

Subcontractor's Application For Payment Instructions

Job No.:

Name Of Project:

Location:

In an effort to expedite the handling of your requests for Payment and to eliminate delays due to inadequate information, we are providing a set of instructions and forms for your use in preparing your requests for payment. Strict compliance with these and contract requirements will help to eliminate unnecessary delays in making payment to you.

1. Payment cannot be made to you until your Subcontract, insurance certificate, and payment and performance Bonds (if required by subcontract) have been received, accepted and your subcontract fully executed by the General Contractor. This also applies to subsequent change orders. If you have any questions concerning any of these documents, please contact your job site superintendent.
2. Your application for payment for work completed and/or Materials delivered monthly must be presented to our Office on or before the 25th of each month. Payment Requests not received by this date cannot be included in our billing through the end of the month. Originals of all applications for payment must be submitted to our office; Faxed copies will not be accepted.

Office address: T.J. Word & Associates, Inc.
500 Old Bremen Road, Suite 113
Carrollton, Georgia 30117

3. You are required to present your payment request in "total-to-date" figures. A copy of the subcontractor's application for payment form is attached for your use. If this is not sufficient, additional copies may be obtained through our Office. If you would like a copy of this form in Microsoft Excel format please contact our office. Further instructions, if any, concerning this breakdown will be sent to you by the Project manager.
4. The "interim affidavit and waiver of lien", which is included at the bottom of the "subcontractor's application for payment" Must be properly completed and presented with each Monthly payment request. This form must be notarized (including notary's expiration date and seal) before it can be Processed by our office.
5. Include in your payment request only work and materials provided for in the original subcontract agreement and executed change orders. Contract additions must not be Included in your payment request until the change order has been fully executed by the general contractor.

6. Your first billing must be accompanied by a fully completed W-9 – request for taxpayer identification number and Certification form. Payment will not be made to you without our having received this information. Contact our office if you need a copy of a w-9 for your use.
7. If you are billing for any stored materials, a completed bill of sale and Proof of insurance for all stored materials must be provided with your application for payment. All stored Materials must be able to be viewed and verified by representatives of the owner, architect and contractor prior to payment.
8. In order to be included in the monthly payment application, all draw request forms must be signed by the project Superintendent. Any extras must be included in a fully executed change order. All “time and Material” work must be documented with copies of daily time Records approved by the project superintendent.
9. In no case will any payment be made before we receive a completed certificate of insurance and the payment and performance bonds (if required by subcontract). These must be maintained for the duration of the project, and if they lapse, you will be back-charged any cost incurred on our behalf to fulfill those obligation. If bonds are required, the premium for such will be included in your subcontract amount, and must be billed with your first request for payment. Properly signed copies of your bonds must be received by our office before any payment requests will be processed.
10. Final payment cannot be made until all work is complete and we have received your warranty”, “final affidavit and waiver of lien”, and other miscellaneous close-out documents. Contract closing instructions and copies of applicable forms will be sent to you at the completion of your work.
11. Checks are normally mailed from our office on the 10th of the month for payment request that are properly submitted. Following these guidelines will help make your draw process run smoothly.