am HIGLEY
Beyond Bricks and Mortar

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# Subcontractor Application for Payment

## Frequently Asked Questions

### Billing Format

Q. Is the AMHigley form required?

A. Yes. The form contains contract and cost codes that must be visible to our Accounting Department for correct entry into our system.

Q. How does the form work?

A. You should begin by entering all the information into the Schedule of Values pages. Excel will carry over most of the math to the cover sheet. You will then enter the date, pay application number and previously billed numbers on the cover sheet. Excel will also populate the Partial Waiver & Release for you.

Q. Some of the cells are locked in the billing spreadsheet. Can these be unlocked?

A. No. We lock the cells so that the formulas are not inadvertently omitted or overwritten, which may cause errors in the billing and delay payment. If you have difficulty with the form, or feel that it contains an error, please call the Project Assistant assigned to your project and they can review it with you.

Q. I need more Schedule of Values pages. Can they be added?

A. Yes. You can email a pay application that includes data you are currently working on, or we can send you a blank template with additional SOV pages.

Q. I want to bill my retention, but I cannot adjust the formula in the locked retention columns. Help!

A. At the top of the retention column on each schedule of values page is a cell with the retention percentage. Type 0% in that cell, and the formula will adjust to bill the retention.

Q. Can I submit the pay application electronically?

A. You may submit your pencil copy electronically, but the final, approved copy with original signatures must be submitted to our office.

## Waivers

Q. Do you need waivers from all my subcontractors and suppliers?

A. No. We only require Second Tier Waiver & Releases from those who have provided us with a Notice of Furnishing.

Q. Is your Second Tier Waiver & Releases form required?

A. Yes, it is mandatory that second-tier subcontractors or material suppliers use our form. The "Last Date of Work Period Covered by Current Invoice" must always match the period ending date on your application.

Q. My subcontractor is not due any money this month. Do you still need a waiver from them?

A. Yes. Once a Notice of Furnishing is filed, Second Tier Waiver & Releases must be submitted every month with you Application for Payment until we receive their Final Waiver & Release. When no money is owed, the waiver should be for $0.

Q. My subcontractor made a mistake on their waiver. Can they erase or mark over to make the correction?

A. No. We can never accept an altered notarized document.

## Insurance

Q. What are the general liability insurance requirements?

A. A sample of the (mandatory) Acord 25 form showing our minimum requirements will be sent with your subcontract. The owner of the project and The Albert M. Higley Co., LLC must always be named insureds. Any additional required named insureds will be shown on the sample.

## Stored Materials

Q. What documentation is required for stored materials?

A. We must receive your stored materials insurance on an Acord 27 form. We must also receive a Bill of Sale form with copies of all invoices referenced on the Bill of Sale. The invoices' total must meet or exceed the amount of stored materials on your application.

Q. I am billing stored materials a second time, and I previously submitted all my stored materials documentation. Why do you want it again?

A. All documentation is kept on file with each individual application for payment. When subsequent applications are received, there is no way for us to see that stored materials documents are already on file.

Certified Payrolls

Q. Do I need a special form for Certified Payroll?

A. No. If the project requires Certified Payrolls, as long as your form contains all the necessary information for certified payroll reporting, it will be acceptable.

Q. Do you need Certified Payroll reports from my subcontractors?

A. Yes. Any company you hire that performs work on the jobsite must submit Certified Payroll reports.

Q. We have not yet submitted our final Application for Payment, but we have completed work on the project. Why do you need more Certified Payroll reports?

A. We must be able to account for all periods of time that we bill to the owner. Your reports stating "no work performed" verify what we are billing to them. We will require such reports from you until we receive your final Application for Payment.

Questions

Q. I have questions about my account. Whom should I call?

A. For questions about payment, please contact the Project Manager. If you have questions about our forms or any required backup documentation, please call the Project Assistant assigned to your project. For any other questions, please call our Accounts Payable Department at 216.861.2050.