
Sample Wage Restitution Payment Notice

Date

Name
Street Address
City, State, Zip

Dear Name:

Subject: Wage restitution for work performed
Project: Name
FHA Number
City, County, State

Our office has ordered a wage restitution payment for you. Depending on the payment method you requested, you will receive either a check by mail or an electronic payment to the bank account you specified. This payment represents the gross amount of back wages due for work performed on the above listed project. We have not withheld any taxes from this payment. It is your responsibility and your employer's responsibility to fulfill tax obligations with the Internal Revenue Service.

A form 1099 will be mailed to you after the end of this calendar year at the address you provided. It will reflect the wages you earned. You **must** inform the HUD Office of Davis-Bacon and Labor Standards of any change to your mailing address between now and January of next year (20XX) so that we ensure that the form 1099 is sent to your current address.

If you have any questions, please contact me at (XXX) XXX-XXXX or by e-mail at XXX@hud.gov.

Sincerely,

Name
Labor Standards Specialist