

## INSTRUCTIONS

### APPLICATION FOR PAYMENT

**IMPORTANT:** This form must be filled out in Microsoft Excel, printed, and then signed. Subcontractor must provide completed Sub-Tier Releases (Interim or Final) WITH each monthly Application for Payment. It is the Subcontractors responsibility to obtain and ensure proper completion of Sub-Tier Releases. Please note that releases must be on our current forms available on our website (<http://www.sierraind.com/subcontractor-forms.php>). Refer to the Subcontract or contact the Project Manager to see when monthly billings must be received by Sierra (subject to owner and/or project specific requirements). Email all completed billing documents to the Project Administrator (*first name + last initial + @sierraind.com*). Original billing documents are only required upon request.

*TIPS: Use the tab key to move between fields. If any fields are highlighted in yellow, the form is not complete.*

#### PAGE ONE:

- 1) Subcontractor Name
- 2) Subcontractor Street Address
- 3) Subcontractor City, State, Zip
- 4) Project Name as stated in the Subcontract
- 5) Project Street Address as stated in the Subcontract
- 6) Project City, State, Zip as stated in the Subcontract
- 7) Payment Request Number (*Example: 01, 02, 03*)
- 8) Federal Taxpayers Identification Number
- 9) Period From date is the day immediately following the Period To date of your previous Application for Payment. If this is your first Payment Request, the Period From date shall be the day work commenced.
- 10) Period To date must always be the 25th day of each month UNLESS otherwise stated in the Subcontract.
- 11) Project Owner Name as stated in the Subcontract
- 12) Sierra Project Number as stated in the Subcontract
- 13) Subcontract Number if provided in the Subcontract (*Example: 001, 002, 003*)
- 14) Exact Original Subcontract Amount
- 15) Total Amount of APPROVED Change Orders must ONLY include amounts for change orders that have been formally issued by Sierra. **NOTE:** *Change Requests must be submitted to the Project Manager before a formal Change Order will be issued. Billing for unissued change orders will cause your Application for Payment to be rejected.*
- 16) Value of Original Contract Work Complete to Date
- 17) Value of APPROVED Change Order Work Complete to Date must ONLY include amounts for change orders that have been formally issued by Sierra.
- 18) When billing for Materials Stored Off-Site, you must attach a Certificate of Insurance (Evidence of Property Insurance) and Proof of Purchase.
  - a) Certificate of Insurance (Evidence of Property Insurance) must show the following:

# INSTRUCTIONS

## APPLICATION FOR PAYMENT

- i) Location (address) of where materials are stored
  - ii) Description of property stored
  - iii) Amount of Insurance
  - iv) Project name where materials will be installed
  - v) Sierra Construction Co., Inc. and the Project Owner must be added as additional insured/loss payees
- b) Proof of Purchase may be packing slips or invoice copies
- 19) Previously invoiced amount must be the total gross amount previously billed
- 20) Retention is 10% unless otherwise stated in your Subcontract
- 21) Sub-Tier Schedule of Values cannot be left blank. List must include any Sub-Tier (lower-tier subcontractor/vendor) that is projected to supply/perform over \$1,000 for the entire project even if no cost has been incurred to date. **NOTE:** *If you do not have any Sub-Tiers, please type "None" in the Sub-Tier Name field.*
- ① Name of Sub-Tier
  - ② Description of work performed (or to be performed) and/or brief description of items supplied/furnished (or to be supplied/furnished)
  - ③ Contact Information for Sub-Tier
  - ④ Total Projected Cost for the Entire Project. **NOTE:** *If the exact cost is unknown, provide the estimated cost. Do not leave blank.*
  - ⑤ Total Amount Paid to Date. **NOTE:** *This value should match the Unconditional Value of the Sub-Tier Interim Release. If the value in ④ is equal to the value in ⑤, please attach a Sub-Tier Final Release.*
  - ⑥ Total Amount Due must include all Unpaid Sub-Tier Invoices dated on or before the Period To date of this Application for Payment. **NOTE:** *This value should match the Conditional Value of the Sub-Tier Interim Release.*
  - ⑦ Total Amount Left to Invoice is the sum of Projected Cost less Previously Invoiced  $④ - ⑤ - ⑥ = ⑦$ . **NOTE:** *If a negative value appears in this column ⑦, the total projected cost ④ must be increased.*

### **PAGE TWO:**

- 22) Most fields of the Conditional Release will auto-fill from entries on page one. It is only necessary to enter the signature name, title and date signed in the Conditional Release section. The signature information entered will auto-fill in the Unconditional Release and Certification sections below.
- 23) Unconditional Release Amount must include the TOTAL AMOUNT of payments received to date
- 24) Unconditional Release Through Date must be equal to the Period To date of the last PAID Application for Payment
- 25) Three signatures are required
- 26) To expedite payment processing, please review the Submission Instructions and verify all requirements have been met before submitting your completed Application for Payment.

