned To: BARCKLEY'S ELECTRIC INC	Date Received: 10/20/2009
	Date Returned: 10/20/2009

Your form has been returned for correction and can be found in "Your Draft/Returned Forms". Please make the corrections indicated below and re-submit. If needed, you may provide further information/explanation by using the "Notes" function at the bottom of the returned form.

Other:
 Your form has been returned for correction and can be found in "your draft/returned forms". Please make the corrections indicated below and re-submit. If needed, you may provide further information/explanation by using the "notes" function at the bottom of the returned form. You have not listed any subcontractors, owner/operators or employees to perform work on this project. Please indicate who will be working on this project and resubmit your form. Thank you.

start | https://test-sec... | Inbox - Micro... | Prevailing Wage... | State of Washin... | Microsoft Of... | Prevailing Wage... | W:\ | 3:54 PM

Step 14: Log into Secure Access Washington (SAW).



Step 15: Click on “My Services” and select “Prevailing Wage Intents and Affidavits” service.

SecureAccess WASHINGTON

My Secure Services Account Management About SecureAccess Help Logout

Hello RachyAnne04

My Services Add a New Service

Service	Agency	Description	User Status	Action
Prevailing Wage Intents and Affidavits (pre-prod)	Labor & Industries	Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms.	Active	Remove

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)
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Step 16: Select “Your Draft/Returned Forms.”

The screenshot shows a Windows Internet Explorer browser window displaying the 'Intents & Affidavits' main menu. The browser's address bar shows the URL <https://test-secureaccess.wa.gov/lni/pwia/Main.asp>. The page features the Department of Labor and Industries logo on the left, which includes the text 'Department of LABOR AND INDUSTRIES' and a circular seal with a portrait. To the right of the logo, the page title is 'Intents & Affidavits', followed by 'Main Menu' and 'Pre-Production'. A 'Log Off' link is visible on the right side. Below the header, a list of menu items is displayed:

- [Create a New Intent](#)
- [Generate New Affidavit from an Intent](#)
- [Your Draft/Returned Forms](#)
- [Your Submitted Forms](#)
- [Your Approved Forms](#)
- [Your Denied Forms](#)
- [Your Deleted Forms](#)
- [Maintain Contact Information](#)
- [Report an error](#)
- [Look-up prevailing wage rates](#)

The browser's taskbar at the bottom shows the 'start' button, several open applications including 'Main Menu - Windows...', 'Inbox - Microsoft Out...', 'Corrections for forms...', and 'PWIA Filing Instructio...', and the system clock showing 8:22 AM on 10/22/2009.

Step 17: Select returned form.

The screenshot shows a Windows Internet Explorer browser window displaying a web application. The address bar shows the URL: <https://test-secureaccess.wa.gov/Ini/pwia/PullIn/ForNet.asp>. The page content includes the Department of Labor and Industries logo, the title "Intents & Affidavits", and a sub-section "Draft/Returned Forms List" with "Pre-Production" below it. There are buttons for "Return to Main Menu" and "Help", and a "Log Off" link. Below this, it states "1 records found." and provides a link: "To open a form, click anywhere on the line". A table with the following data is displayed:

Type:Id	Date Worked	Contractor Name	Public Agency	Project Name	Status
Affidavit220852	10/20/2009	BARCKLEY'S ELECTRIC INC	LABOR & INDUSTRIES, WASH STATE	Building	Internet Correction Notice Sent

The browser's taskbar at the bottom shows several open applications, including an email client and a document titled "PWIA Filing Instructi...". The system clock shows 3:59 PM.

Step 18: Make required corrections or add additional information as necessary. Click “Submit for Approval” at bottom of page. Continue this process until you receive approved email notice. Then the filing process is complete.

Affidavit of Wages Paid - Pre-Production

Department of LABOR AND INDUSTRIES

Return to Main Menu | Help

Start by clicking on "Select Company Name"
 Do not press the "Go Back" button or leave this screen or you may lose information
 Help is available by clicking on field names
 You cannot save partially completed forms.

Rachel Berkeley
 (360) 900-5312 ext. 659/235@lni.wa.gov
 Status: Internet Correction Notice Sent

COMPANY

Your Company Information:
 WA, RC, PIA, 2, 9, 8, 16, CEN, DC, 39, C
 WA, RC, REC, 1, 3, 395
 87, 1, 0, 949, 31
 88, 29, 08, 08, ST, 80, 100, 89
 22, 89, ATE, PL, WA, 989, 12
 (1, 80), 3, 57, - 84, 37

Industrial Insurance Assn Id: _____

PROJECT

Public Agency: LABOR & INDUSTRIES, WASH STATE
 90, 8, 00, 44, 537
 02, 10, PIA, WA, 9, 820, 4, - 88, 37

Agency Contact Name: _____
 Agency Contact Phone: _____ ext: _____
 County where work was performed: THURSTON Multiple Counties
 City where work was performed: Tumwa 1st
 Job Site Address/Directions: _____

Project Name: Building
 Contract Number: _____
 Date Intest Filed: 10/20/2008 (MM/DD/YYYY)
 BIM Due Date: 08/12/2008 (MM/DD/YYYY)
 Contract Award Date: 08/13/2008 (MM/DD/YYYY)
 Job Start Date: 08/14/2008 (MM/DD/YYYY)
 Date Work Completed: 08/15/2008 (MM/DD/YYYY)
 Prime Contractor: WA, RC, PIA, 2, 9, 8, 16, CEN, DC, 39, C
 WA, RC, REC, 1, 3, 395
 (1, 80), 3, 57, - 84, 37

Did Your Company Hire Subcontractors To Perform All Work? Yes No
 Did Your Company Hire Any Subcontractors? Yes No
 \$ Amount of your contract: \$5,000.00
 Number of Owner/Operators that Performed Work on the Project that Own 10% or More of the Company (If owner operator): 1
 Did your company have employees perform work on this project? Yes No

EMPLOYEES' WAGES

Select Journey Level Trades: _____
 Select Apprentice Trades: _____

Review form carefully before submitting. Once a form is approved, no changes can be made.