

# **Sub Payment Checklist**

Payment to Subcontractors Within 10 days of Payment from Owner

- ✚ Verify Certified Payroll Reports
  - Fringe Benefit Statement (One-Time only, or if any changes)
  - Weekly Certified Payroll Report (May not be more than 2 weeks behind – does not correlate with progress payment month)
  - Weekly Statement of Compliance (accompanies Certified Payroll Report)
  - Statement of Non-Performance (in lieu of CP Report/Stmt of Compliance, if no work performed)
  - Monthly Utilization Report
  - Monthly Ethnic Composition
- ✚ Insurance is in Compliance with Specifications
- ✚ Verify all Subcontract documents have been turned in
  - Subcontract Agreement/Purchase Order
  - Form W-9
  - Affidavit
  - Vendor ID
- ✚ Verify all Subcontract Modifications have been signed and returned
- ✚ Verify all Subcontractor's Subs and Supplier Releases have been turned in. Any Conditional Releases will be Joint Checked - No Conditional Releases less than \$1000 will be accepted (Sylvia)

Subs will be notified of outstanding requirement issues by DJM personnel prior to being paid. However, if these requirements have not been met by the time they are ready to be paid, a notice will be sent out listing outstanding issues and payment may not be processed until requirements are satisfied.