

PAY APPLICATION INSTRUCTIONS

Line Number	Instructions
1. Original Contract Sum	This line should contain the original contract amount prior to any change orders. Please reference your contract for the agreed upon amount.
2. Net Change Orders	Total of all change orders issued. This could result in the contract amount being less.
3. Contract Sum to Date	This will be the contract amount after and change orders. Line 1 plus or minus line 2.
4. Total Completed to Date	This will be the total charges for all work completed on site. Column G on G703 (Continuation Sheet)
5. Retainage a. b. Total Retainage:	Retainage amount can be found in your contract. Retainage is typically 10%. This will be 10% of completed work. 10 % of the amount in line 4. And/or 10% of materials stored on site. Will be a total of line 5a and 5b. (Total in Column 1 on G703 Continuation Sheet)
6. Total Earned less Retainage	This will be the total amount completed minus any retainage that is being held. Line 4 minus line 5 total. Enter the total on this line.
7. Less Previous Payments	This amount will be found on Line 6 of your previous pay app. If this is Pay App # 1, please enter a 0 here.
8. Current Payment Due	The amount due will be Total Earned (line 6) minus Previous Payments (line 7). Please ensure this amount matches the amount listed on the waivers to be submitted.
9. Balance to Finish	Enter on this line, the Contract Sum to Date (line 3) minus Total Earned (line 6). This is the amount of the contract left to be performed and paid.
Please Note	Ensure we have a copy of your Certificate of Insurance, W-9 and the appropriate affidavit and waivers needed to process your payment.



MF: 3/26/15