



# PRIMUS CONTRACTING, INC.

PLEASE NOTE: IF YOUR PAY APPLICATION HAS ANY MISSING OR INCOMPLETE FORMS, IT WILL BE RETURNED TO YOU AND YOU WILL HAVE TO RE-BILL IT THE FOLLOWING MONTH.

## REQUIREMENTS FOR SUBCONTRACTOR PAYMENTS

1. **EXECUTED SUBCONTRACT AGREEMENT:** Schedule of Values to be negotiated at time of contract award by the Project Manager.
2. **CERTIFICATE OF INSURANCE:** Current, with limits matching our subcontractor requirements and job specific.
3. **COMPLETED W-9:** If mailing address is different, please notate.
4. **COMPLETE BILLING:** On our forms, when required by project, with properly attached Continuation Sheet.
5. **CONDITIONAL/FINAL LIEN WAIVER:** On our form and the amount needs to match the pay app amount exactly. If the pay app is adjusted or revised, a new lien waiver is required. It must be signed by someone with proper authorization to execute legal documents, President, Vice President, CFO, Owner, Controller, etc. It must be notarized.
6. **SALES TAX REPORTS:** On our form, or equivalent variation, when required by project.