



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

New Jersey Schools Development Authority - OCIP Notice of Substantial Completion

Firm Name: _____

Project/School Name: _____

NJSDA Contract #: _____ Location Code: _____

Awarding Contractor: _____ Prime Contractor: _____

Completion Date: _____ Final Contract Value: _____

WC Payroll Breakdown			
WC Classification	WC Code	Total Payroll	Total Hours
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL		\$	

This should represent your total unburdened payroll and man-hours worked for the project, broken down into each Workers Compensation Class Code for which you were enrolled.

We used the following subcontractors on this project:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

This is our only contract on this project YES / NO (circle one)

Final insurance audits may be done under the applicable policies. The undersigned agrees that the above is true.

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

Send this form to: Mandy Kovach, CR Solutions: Mandy.Kovach@C-R-Solutions.com or Fax: 866-339-5690

OCIP Notice of Substantial Completion (1104)

Instructions

- To be completed and forwarded to the OCIP Administrator upon completion of all work on a project
- The following must be included:
 - Firm's Name – official name with which you enrolled - no abbreviations
 - NJSDA Contract Number
 - NJSDA Assigned Location Code
 - Awarding Contractor – who awarded the contract to you
 - Prime Contractor – the general contractor for the project
 - Project/School Name
 - Completion Date – the last date your workers were on site
 - Final Payroll – the total dollar amount you paid workers (unburdened) for this project only. This should be the sum of all payroll reported on the monthly payroll forms, not certified payroll.
 - Final Contract Value – the total amount you will be paid for the contract, including change orders
 - WC Payroll breakdown – please break down your payroll and hours from the total for each WC Classification you were enrolled for
 - List of subcontractors you hired – an 1104 should have been submitted for each before your form is submitted
 - Indicate whether or not this was your only contract at this site
 - Form must be properly signed and dated by an authorized person from your company
- This form should be completed and forwarded to the OCIP Administrator immediately after work is completed.