



Monthly Retainage Report

Agency Name:	Federal Aid Number:
Prime Contractor Name:	Contract Number:
Contract Name:	Month/Year or Report:

Subcontractor Name	Start Date	Percent Complete	Monthly Amount of Retainage Withheld	Total Amount of Retainage Withheld	Retainage Released Date	Date Subcontractor's Work (physical and paper) Completed	Remarks

If you have additional subcontractors, which you are withholding retainage from, please complete additional forms. If you are not withholding retainage from any subcontractors, please list their name above and not no retainage withheld in the remarks column.

Monthly Retainage Reports will be submitted next month. I certify that the above provided information is accurate.

Yes, this is the Final Monthly Retainage Report Certification. I certify that the contracting records have been reviewed and all retainage withheld from subcontractors payments have been released.

Prime Contractor Signature	Title	Date
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Form Instructions

Subcontractor Name: Enter the name of each subcontractor performing work on the contract.

Start Date: Enter the date the subcontractor began work on the contract.

Percent Complete: Enter the percentage of contract work completed by the subcontractor as of the date of this form.

Monthly Amount of Retainage: Enter the dollar amount of retainage being withheld for the month being reported on this form.

Total Amount of Retainage: Enter the total dollar amount of retainage being withheld from the subcontractor since their work began.

Retainage Release Date: Enter the date the retainage has been released to the subcontractor. If not released during the month of reporting on this form, leave blank.

Date Subcontractor's Work (physical and paper) Completed: Enter the date all outstanding paperwork was received (affidavit of wages paid, certified payroll, etc.)

Remarks: Enter relevant comments.