

SAMPLE ANNOTATED WH-347

Payroll Form (Certified Payroll)

U.S. Department of Labor | Wage and Hour Division | Revised January 2025

TRAINING DOCUMENT

This is a sample completed WH-347 form with annotations for training purposes. Green boxes contain instructions and explanations. All data shown is fictional.

SECTION 1: CONTRACTOR AND PROJECT INFORMATION

Contractor Name:	Riverside Builders, Inc.
Address:	4500 Commerce Drive, Springfield, OR 97477
Project Name:	[Sample City] Water System Improvements
Contract Number:	CDBG-20XX-XXXX
Payroll Number:	3
Week Ending:	01/18/2025
Wage Determination:	OR20250001 Mod 1

✓ ANNOTATION: Contractor Information

- Contractor name must match exactly as registered
- Wage determination must be current and match contract documents
- Payroll numbers must be sequential (1, 2, 3...)

SECTION 2: EMPLOYEE PAYROLL DATA

Name	ID#	Classification	Hours	Rate	Gross	Net
Alex Johnson	XXX-XX-1234	Plumber	40	\$42.50	\$2,450.00	\$1,837.50

✓ ANNOTATION: Identifying Numbers (2025 Update)

The 2025 revised WH-347 permits alternative identifying numbers. You may use:

- Last 4 digits of SSN (shown as XXX-XX-1234)
- Employee ID number assigned by contractor
- Full SSN is no longer required on the form

SECTION 3: STATEMENT OF COMPLIANCE (Page 2)

The Statement of Compliance is the certification portion of the WH-347. By signing, the contractor certifies:

1. All persons employed on the project have been paid the full weekly wages earned.
2. No deductions have been made except as permitted by regulations.



3. All laborers and mechanics have been paid not less than the applicable wage rates and fringe benefits.
4. Apprentices are registered in a bona fide apprenticeship program.
5. Fringe benefits have been paid as specified in the wage determination.
6. The payroll information is correct and complete.

⚠ WARNING: False Statements

The willful falsification of any information on this form may subject the contractor or subcontractor to civil or criminal prosecution under 18 USC §1001 and 31 USC §3729 (False Claims Act).

SAMPLE SIGNATURE BLOCK

Signature:	Jamie Martinez
Title:	Payroll Manager
Date:	01/20/2025

COMMON ERRORS TO AVOID

1. Missing or incorrect wage determination number
2. Classification does not match wage determination
3. Fringe benefits not properly documented
4. Missing signature on Statement of Compliance
5. Payroll submitted late (must be weekly)
6. Hours do not add up correctly
7. Deductions not itemized or unauthorized

RESOURCES

- **DOL Wage Determinations:** <https://sam.gov/content/wage-determinations>
- **WH-347 Form and Instructions:** <https://www.dol.gov/agencies/whd/forms/wh347>
- **Oregon BOLI Prevailing Wage:** <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>