



## ATTACHMENT D

### Payment Application Guidelines

- 1) Submission date of payment application is project specific and projected through the end of the month; refer to Page II, Item 10 of your contract. **Applications should be sent to [billing@bccgp.com](mailto:billing@bccgp.com)** . Please do not send an original.
- 2) All applications must be submitted on G702 and G703 documents in **typed** format; handwritten documents **will not be accepted**.
  - a) The G703 Continuation Sheet should be completed according to BC Construction's approved Minimum Schedule of Values.
  - b) Sworn Statement and Waiver amounts must correlate. Previous and current waivers must accompany current Sworn Statement, which must be signed and notarized. Failure to include all waivers will result payment delay.
  - c) Retainage Release Form must be included if billing for retainage.
- 3) Incomplete documents as well as failure to provide BC Construction with proper insurance certificates will result in delay of payment.
- 4) Applications which include Change Orders that have not been approved will be rejected.
- 5) Payment will not be released prior to a fully executed contract.
- 6) Final payment will be issued only when the following are received: a) Full Unconditional Waivers from all suppliers/ subcontractors b) Closeout documents c) O&M Manuals

We appreciate your attention to these guidelines as they serve to assist both you the subcontractor and BC Construction in providing timely payment.

The following documents can be found on our website [www.bccgp.com](http://www.bccgp.com)

- G702 Application and Certification for Payment
- G703 Continuation Sheet
- BC Construction G703 Continuation Sheet Minimum Schedule of Values
- Sworn Statement
- Full Unconditional Waiver
- Partial Unconditional Waiver
- W9