

(Your Company Name)

List here the names of all persons or firms furnishing goods or services (excluding only employees in the direct hire of subcontractor), a description of what was furnished, and the amount(s) included therefore in this request. If obligation has been paid prior to date of this billing, set forth the value of said goods or services under "Total Owing " and insert the work "paid" under "This Billing" column. Stipulate the total new amount owing to any one firm or individual having furnished labor, materials, tangible personal property of any kind, services, fuel or rented equipment, including subcontractors, the total of which exceeds the lessor of \$1,000.00 or five percent (5%) of the adjusted contract sum. Attach separate letter stating reasons and circumstances for non-payment of any obligations arising from previous billings for which payment has been received from the contractor, unless due to retainage on subcontractors.

**SCHEDULE OF
THIRD PARTY
OBLIGATIONS**

OWING (NAME OF FIRM OR INDIVIDUAL)	OWING FOR (ITEM DESCRIPTION)	TOTAL OWING	INDICATE THE PORTION OF TOTAL OBLIGATION ARISING FROM:		
			THIS BILLING	PREVIOUS BILLING	TOTAL
TOTALS (FOR COMPARISON WITH AMOUNT)					

RECONCILIATION OF CONTRACT SUM

ORIGINAL CONTRACT SUM _____
 TOTAL APPROVED ADD CHANGE ORDERS _____
 TOTAL APPROVED DEDUCT CHANGE ORDERS _____
 CURRENT ADJUSTED CONTRACT SUM THROUGH CHANGE ORDER No. _____
 DO NOT ENTER CHANGE ORDER AMOUNTS UNTIL RECEIPT
 OF NOTICE OF APPROVAL FROM CONTRACTOR
 WORK ORDERS TO DATE _____
 TOTAL CONTRACT INCLUDING WORK ORDERS _____

CERTIFICATION

The undersigned hereby certifies and affirms that all information supplied herein or attached hereto is true and accurate; that all lawful charges for labor, material, goods and services, rentals, taxes, insurance and/or all other costs or expenses incurred in the performance of his (its) work on the within named project through the date of this request have been paid in full, excepting only those amounts represented by the current billing and/or those amounts remaining unpaid which are fully disclosed elsewhere herein or attached hereto. The undersigned further certifies and affirms that the full amounts included in any prior billing for the account of any third party having an interest therein or for any other reason having a lienable claim against the within named project and for which contractor has made payment have been well and truly paid, or if not, are fully described and explained in a sworn affidavit or statement attached hereto. The undersigned further certified and agrees that all payments made to suppliers having any interest in this billing, or on prior billings, have been made and/or will be made only on condition that supplier shall apply said payment against the account of the undersigned for the within project and no other. The undersigned further certifies that that in the performance, administration and execution of his (its) work on the within named project, all of the terms and conditions of the Subcontract Agreement and of the Contract Documents governing the prime contract, insofar as they relate, have been and are being fully met, and that he (it) has complied and is fully complying with all ordinances, statues, orders, regulations and any federal, state or municipal authority, or any subdivision thereof, having jurisdiction over the within named project; further that any and all reports and affidavits related to his (its) payroll on the within named project, together with those of his (its) subcontractors, if and required by the Contract Documents, have been promptly and accurately executed and delivered as directed by contractors for, all pay periods represented by this and prior billings. The undersigned has personally prepared and/or read and approved all statements and amounts set forth herein, or attached herein, and certified that he (she) is authorized to sign this request, acting for and on behalf of the firm named below. The undersigned individual and the firm making this request hereby jointly and severally acknowledge potential liability for fraudulent statements, misrepresentations or omissions having like effect contained in this request or attached hereto, and by which contractor may suffer damage through reliance thereon in making payments hereunder.

 Company Name / Authorized Signature / Date

Pay Application# _____