



## Washington Prevailing Wage Filing Requirements

What does Washington State's Prevailing Wage Program require me to file for work I perform on a public works project?

Public works contracts require that each and every employer on a public works project file two reports. You will need to file a Statement of Intent to Pay Prevailing Wages (Intent) form at the beginning of your public works project, and an Affidavit of Wages Paid (Affidavit) form when the project is completed. File the forms with L&I and, after L&I approves them, you will submit the approved form to the agency that awarded you the contract (awarding agency).

Do these forms affect how I am paid?

The awarding agency cannot make any progress payments to you until you provide them with an approved Intent covering the project, and the agency cannot release final retainage to you until you provide them with an approved Affidavit upon completion of the contract.

How do I file the forms?

You may file your forms manually, using paper forms. See a sample version of [Intent and Affidavit](#) forms at L&I's website for details.

However, most employers on public works projects file their Intents and Affidavits using L&I's Prevailing Wage Intents and Affidavits (PWIA) system. If you are new to our PWIA system, please visit [New User](#) on L&I's Prevailing Wage web site for information about getting started.

To see visually what the process entails, please [click here](#).

Do I need to register to use the PWIA system?

You will need to register to file forms using the PWIA system, and you accomplish this through [Secure Access Washington](#), SAW, a system designed to protect the integrity of the forms you file. To learn more about what is required for this registration, please visit our web site at [Getting Started Filing Intents and Affidavits](#). From that same location, at "[Step-by-Step: Creating a PWIA Account](#)" you may print out step-by-step instructions for the SAW registration and PWIA account set-up process.

What if I need help with registering through the SAW system?

Contact Web Customer Support for **SAW assistance only** as follows:

- E-mail: [Web Customer Support \(WebSupport@LNI.wa.gov\)](mailto:WebSupport@LNI.wa.gov).
- Phone: Weekdays between 8 a.m. and 5 p.m., call 360-902-5999.

Additional details are at [Contact Web Customer Support for SAW assistance](#).

Is there a way I can try out the PWIA system before I actually complete my own forms?

We have available for you a PWIA [Demo](#). It is actually a Simulator, and gives you an opportunity to try out the system before you actually attempt to file your own reports.

What if I need help in completing the forms?

To make your use of the PWIA system easier from the start, you might want to review some commonly asked questions and their answers in our PWIA [Customer Service](#) section.

You may also call L&I's Prevailing Wage Program weekdays, from 8:00 a.m. to 5:00 p.m. at **360-902-5335** if you need assistance with the PWIA system.

What about certified payroll records? Don't I need to file those forms too?

Washington's Prevailing Wage Program does not require you to file such reports unless there is a request. Certified payroll records are required to be filed with L&I only if requested by L&I as part of an investigation, or if requested by an "interested party." If you are requested by L&I's Prevailing Wage Program to file certified payroll record, further information is available at: <http://www.lni.wa.gov/FormPub/Detail.asp?DocID=1923>.

Please keep in mind, however, that certain public work, such as ARRA funded weatherization projects, is subject to federal Davis-Bacon reporting requirements as well as state reporting requirements. Generally, Davis-Bacon projects require that you file weekly certified payroll records. Check the U.S. Department of Labor ARRA web site:



The U. S. Department of Labor may also be reached at (866) 487-9243.