



# Liquidated Damages Summary

(Labor Standards Officer submits to TDHCA with copy of Liquidated Damages Remittance)

Development Owner or Subrecipient:

Contract No: \_\_\_\_\_ Liquidated Damages: \$ \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Prime Contractor: \_\_\_\_\_  
 Sub-contractor(s): \_\_\_\_\_

**Liquidated Damages Summary**

Attach copies of all correspondence pertinent to any Liquidated Damages (*i.e. notification letter sent to company assessing liquidated damages, copies certified DOL 347-WH payroll(s) showing discrepancies, copies of evidence of back wages paid (canceled checks or other acceptable evidence), copy of letter sent to "unfound worker" and/or copy of waiver request letter*).

**I. Did the Contractor seek a reduction or submit waiver request of the liquidated damages?**  Yes  No  
 IF YES, was the request approved?  Yes, reduction  Yes, waiver

**Total amount of Liquidated Damages paid:** \$ \_\_\_\_\_

**II. Did the Contractor pay restitution to workers?**  Yes  No

Number of workers paid restitution: \_\_\_\_\_  
 Total amount of Liquidated Damages paid: \$ \_\_\_\_\_

**III. Were any workers not found?**  Yes  No  
 IF YES, complete the sections below.

Number of workers owed restitution but unfound: \_\_\_\_\_  
**Total restitution owed to unfound workers:** \$ \_\_\_\_\_

**IV. Were funds placed in separate bank account?**  Yes  No  
 IF YES, funds must be deposited for three years.

Name of Bank: \_\_\_\_\_  
 Date Account Opened: \_\_\_\_\_

**Caution:** *If worker is not found within three years, unspent funds must be returned to TDHCA for submission to HUD or Department of Labor.*

Submitted by:  
 Name: \_\_\_\_\_ Title \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date \_\_\_\_\_