# INSTRUCTIONS

# APPLICATION FOR PAYMENT

FROM: 1 \_\_\_\_\_  
 ADDRESS: 2 \_\_\_\_\_  
 CITY, ST, ZIP: 3 \_\_\_\_\_

PROJECT NAME: 4 \_\_\_\_\_  
 ADDRESS: 5 \_\_\_\_\_  
 CITY, ST, ZIP: 6 \_\_\_\_\_

PAYMENT REQUEST NO.: 7 \_\_\_\_\_ PERIOD FROM: 9 \_\_\_\_\_  
 TIN/EIN: 8 \_\_\_\_\_ PERIOD TO: 10 \_\_\_\_\_

OWNER NAME: 11 \_\_\_\_\_  
 PROJECT NO.: 12 \_\_\_\_\_ SUBCONTRACT NO.: 13 \_\_\_\_\_

**CONTRACT SUMMARY:**

*FOR SCCI USE ONLY*

1. Original Contract Amount:	\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">14</span> _____	\$ _____
2. Total of <u>Approved</u> Change Orders:	\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">15</span> _____	\$ _____
3. Adjusted Contract Amount (Line 1 + Line 2):	\$ _____ -	\$ _____

**BILLING SUMMARY:**

4. Value of Original Contract Work Complete to Date: _____ %	\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">16</span> _____	\$ _____
5. Value of <u>Approved</u> Change Order Work Complete to Date: _____ %	\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">17</span> _____	\$ _____
6. Materials Stored <u>Off-Site</u> (Attach Cert. of Ins. and Proof of Purchase):	\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">18</span> _____	\$ _____
7. Subtotal (Line 4 + Line 5 + Line 6): _____ %	\$ _____ -	\$ _____
8. Less Amount Previously Invoiced (Line 7 of previous application):	\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">19</span> _____	\$ _____
9. Total Requested This Period (Line 7 - Line 8):	\$ _____ -	\$ _____
10. Less Retention <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">20</span> ( <u>10%</u> of Line 9):	\$ _____ -	\$ _____
11. NET AMOUNT DUE THIS APPLICATION (Line 9 - Line 10):	\$ _____ -	\$ _____

**SUB-TIER SCHEDULE OF VALUES**

**21** LIST ALL SUB-TIERS (LOWER-TIER SUBCONTRACTORS, MATERIAL SUPPLIERS, AND EQUIPMENT RENTALS) TOTALING OVER \$1,000 FOR THE ENTIRE PROJECT USED IN, OR IN CONNECTION WITH, THE PERFORMANCE OF THIS AGREEMENT.  
 → IF THIS INFORMATION IS NOT PROVIDED IN ITS ENTIRETY, OR IS INACCURATE, PAYMENT WILL BE HELD UNTIL PROPERLY COMPLETED. ←

① NAME OF SUB-TIER <small>(Lower-Tier Subcontractors, Suppliers, Equipment Rentals)</small>	② DESCRIPTION <small>(Work Performed, Supplies/Rentals Furnished)</small>	③ CONTACT INFO <small>(Phone/Fax)</small>	④ TOTAL PROJECTED COST FOR THE ENTIRE PROJECT	⑤ TOTAL AMOUNT PREVIOUSLY PAID	⑥ TOTAL AMOUNT DUE THIS REQUEST <small>thru:</small>	⑦ TOTAL AMOUNT LEFT TO INVOICE FOR THE ENTIRE PROJECT
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>TOTALS</b>			\$ -	\$ -	\$ -	\$ -

→ THIS IS A TWO PAGE FORM. APPLICATION FOR PAYMENT WILL NOT BE ACCEPTED UNTIL BOTH PAGES HAVE BEEN PROPERLY COMPLETED. ←

**CONDITIONAL RELEASE UPON PROGRESS PAYMENT**

Upon receipt by the undersigned of a check from Sierra Construction Co., Inc. in the amount of \$ [redacted] , payable to [redacted] (Net Amount Due This Application)

[redacted] (Subcontractor Name) , and when the check has been paid by the bank or other institution upon which it is drawn,

this document shall become effective to waive and release any Mechanic's or Materialman's Lien, equitable line, stop notice, bond or [redacted] (22) age claim right, the undersigned has on the project owned by [redacted] (Owner Name) , known as the

[redacted] (Project Name) located at [redacted] (Project Street Address) , [redacted] (Project City, State, Zip)

for labor services, equipment or material furnished to Sierra Construction Co., Inc. through the date of [redacted] (Period To Date of This Application) provided,

however, that this waiver and release shall not be effective as to retainage or other payments under the undersigned's contract which are not currently due and payable to the undersigned. Nothing herein shall be construed to waive or release any such rights which may accrue to the benefit of the undersigned for labor, services, equipment or material furnished to the above-referenced project subsequent to said date or for compensation due to the undersigned for the following items which are in dispute:

In consideration of this progress payment, the undersigned hereby indemnifies and agrees to hold Sierra Construction Co., Inc. and the above-referenced Owner harmless from any claim, cause of action or liability, including but not limited to, costs, expenses, arbitration fees, interest and reasonable attorney's fees, arising from any claims hereafter made on account of labor, services, equipment, or material covered by this progress payment. Before any recipient of this document relies upon it, the recipient should verify that the payor bank honored the foregoing payment check.

