Sample Payee Locator Letter

, 20XX

Name
Street Address
City, State Zip Code

Dear Mr/Ms. :

Subject: Wage restitution for work performed
Project: Name
Number
Location

The construction of Project Name was subject to Davis-Bacon prevailing wage requirements. We have determined that you were underpaid for work that you performed there. We are holding back wages for you and need to verify your Social Security Number and current mailing address so that we can send a check to you. Please contact me if you would prefer that we wire these funds directly to your bank account.

Please complete and sign the bottom portion of this letter and return it to this office in the preaddressed, post-paid envelope provided. You must provide your Social Security Number in order to verify your identity and a current mailing address. We ask for your telephone number so that we can contact you if there are any questions about your back wage payment. We will order a payment for you as soon as we receive your response.

Thank you for your time and prompt attention to this request. If you have any questions or would like more information about this request, please feel free to contact me at Phone, or by email at
@hud.gov

Sincerely,

Name
Labor Relations Specialist

Return this portion to HUD in the envelope provided: Employer: Name
Project Name, Number

Name	**Social Security Number**
Street	**Telephone Number**
City, State, Zip Code	**Signature**