

Online LT forms: FAQ

Q: Where do I access the new online LT forms?

A: They can be accessed on the contract compliance webpage on the SBS website. Here is the link: <https://www.nyc.gov/site/sbs/businesses/contract-compliance.page>

Less than 50 Employees – Supply and Services

Q: I am a supply and services contractor with less than 50 employees, should I also complete and send a Supply and Services Employment Report?

A: No! You only need to complete an online LT50 form.

Q: Will I be emailed a memo for LT50?

A: Yes, a memo will be sent immediately upon completion of the online LT form.

Q: Should I provide the LT50 memo while requesting a closeout?

A: Yes, you will need to provide the memo received when requesting for a closeout

Q: What if I have already completed the paper LT50 form? Will the form be accepted?

A: Yes, the forms will be accepted until 8/14/2023. Starting on 8/15/2023 we will only be accepting online LT50 form submissions

LT\$750K and LT\$1M- Construction

Q: I am a construction subcontractor working on a city/state funded project and I have been awarded less than \$750,000, should I complete a Construction Employment Report?

A: No! You only need to complete an online LT\$750K form.

Q: I am a construction subcontractor working on an ICAP project and I have been awarded a less than \$1Million contract. Should I complete a Construction Employment Report?

A: No! You only need to complete an online LT\$1M form.

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Q: How do I know I have successfully submitted the form?

A: Upon completing your form, make sure to click on “send me a copy of the response” and you will receive a submission confirmation email. If you cannot find your confirmation in your inbox, please make sure to check your spam folder.

Q: How will the city agency or consulting company representative know that the sub-contractor has completed their LT form?

A: You may request the copy from the subcontractor.

Q: What happens if I forget to click "send me a copy of my responses? Will SBS be able to send me a copy?

A: In order to receive a copy of the form, you must click “send me a copy of the response”. Alternatively, you may re-submit the online form and acquire a second copy. SBS can confirm completion of requirement, but the businesses/contractors are responsible for documentation retention.

Q: Should I provide the copies of the LT forms while requesting a closeout?

A: Yes, you should provide proof of completion as part of your close-out. In the absence of such documentation, DLS can assist in verifying the completion of this requirement.

Q: What if I have already completed the paper LT form? Will the form be accepted?

A: Yes, the form will be accepted until 8/14/2023. Starting on 8/15/2023 we will only be accepting online LT50 form submissions

Q: Where can I enter sub-contractor trade on the online form?

A: The North American Industry Classification System (NAICS) is the standard used in classifying business establishments. You may identify subcontractor trade by selecting an appropriate NAICS code.


Less than (LT) form

As per E050, contracts with a certain amount (city/state funded construction contracts less than \$750k and ICAP subcontracts less than \$1M) are not required to submit the employment report but are required to submit the business and contract related information. Please use the form below to submit the information for the records of DLS/DEFO/SBS.

Select the type of submission/contract *

Send me a copy of my responses

Submit

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