

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF CONSTRUCTION-LABOR COMPLIANCE  
ADDRESS  
CITY, ST ZIP  
PHONE [OF PERSON SIGNING LETTER]  
FAX [OF PERSON SIGNING LETTER]  
TTY 711  
[DISTRICT CPR EMAIL ADDRESS]



*Flex your power!  
Be energy efficient!*

**FINAL NOTICE OF DELINQUENT CERTIFIED PAYROLL RECORDS  
SUBCONTRACTOR**

[Date]

[Certified, Overnight, or Regular Mail]

[Prime Contractor's Name]  
[Address]  
[City, ST ZIP]

Re: [Contract Number]

California Labor Code section 1771.5(b)(3) and Section 7-1.01A(3), "Payroll Records," of the *Standard Specifications* require certified payroll records to be submitted weekly to Caltrans. Payrolls are considered delinquent if not received by the 15th of the month for the previous month's work.

We have not received certified payrolls for work performed by [Subcontractor's Name] during the month of [Month]. We sent a request for submittal of certified payrolls to your office by [Mail or Electronic Mail] on [Date of Monthly Notice]. Attached is a copy of the letter for your reference. We have withheld contract funds in the amount of [Amount Withheld] for failure to submit the required certified payroll records by the designated date.

Within 10 working days from the date of this notice, please send the delinquent certified payroll records to the above address. Failure to provide the requested records will result in the processing of a formal labor case request to the Division of Construction Labor Compliance Unit. If you have questions regarding this notice, please contact [Labor Compliance Officer's Name] at [Phone Number].

Sincerely,

[NAME IN ALL CAPS]  
(District # or Region Labor Compliance Manager or Officer)

c: [Name, Title, Office]  
(These names appear on the original letter and all copies of the original letter. Anyone mentioned in the body of the letters should be listed in the copies.)