



Request for Contract Release

NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Do not pay retained funds until you have Department of Labor and Industries approval

Contractor's Tax Registration No. (UBI No.) _____ Date: _____

From:

Name & Address of Public Agency	Department Use Only
	Assigned To: _____ Date Assigned:

Notice is hereby given relative to the completion of contract or project described below

Project Name/Description of Project:	Contract Number:
	Contract Amount:
	Retained Amount:

Contractor's Name:	Telephone Number:		
Contractor's Address:			
Date Contract Awarded:	Date Work Commenced:	Date Work Completed:	Date Work Accepted:
Surety or Bonding Company:			
Agent's Address:			

Please list Subcontractors below: *Continue Subcontractors list on other side.*

Subcontractor's Name	UBI Number:

Disbursing Officer		Comments:
Contact Name:		
Phone Number:		
Email Address:		

The Disbursing Officer must complete and submit this notice to the Department of Labor and Industries immediately after acceptance of the work done under this contract. Mail this notice to Department of Labor and Industries, Contract Release, PO Box 44274, Olympia, WA 98504-4274, or fax to (360) 902-6897 or e-mail to ContractRelease@lni.wa.gov. NO PAYMENT SHALL BE MADE FROM RETAINED FUNDS until receipt of the Department's certificate of release, and then only in accordance with the certificate.

For assistance contact Contract Release at (360) 902-5360.

