

CONTRACT LABOR PAYROLL AUTHORIZATION FORM

Subcontractor Agreement Payroll Setup & Authorization

SUBCONTRACTOR INFORMATION

LEGAL NAME (INDIVIDUAL OR BUSINESS)

DBA (DOING BUSINESS AS) - IF APPLICABLE

TAX ID (FEIN) OR SOCIAL SECURITY NUMBER (SSN)

EMAIL ADDRESS

MAILING ADDRESS

CITY

STATE

ZIP CODE

CONTRACT & PAYMENT TERMS

PROJECT NAME / REFERENCE NUMBER

CONTRACT/AGREEMENT DATE

HOURLY OR FLAT RATE (\$)

MAXIMUM AUTHORIZED HOURS (PER WEEK/MONTH)

OVERTIME RATE (IF AUTHORIZED)

PAYMENT FREQUENCY

- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly
- Net 30

DIRECT DEPOSIT AUTHORIZATION (OPTIONAL)

BANK NAME

ROUTING NUMBER (9 DIGITS)

ACCOUNT NUMBER

ACCOUNT TYPE

- Checking
 Savings

AUTHORIZATION STATEMENT & SIGNATURES

By signing below, the subcontractor authorizes the processing of payroll payments for completed contract services in accordance with the terms of the Master Subcontractor Agreement. The subcontractor certifies that all hours submitted and billing details provided on future invoices correspond directly to contracted work performed. If direct deposit is selected, the subcontractor authorizes the designated financial institution to credit and/or debit (for corrective adjustments) the specified account.

SUBCONTRACTOR SIGNATURE

DATE

AUTHORIZED MANAGER SIGNATURE

DATE