

Changes to Form WD-10 Instructions

Previous instructions

General instructions for completing the WD-10 Davis-Bacon Wage Survey online are as follows:

- After accessing the WD-10 web site, you may select one of the following two options:
 - New WD-10: If you are creating a new WD-10, click **CONTINUE** to create a new WD-10.
 - View Submitted/Pending WD-10: If you are retrieving a saved (pending) WD-10 or viewing a submitted WD-10.
- For retrieving a **saved** (pending) WD-10: enter your WD-10 Pending Submission Number and Submitter Phone Number. If you had provided an email address on the WD-10 form, you would have received an email containing this information. Click **CONTINUE** to view and edit the saved WD-10.
- For viewing a **submitted** WD-10: enter your WD-10 Confirmation Number and Submitter Phone Number. If you had provided an email address on the WD-10 form, you would have received an email containing this information. Click **CONTINUE** to view the saved WD-10.
- Previously submitted WD-10s can only be viewed upon retrieval.
- Previously saved (pending) WD-10s can be viewed and edited upon retrieval.
- Use one WD-10 form for each construction project.
- You can navigate through the form in the following ways and fill in the applicable data:
 - Click inside a field, enter the applicable data, and then press the **Tab** key to advance to the next field.
 - Use the vertical scroll bar on the right side of the window to scroll through the form.
- There are **eight (8)** sections of WD-10 data, as defined below:

Section 1	Enter information about your company.
Section 2	Enter information about the submitter of the form.
Section 3	Enter information about the construction project your company worked on and the project's location and description. If you only supplied materials and no employees worked on the project, check the box at the bottom of Section 3 marked "Only Supplied Materials" and do not enter classification data (Section 7).
Section 4	Indicate if a project is subject to a Federal (Davis-Bacon) wage determination, State wage determination, or neither.
Section 5	Identify yourself as either the general/prime contractor or a subcontractor. 5A - Indicate whether you had subcontractors and the list was provided earlier, whether you had no subcontractors, or whether you are providing a list of subcontractors along with the WD-10 form. Space is provided to enter the name and address for up to fifteen (15) subcontractors. Please note that the space to enter subcontractor information becomes visible only when the 'The list is given below' radio button is selected. When there are more than fifteen (15) subcontractors, a new WD-10 form must be submitted. 5B - If you were the prime/general contractor: provide the date any work began on this project, the date the project ended (indicate if actual or estimated date), and the total project value. 5C - If you are the subcontractor for the project being reported: provide the date your work started and ended (indicate if actual or estimated date) and the subcontract value. Note: Enter all dates in the format mm/dd/yyyy.
Section 6	Mark the type of construction project your company worked on. If none of the construction types matches your project, check the box next to "Other," and indicate the type of construction in the space provided. If you selected "Apartment Building," "Nursing/Assisted Living Facility," or "Residential," indicate the number of stories, and indicate if there was a kitchen and/or a bath in each unit.
Section 7	Enter classification data (e.g., paid under CBA, # of employees, type of work performed). Space is provided for entering up to fifteen (15) classifications. When there are more than fifteen (15) classifications, a new WD-10 form must be submitted. Refer to Classifications and Fringe Benefits for a more detailed explanation.
Section 8	Enter any additional comments or remarks about the WD-10.

NOTE: Field names with "*" indicate required fields.

Revised text

Revised text

Current instructions

Bolded selections and terms

General instructions for completing the WD-10 Davis-Bacon Wage Survey online are as follows:

- After accessing the WD-10 web site, you may select one of the following two options:
 - New WD-10:** Click **CONTINUE** to create a new WD-10.
 - View Submitted/Pending WD-10:** Click **CONTINUE** to retrieve a saved draft WD-10 or to view a submitted WD-10.
- For retrieving a **draft** WD-10: Enter your WD-10 Pending Submission Number and Submitter Phone Number. If you provided an email address on the WD-10 form, you would have received an email containing this information. Click **CONTINUE** to view and edit the draft WD-10.
- For viewing a **submitted** WD-10: Enter your WD-10 Confirmation Submission Number and Submitter Phone Number. If you provided an email address on the WD-10 form, you would have received an email containing this information. Click **CONTINUE** to view the submitted WD-10.
- Previously submitted WD-10s can only be viewed, not edited, upon retrieval.
- Previously saved draft WD-10s can be viewed and edited upon retrieval.
- Use one WD-10 form for each construction project.
- To navigate the form and enter data:
 - Click inside a field, enter the applicable data, and then press the **Tab** key to advance to the next field.
 - Use the vertical scroll bar on the right side of the window to scroll through the form.
- The WD-10 form is divided into **eight (8)** sections. They are as follows:

