

Worker information form for Davis-Bacon records

Complete one per worker and file it with the payroll records, not with the payrolls you submit. The shaded fields are required in your records and prohibited on the weekly WH-347.

Worker identifying number: _____ Prepared: ____ / ____ / _____

IDENTITY (RECORDS ONLY; NEVER ON THE PAYROLL)

Full legal name (last, first, middle)

Social Security number

Records only. The payroll carries the identifying number below.

Home address

Telephone number

Required in records since October 23, 2023

Email address

Required in records since October 23, 2023

Date of hire

ON THE PAYROLL

Identifying number assigned (employee ID or last 4 of SSN); use the same number every week

Classification(s) of work to be performed, as written on the wage determination

Journeyworker or registered apprentice

APPRENTICES ONLY

Program name and registration agency (Office of Apprenticeship or state agency)

Program registration number

Worker's individual registration number and date

Current period and percentage of journeyworker rate

Program rule for fringe (full determination fringe / same percentage / stated amount)

PAY AND BENEFITS

Basic hourly rate to be paid

Fringe: plans enrolled (name, type) and hourly credit; cash in lieu per hour

Voluntary deductions authorized in writing (type, amount, date of authorization)

SIGNATURES

Worker signature and date

Prepared by (name, title) and date