PROMPT PAYMENT CERTIFICATION FOR LOCAL PUBLIC ASSISTANCE (LPA) PROJECTS

INSTRUCTIONS:
Prime Contractors: Complete **Part I** of the form and send it to subcontractors and/or material supplier(s) after each estimate period, as applicable.
Subcontractors and/or material supplier(s): Complete **Part II** of the form and send it to NHDOT: laborcompliance@dot.nh.gov.

IMPORTANT NOTICE: This form is due to NHDOT by **10th of each month**. You are required to submit your certification monthly even if you don't make any payments to subcontractors and/or material supplier(s) by reporting that "no payments were made to subs this month." Failure to complete this Prompt Pay reporting requirement may result in withholding of your next progress payment, final payment, issuing a corrective action plan, and/or cancellation of suspension of the contract in whole or in part.

Part I **Please fill in all fields.**

Prime Contractor: _____

Project Name and Job #: _____

Progress Payment #: _____ Period Ending: _____
(Day/Month/Year)

Date Payment Received from municipality: _____

Date Payment Made to Sub/Material Supplier: _____ Amount: $_____

CERTIFICATION: I hereby certify that the above payment represents the full amount owed to the below contractor/material supplier for this estimate period.

_____ _____ _____
Printed Name Signature Date

Part II

(SUBCONTRACTOR AND/OR MATERIAL SUPPLIER CERTIFICATION)

Name of Company: _____ Phone #:_____

Check one: ☑ Sub-Contractor ☐ Material Supplier

CERTIFICATION: I hereby certify this company received payment from the above Contractor in the amount of _____ on _____(date).

Our company is (please check as applicable):

☑ **"Paid to date"**
☐ **Outstanding Balance Still Owed** _____

_____ _____ _____
Printed Name Signature Date

Subcontractors/Material Supplier:
Submit completed form to laborcompliance@dot.nh.gov
Questions? Call 603.271.8252