

Essential Steps to Getting Paid by HGC Construction Co.

To make the process easier, we have created a reference checklist of the documentation needed in order for you to receive a timely payment. All required forms can be found on our website, www.HGCconstruction.com under the “Subcontractors” tab

Before you start work on the job site, please return:

- Subcontractor Agreement Rider (Exhibit A1)** - fully executed
- Insurance Certificate**- following the specifications and limits as described in Exhibit E
 - Limits must be equal or greater than sample certificate
 - ***Under description of operations (or on a separate page), you must add the ‘additional insured’ language that you find on page 2 of the sample certificate. Once you submit a certificate with this language, it will cover all jobs. Therefore, do not list a job name******
- Workers’ Comp Certificate** (must show what state it covers)
- W-9** – Required if this is your first time working with HGC Construction

Before your first payment, please return:

Email the following documentation to ap@HGCconstruction.com or mail to HGC Construction no later than the 20th of the month (unless otherwise specified). Please submit directly to accounts payable. Sending it to a PM may delay payment.

- Pencil Copies** – must be submitted to Project Leader by the 15th of the month
- Monthly Billing** – must use AIA G702 & G703 form or follow AIA G702 & G703 format
 - **FINAL APPROVED INVOICES MUST BE COMPLETED AND SUBMITTED BY THE 20TH**
- Form A- Affidavit** – showing that materials and labor have been paid in full, if not, list suppliers/subs that will be paid upon receipt
- Form B- VPP Program** - Monthly VPP Hours worked on-site form
- Form C- Lien Grid** - Fully executed statement of persons furnishing labor and materials over \$1,000
 - If there are no persons furnishing labor, material, equipment, and/or services, write “None”
- Form E- Conditional Partial Waiver of Lien** - Conditional Waivers for Contractor and all subcontractors included on pay application

Before your second and subsequent payments:

- Monthly Billing** – must use AIA G702 & G703 form or follow AIA G702 & G703 format
- Form B- VPP Program** - Monthly VPP Hours worked on-site form
- Form D- Acknowledgement of Payment Waivers** – from vendors/suppliers/subcontractors over \$1,000
- Form E- Conditional Partial Waiver of Lien Rights** – lien release conditioned upon receipt of payment
- Form H- Unconditional Partial Waiver of Lien** – mailed by HGC with your payment for contractor. Also need to supply waivers for all tier subcontractors

Before final payment/retention:

Retention invoices are not required. Retention is paid to subcontractors when retainage is received from the project Owner and all subcontractors have returned the following documentation:

- **Form F- Conditional Final Waiver of Lien Rights** – will be emailed at the end of the project, must be returned by all subcontractors before retainage will be released
- **Form G- Supplier Final Unconditional Waiver of Lien Rights** – must be returned “PAID IN FULL” from all vendors/suppliers/subcontractors over \$1,000
- All applicable warranty letters, as-built drawings, operations and maintenance manuals