

**Attachment “B”**  
**SUBCONTRACTOR PAPERWORK REQUIREMENTS**  
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In order to avoid any confusion in our billing process, the requirements for payment have been outlined below:

Subcontractor payment request (attached) must be received in this office (mail or fax) by the 25th day of each month.

Before payment will be made, the following must be submitted to this office:

1. Signed contract.
2. W9 (request for tax identification number)
3. Insurance certificate naming McCarty Construction as additional insured. See page 2 of Attachment “B”.
4. A copy of your workers compensation experience mod.
5. List of suppliers and unconditional lien waivers from the suppliers through the period of the invoice. If the waivers are conditional joint checks for the amounts shown will be issued. See page 2 for details.
6. Invoices for any change orders billed. Invoices for change orders should include a description of work and reason for the change (i.e. addendum #, request of owner, direction of G.C.). These invoices should itemize material, labor and tax. Change orders will be paid after written approval from the owner.

**Your attention to these requirements will ensure prompt payment of your invoices. Subcontractor payments will be made on or about the 15th of each month.**