



Ohio Housing Finance Agency
Davis Bacon Payroll Submission Requirements
Updated 10/17/2011

Each week, General Contractors are responsible for submitting weekly payroll from subcontractors to OHFA via the e-mail address established solely for these reports. Payroll reports must be submitted within ten calendar days of the end of a pay period.

1. Each form must be completed electronically whenever possible. Forms with handwritten entries are acceptable only if legible to the satisfaction of OHFA. Any forms deemed to be illegible will be rejected and returned to the general contractor.
2. *Documents with Social Security Numbers will not be accepted. You may use the last four digits of a Social Security Number as stated on the payroll report. Please protect Ohio workers from Identity Theft.*
3. Each file must be in Adobe PDF format.
4. Each subcontractor should have a separate PDF file.
5. Each subcontractor must submit a PPE Certified Payroll Report even if there is no work performed that week. Indicate “no work performed” on the report.
6. Each PDF file should ONLY contain a PPE Certified Payroll Report for that week
7. File names should be structured as follows:
TrackingNumberContractorNameWeekEndingDate.pdf example:
120500ABCBuilders102911.pdf

The subject line of the email must contain:

- The OHFA project number;
- The name of the project as submitted to OHFA;
- The ending date of the payroll period submitted.

The body of the email must contain contact information for the person submitting the payroll.

All payrolls must be submitted to: OHFAPWReporting@ohiohome.org