



## QUARTERLY EMPLOYER REPORT

Your company holds a City contract governed by the Buffalo Living Wage Ordinance. The law requires that employers pay the designated hourly “living wage” to their employees. It also requires that employers file this quarterly report with the Living Wage Commission. **Please duplicate it for future use.** Quarterly reports should be mailed to Living Wage Commission, c/o Cornell University ILR, 617 Main St., Suite 300, Buffalo, NY, 14203 or emailed to [Lwcbuffalo@gmail.com](mailto:Lwcbuffalo@gmail.com).

**Quarterly Reports must be filed within a month of the end of each quarter: i.e., by April 30<sup>th</sup>, July 31<sup>st</sup>, October 31<sup>st</sup>, and January 31<sup>st</sup>. Ordinance violations may result in monetary sanctions, suspension or termination of your contract and ineligibility for future city contracts.**

<b>Today's Date</b>	
<b>Period Covered by This Report</b>	
<b>Company Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Phone Number</b>	
<b>Email</b>	

**Describe the project or services provided to the City by your company during the last quarter**

  

**Please provide on a separate sheet the following information for each employee who performed services under the contract during the last quarter:**

Name of employee: \_\_\_\_\_  
 Address of employee: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Type of work performed: \_\_\_\_\_  
 Period of employment: \_\_\_\_\_  
 Hourly wage rate: \_\_\_\_\_

Health insurance provided: \_\_\_\_\_ YES \_\_\_\_\_ NO

I certify under penalty of perjury that:

- I have knowledge of the employment practices of this company;
- The information in this report regarding wages paid is true; and
- I understand that willful failure to report accurate information is a violation that may be penalized under the living wage ordinance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date