



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 must be submitted through gcpay.com.**
- 2) All applications must be submitted through **gcpay.com** online.
 - a) Entries made in GCPAY 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. All items must be uploaded to GCPAY.
 - c) Retainage must be submitted through GCPAY.
- 3) Incomplete documents as well as failure to provide BC Construction with proper insurance certificates will result in rejection of pay application in GCPAY .
- 4) Applications which include Change Orders that have not been approved cannot be entered into GCPAY, and will result in rejection of pay application.
- 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

- G702 Application and Certification for Payment (submitted through gcpay.com)
- G703 Continuation Sheet (submitted through gcpay.com)
- BC Construction G703 Continuation Sheet Minimum Schedule of Values (submitted through gcpay.com)
- Sworn Statement (upload into gcpay.com)
- Full Conditional / Full Unconditional Waiver (upload into gcpay.com)
- Partial Conditional / Partial Unconditional Waiver (upload to gcpay.com)
- W9 (submit to billing@bccgp.com)

Any questions regarding the use of GCPAY or trouble shooting problems contact the 24-hour Support Center (support@gcpay.com or [877-447-2584](tel:877-447-2584)).