



PLEASE NOTE: IF YOUR PAY APPLICATION HAS ANY MISSING OR INCOMPLETE FORMS, IT WILL BE RETURNED TO YOU AND YOU WILL HAVE TO RE-BILL IT THE FOLLOWING MONTH.

REQUIREMENTS FOR SUBCONTRACTOR PAYMENTS

1. EXECUTED SUBCONTRACT AGREEMENT:

Schedule of Values to be negotiated at time of contract award by the Project Manager.

2. CERTIFICATE OF INSURANCE:

Current, with limits matching our subcontractor requirements and job specific.

3. COMPLETED W-9:

If mailing address is different, please notate.

4. COMPLETE BILLING:

On our forms, when required by project, with properly attached Continuation Sheet.

5. CONDITIONAL/FINAL LIEN WAIVER:

On our form and the amount needs to match the pay app amount exactly. If the pay app is adjusted or revised, a new lien waiver is required. It must be signed by someone with proper authorization to execute legal documents, President, Vice President, CFO, Owner, Controller, etc. It must be notarized.

6. SALES TAX REPORTS:

On our form, or equivalent variation, when required by project.