Payroll Report PII Certification

National Park Service (NPS) - Denver Service Center (DSC) | 9-25-17

**Date:** MM/DD/YYYY

**Company Name:** Company Name, Point of Contact

**Pay Estimate Number:** ##

**Project Title:** Title

**Prime Contract Number:** P17PCXXXXX

**Subject:** Payroll Reports

**Instructions:**

* List all Subcontractors that will be performing work under the above referenced Prime Contract. Select Subcontractors you are submitting payrolls for and note the period of service.
* Review payrolls. **REMOVE ALL *PERSONAL IDENTIFIABLE INFORMATION (PII)* FROM ALL SUBMITTED PAYROLLS.**
* Attach redacted payrolls. Submit this coversheet and all payrolls with your draft invoice for Contracting Officer (CO), Contracting Officer Representative (COR), Construction Management Representative (CMR) or Project Manager (PM) review.
* CO, COR, CMR, or PM will advise you of recommended acceptability within 3 working days. If acceptable, submit this information electronically with your official invoice through Invoice Processing Platform (IPP).

***Note: Failure to submit payroll information will result in invoice rejection.   
Payroll submittal with PII will result in invoice rejection.***

| **Company Name** | **Type of Service** | **Payroll Report(s) Attached** | **Period of Service** |
| --- | --- | --- | --- |
| Prime Contractor’s company name | General contractor | X | XX/XX/17 – XX/XX/17 |
| Subcontract company name | Mechanical | X | XX/XX/17 – XX/XX/17 |
| Subcontract company name | Electrical | X | XX/XX/17 – XX/XX/17 |
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I do hereby affirm the attached Payroll Reports meet the requirements of contract clause 52.222-8 and do not include any Personal Identifiable Information (PII):

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Printed Name Signature Date

Title