**Sample - Notice of Payroll Violation**

Dear Company Payroll Clerk:

As Labor Standards Officer for \_\_\_\_\_\_\_\_ project in the City of XXX (TxCDBG Contract #XXX), I have

reviewed the payrolls that were submitted for this project. It appears that XXX Construction violated the Davis-Bacon and Related Acts when ## of workers were not paid the specified wage rate that applies to this project. In my review, I found the following discrepancies:

Payroll #4 --- SAMPLE

Mr. John Doe is classified as a Common Laborer and is being paid $6.00 per hour. The Wage Decision shows the rate as $6.50 for this classification. Mr. Doe is due back wages of $20.00 for this error in classification. (Original amount paid: $240.00; Amount required to be paid: $260.00; Difference: $20.00)

Please respond within 30 days and provide the corrected payroll(s) to me to show restitution for underpayment of wages. Also include canceled check(s) or other evidence that the worker received restitution.

Sincerely,

Elected Official