RETAINAGE RELEASE
CHECKLIST

Basic Information

Project Name:	Project #:

Contractor's Name:

Retainage Status		
☐ Escrow Agreement	☐ Agency Holding Retainage	☐ Retainage Bond

Dates		
Substantial Completion Date	Final Acceptance Date	45 Days from Final Acceptance

Documentation Required

	Description:		Responsible Party:	Date Recvd or Compltd:
Acceptance Notices				
☐	Final Acceptance Letter (to Contractor)		Contracts	
☐	Notice of Completion of Public Works Contract to DOR		Accounting	
☐	Notice of Completion of Public Works Contract to ESD		Accounting	
☐	Notice of Completion of Public Works Contract to L&I		Accounting	
Releases from State Agencies				
☐	Department of Revenue Certificate of Payment of State Excise Taxes by Public Works Contractor		Revenue	
☐	Employment Security Department Certificate of Payment of Contribution, Penalties & Interest on Public Works Contract		Employment Security	
☐	Department of Labor and Industries Employer Liability Certificate	☐ Contractor	☐ All Subcontractors	
Prevailing Wages				
☐	Statements of Intent to Pay Prevailing Wages	☐ Contractor	☐ All Subcontractors	
☐	Affidavits of Wages Paid	☐ Contractor	☐ All Subcontractors	
Other				
☐	Certificate of Payment of Labor and Materials		Contractor	
Claims and Liens Against the Retainage and Payment Bond				
☐	Type of Action*	Claimant	Amount	Date Received

*Claim, Renewal, Release