



## **INSTRUCTIONS FOR SUBCONTRACTOR APPLICATION FOR PAYMENTS.**

1. Subcontractor: Enter your name and address.
2. Application #: Please number all invoices related to this job sequentially. For example, the first subcontractor application for payment for this project would be #1 and the fourth subcontractor application for payment on this project would #4.
3. Your Invoice #: Use the blank to document the invoice number for your system (optional).
4. The Contract Amount (line 1 column B) **MUST** match the amount of the subcontract issued by TYLER 2 CONSTRUCTION INC.
5. Change Orders must be listed separately with a brief description of the work completed. Change order amounts **MUST** match the amount of the change order issued by TYLER 2 CONSTRUCTION INC.
6. A Lien Waiver must accompany each subcontractor application for payment and retainage subcontractor application for payment. You may use the one at the bottom of the subcontractor application for payment form or you may use your own form subject to approval by TYLER 2 CONSTRUCTION INC.
7. A separate subcontractor application for payment **MUST** be submitted for the final amount at completion. Retainage: retainage of 10% of Work Completed to Date must be withheld until completion of the subcontracted work.
6. In the Top section:
  - Column A: Brief description of the work performed for the contract and any change orders
  - Column B: The dollar amount of the subcontract and change orders issued by TYLER 2 CONSTRUCTION INC.
  - Column C: The total dollar amount of any and all previous subcontractor applications for payment.
  - Column D: The dollar amount of the work complete since the previous subcontractor application for payment
  - Column E: The dollar amount of any stored materials that are onsite but have not been installed
  - Column F: The total dollar amount completed to date (add columns C,D,& E)
  - Column G: The percentage of the work complete (column F, complete to date divided by column B, the contract amount)
  - Line 1: Subtotals for the lines above
  - Line 2: Subtotals of Change Orders
  - Line 3: Total of Lines 1 and Lines 2
7. In the Summary section:
  - Line 4: The total on line 3, column F
  - Line 5: The Retainage, 10% (per the subcontract terms) of Line 4
  - Line 6: Line 4 minus line 5
  - Line 7: Line 6 of the previous subcontractor application for payment
  - Line 8: The Current amount requested (total earned minus previous subcontractor application for payments)
  - Line 9: Total Amount remaining to bill. Total contract amount (from line 3 column B) minus line 6 (total earned less retainage)
8. The conditional Lien Waiver at the bottom of the form must be filled out **COMPLETELY**, signed and notarized.

### **TYLER 2 CONSTRUCTION**

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