



## SUBCONTRACTOR APPLICATION FOR PAYMENT CHECKLIST

### Required Documentation

Tyler 2 Construction requires the following documentation to ensure timely processing of invoices:

1. Progress Billing Invoice. Tyler 2 Construction will provide an invoice format that can be used. The AIA G702 and G703 forms may be used. Subcontractor may use its own format as long as the following information is included:
  - Original Contract amount
  - Change Orders identified separately
  - Retainage withheld at the appropriate amount per the terms of the subcontract.
2. Notarized Conditional Waiver of Lien.
3. If multiple subcontracts for different phases (i.e. drywall and ceilings) are issued, each subcontract must be billed separately.
4. Retainage should be billed separately at the completion of all work.
5. Subcontract must be signed and returned.
6. Current insurance certificate on file with Tyler 2 Construction. Subcontractor may be required to list Tyler 2 Construction as an additional insured.
7. Other documentation that may be required per the terms of the subcontract. For example, public projects may require Sales Tax Certifications and /or Certified Payrolls.
8. Completed Form W-9 on file.

### Approval Process

The documentation above must be received in the timeframe dictated by the subcontract. Tyler 2's Project Manager and Superintendent will review the invoice for the following:

- Completeness of the work being billed as compared to the date of invoice.
- Accuracy of amounts.

### Payment Terms:

- Progress Billings approved by the Project Manager will be paid within 30 days of **receipt of the required documentation**.
- Retainage Invoices approved by the Project Manager will be paid within 30 days of completion and acceptance of punch lists and **receipt of all Close Out documentation** (warranties, operations manuals, as-built drawings, etc.)

Subcontractor / supplier will be notified in advance if the payment terms for a project are modified.

### For question, please contact:

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