Section 1	Enter information about your company.
Section 2	Enter information about the submitter of the form.
Section 3	Enter information about the construction project your company worked on and the project's location and description. If you only supplied materials, but none of your company's employees worked on the project, check the box at the bottom right of Section 3 marked "Only Supplied Materials" and do not enter classification data (Section 7).
Section 4	Indicate if a project is subject to a Federal (Davis-Bacon) wage determination, State wage determination, or neither.
Section 5	Identify yourself as either the general/prime contractor or a subcontractor. 5A - Indicate one of the following: You had subcontractors and provided a list of them earlier (first option); You had no subcontractors (second option); You had subcontractors and are providing a list of them with this WD-10 form (third option). If the third option is selected, the form expands to show the related fields for the first subcontractor. Add as many subcontractors as needed by clicking the Add Additional Subcontractor link. Remove a subcontractor added in error by clicking the Remove Subcontractor link. 5B - If you are the prime/general contractor, provide the date any work began on this project, the date the project ended, and the total project value. Indicate if the dates are actual or estimated. 5C - If you are the subcontractor for the project being reported, provide the dates your work started and ended and the subcontract value. Indicate if the dates are actual or estimated. Note: Enter all dates in the format mm/dd/yyyy. Press the Skip Past the List of Subcontractors link to navigate past the Subcontractor List.
Section 6	Mark the type of construction project your company supported. If none of the construction types matches your project, check the box next to "Other," and indicate the type of construction in the space provided. If you selected "Apartment Building," "Nursing/Assisted Living Facility" or "Residential" as a construction type, indicate the number of stories and if there was a kitchen and/or a bath in each unit.
Section 7	Enter classification data for the project: e.g., paid under a CBA, number of employees, and type of work performed. The first wage classification is defined in the form. To add as many classifications as needed, click the Add Additional Classification link. To remove a classification added in error, click the Remove Classification link. Refer to Classifications and Fringe Benefits below for a more detailed explanation.
Section 8	Enter any additional comments or remarks about the WD-10.

NOTE: Field names with "*" indicate required fields.

- While editing WD-10 forms, you can clear some or all of the data you have entered. Check the box next to each area to be cleared and then click **Clear Selected Sections**. The WD-10 form reappears and the areas selected for clearing do not have any data. If you want to enter new data in all of the fields, click **Clear All Sections**.

After entering relevant data, you may do the following:

- Click **Submit Form** button (located below Section 8 towards the bottom of the window) to submit the form. Upon clicking the button, the system verifies that all mandatory fields have been entered. If not, the system displays error messages pertaining to each field along with the section at the top of the page.
- Upon successful submission of the WD-10 form, the system displays a confirmation page along with the Confirmation Number and Submitter Phone Number. If an email address was provided in the Section 2 of the WD-10 form, the system also sends an email containing the Confirmation Number and Submitter Phone Number required for retrieving the submitted form.
- You can use the **Save Form** button (located below Section 8 towards the bottom of the window) to save the form. Please note that saving the form does not imply a submission to DOL. 'Submitter's phone number' in Section 2 of the WD-10 form is the only field required to be filled in order to save the WD-10 form.
- Upon saving the WD-10 form, the system displays a confirmation page along with the Pending Submission Number and Submitter Phone Number. If an email address was provided in the Section 2 of the WD-10 form, the system also sends an email containing the Pending Submission Number and Submitter Phone Number required for retrieving the saved form.
- To print a saved or submitted WD-10, use the **Print Form** button on the confirmation page that is displayed after saving or submitting a WD-10.
- You can use the **Submit another WD-10** button on the confirmation page that is displayed after saving or submitting a WD-10 to open another WD-10 with sections 1 and 2 pre-filled based on the saved or submitted data from the confirmation page.
- You can use the **WD-10 Home** button on the Confirmation page that is displayed after saving or submitting a WD-10 form to navigate to the WD-10 homepage that has options for creating or retrieving additional WD-10s.

Removed Clear Selected Sections button

Revised text

Renamed Save Form button to Save Draft

After entering relevant data, you may do the following:

- For Completed Forms:** Click the **Submit Form** button (located below Section 8 on the right-hand side). The system verifies that all mandatory fields have been entered. If some mandatory data has not been entered or if data is entered in error, the system displays error messages for each mandatory section/field requiring an entry or correction.
- Upon successful submission of the WD-10 form, the system displays the **Submission Successful** confirmation page, along with the Confirmation Submission Number (CS#) and Submitter Phone Number. If an email address was provided in Section 2 of the WD-10 form, the system also sends an email containing the Confirmation Submission Number and Submitter Phone Number to this address. These items should be kept, as they are required for retrieving the submitted form.
- To Complete the Form Later:** Click the **Save Draft** button (located below Section 8 in the middle) to save the form for later completion. The Submitter Phone Number in Section 2 is the only field that is required to save the draft WD-10 form. Please note that saving the form does not submit the WD-10 form to DOL.
- Upon saving the WD-10 form, the system displays the **Draft Saved** confirmation page, along with the Pending Submission Number (PS#) and Submitter Phone Number. If an email address was provided in Section 2 of the WD-10 form, the system also sends an email containing the Pending Submission Number and Submitter Phone Number to this address. These items should be kept, as they are required for retrieving the draft form.
- To print a draft or submitted WD-10, use the **Print Form** button on the bottom left-hand side of the Draft / Submission confirmation page that is displayed after saving or submitting a WD-10.
- While editing WD-10 forms, some or all of the data entered can be cleared. To clear the populated fields from an individual section, click the **Clear** link located in the lower right-hand corner of that section. Text fields will be cleared. Radio buttons, if applicable, and dropdown lists will be reset to their default values.
- To clear all populated fields on the WD-10 form, click the **Clear All Sections** button (located below Section 8 on the left-hand side). Text fields will be cleared. Radio buttons, if applicable, and dropdown lists will be reset to their default values.
- To modify a WD-10 that was just saved, click the **Edit Draft** button at the bottom of the Draft confirmation page. The saved form will be displayed for editing.
- To create another WD-10 with sections 1 and 2 pre-populated, based upon the saved or submitted data of the current form, use the **Submit Another WD-10** button at the bottom of the Draft / Submission confirmation page.
- To return to the WD-10 Home page, click the **WD-10 Home** button at the bottom right of the Draft / Submission confirmation page.