X (25) [redacted] (Authorized Signature) BY: (22) [redacted] (Print Name) TITLE: (22) [redacted] (Title) DATE: (22) [redacted] (Date)

**UNCONDITIONAL RELEASE UPON PROGRESS PAYMENT**

The undersigned does hereby acknowledge that the undersigned has been paid and has received progress payments in the sum of \$ (23) [redacted] (Total Amount Paid To Date) for labor, services, equipment or materials furnished to the above-referenced project and does hereby release

any and all claims and rights of the lien which the undersigned has on the above-referenced project. This release covers all payments for labor services, equipment or materials furnished and/or claims to the above-referenced project through the date of [redacted] (24) (Period To Date of Last Application Paid) only and does not cover any retention or items furnished after that date.

X (25) [redacted] (Authorized Signature) BY: (22) [redacted] (Print Name) TITLE: (22) [redacted] (Title) DATE: (22) [redacted] (Date)

**CERTIFICATION OF APPLICATION FOR PAYMENT**

I hereby certify that the work performed and the materials supplied to date, as indicated, represent the actual value of the Work under the terms of the agreement (and all authorized changes thereto) between the undersigned and Sierra Construction Company, Inc. as it relates to the above-referenced project.

I also certify that payments, less applicable retention, have been made through the period covered by previous payments received from the Contractor to, 1) all my subcontractors (sub-tier subcontractors) and 2) for all materials, equipment rentals, and labor used in or in connection with the performance of this agreement. I further certify I have complied with Federal, State, and Local tax laws, including Social Security, Unemployment Compensation, and Workmen's Compensation insofar as applicable to the performance of this Agreement, and all work performed and materials furnished have been provided without discrimination as to race, creed, color, national origin, sex or age. This certification includes the sub-tier schedule of values in this form.

It is further certified that, for the purpose of said Agreement, the sub-tiers listed have been contracted with and have furnished, or will furnish, materials, equipment rentals, and/or labor on said Project. The amounts due and to become due are set opposite their names for materials, equipment, and labor as stated. This statement is made to the Contractor for the purpose of procuring payment on the said Agreement, and is a full, true, and complete statement of all such entities, and of the amounts paid, due, and to become due to them relative to this project.

X (25) [redacted] (Authorized Signature) BY: (22) [redacted] (Print Name) TITLE: (22) [redacted] (Title) DATE: (22) [redacted] (Date)

(26)

**SUBMISSION INSTRUCTIONS**

1. The value of Total Approved Change Orders may ONLY include fully executed Change Orders that have been issued by Sierra.
2. Complete all required fields in Excel before printing. Required fields are highlighted in yellow until completed.
3. Print pages one and two and sign page two (three signatures total).
4. Attach a completed lien release (Sub-Tier Interim or Final) for each Sub-Tier listed on the Sub-Tier Schedule of Values on page one.  
*Note: Lien releases must be on a Sierra Form. Forms and detailed instructions are available on our website (www.sierraind.com).*
5. Application for Payment and all required lien releases must be received no later than five days after the "Period To" date on page one.
6. Submit via Email (*preferred*) to the Project Administrator OR Fax to 425-487-5296 OR Mail to 19900 144th Ave NE, Woodinville, WA 98072.

# **INSTRUCTIONS**

## **APPLICATION FOR PAYMENT**

### **FREQUENTLY ASKED QUESTIONS:**

#### **What is a Sub-Tier?**

A "Sub-Tier" is a lower-tier subcontractor, vendor, or supplier used by the Subcontractor.

#### **What if I have more than nine Sub-Tiers?**

Contact the Project Administrator before submitting your billing. We will provide you with a separate Sub-Tier Schedule of Values that accommodates over nine Sub-Tiers.

#### **Who is the Project Administrator?**

Refer to your Subcontract or contact our office. Please note that occasionally the Project Administrator will change before the project is complete, however, you will be notified when this happens.

#### **When are billing documents due?**

Refer to the Subcontract or contact the Project Manager to see when monthly billings must be received by Sierra. Certain billing requirements are subject to owner and/or project specific requirements.

#### **How do I submit my billing documents?**

Please email all completed billing documents to the Project Administrator (*first name + last initial + @sierraind.com*). If you cannot scan and email, please fax to (425) 487-5296 or mail to our main office at 19900 144th Ave NE, Woodinville, WA 98072. Whichever method you choose, please only submit your billing once. Original billing documents are only required upon request.