## Sample Letter of Signature Authority for Certified Payroll Reports

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| --- | --- |
| Name of subcontractor |  |
| Subcontractor address |  |
| Project name |  |
| Project address |  |

This letter serves to officially designate (name of employee), (job title), as the authorized signatory for all certified payroll reports submitted on behalf of (company name) for the (project name).

### Authorization

(Employee name) is hereby authorized to sign and submit all certified payroll reports required for this project, ensuring compliance with all applicable prevailing wage regulations, including, but not limited to, the Davis-Bacon Act and the Montana Prevailing Wage Act.

This signature authority includes the verification of accuracy regarding employee names, classifications, hours worked and wage rates stated on each payroll report.

### Responsibility

(Employee name) fully understands the importance of accurate and timely submission of certified payroll reports and accepts responsibility for any compliance issue arising from the signed documents.

### Contact Information

Should you require any clarification regarding certified payroll submissions, please contact (employee name) at (email address) or (phone number).

Please note:

Ensure that the designated signatory has a thorough understanding of the applicable prevailing wage regulations and the requirements for certified payroll reporting.

If changes to the authorized signatory are needed, a new letter of signature authority should be submitted promptly.

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Printed name and title

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Signature of owner or business principal Date