

RETAINAGE RELEASE

CHECKLIST

Basic Information

Project Name:		UW Project #:
Contractor's Name:		
Retainage Status		
<input type="checkbox"/> Escrow Agreement	<input type="checkbox"/> UW Holding Retainage	<input type="checkbox"/> Retainage Bond
Dates		
Substantial Completion Date	Final Acceptance Date	45 Days from Final Acceptance

Documentation Required

Description:	Responsible Party:	Date Received or Completed:	
Acceptance Notices			
<input type="checkbox"/> Final Acceptance Letter (to Contractor)	CPO Contracts		
<input type="checkbox"/> Notice of Completion of Public Works Contract (to Revenue)	CPO Accounting		
Releases from State Agencies			
<input type="checkbox"/> Department of Revenue <small>Certificate of Payment of State Excise Taxes by Public Works Contractor</small>	Revenue		
<input type="checkbox"/> Employment Security Department <small>Certificate of Payment of Contribution, Penalties & Interest on Public Works Contract</small>	Employment Security		
<input type="checkbox"/> Department of Labor and Industries <small>Employer Liability Certificate</small>	<input type="checkbox"/> Contractor <input type="checkbox"/> All Subcontractors		
Prevailing Wages			
<input type="checkbox"/> Statements of Intent to Pay Prevailing Wages	<input type="checkbox"/> Contractor <input type="checkbox"/> All Subcontractors		
<input type="checkbox"/> Affidavits of Wages Paid	<input type="checkbox"/> Contractor <input type="checkbox"/> All Subcontractors		
Other			
<input type="checkbox"/> Certificate of Payment of Labor and Materials	Contractor		
Claims and Liens Against the Retainage and Payment Bond			
<input type="checkbox"/> Type of Action*	Claimant	Amount	Date Received

*Claim, Renewal, Release