

**Certificate from Contractor Appointing  
Officer or Employee to Supervise  
Payment of Employee**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Project Name \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Location \_\_\_\_\_ Project No. \_\_\_\_\_

(I) (We) hereby certify that (I am) (we are) (the prime contractor) (a subcontractor) for \_\_\_\_\_

(specify "General Construction," "Plumbing," "Roofing," etc.) in connection with construction of the above-mentioned Low-Rent Housing Project,

and that (I) (we) have appointed \_\_\_\_\_, whose signature  
appears below, to supervise the payment of (my) (our) employees beginning (Date: mm/dd/yyyy) \_\_\_\_\_ ;

That he/she is in a position to have full knowledge of the facts set forth in the payroll documents and in the statement of compliance  
required by the so-called Kick-Back Statue which he/she is to execute with (my) (our) full authority and approval until such time as (I)  
(we) submit to the (Name of Local Authority) \_\_\_\_\_

a new certificate appointing some other person for the purposes hereinabove stated.

\_\_\_\_\_  
(Identifying Signature of Appointee)

Attest (If required)

\_\_\_\_\_  
(Name of Firm or Corporation)

\_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date: mm/dd/yyyy)

\_\_\_\_\_  
(Date: mm/dd/yyyy)

**Note:** This certificate must be execute by an authorized officer of a corporation or by a member of a partnership, and shall be executed  
prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for  
which the new appointee executes a statement of compliance required by the Kick-Back Statue.