

# J H BATTEN, INC.

## INSTRUCTIONS FOR FILLING OUT SUBCONTRACTOR'S APPLICATION FOR PAYMENT

1. Write in the date of the application along with your subcontract # which is listed on your contract, the period the work was completed and your invoice number.
2. Enter your original contract amount on line #1. On Line #2, enter the Change Orders for which you are billing. A "Schedule of Values for Change Orders" will be required when billing for approved Change Orders. Add Lines #1 and #2. Enter this amount on Line #3. Enter the amount completed through the date of the billing on Line #4.

On Line #5a, enter the amount that you have invoiced on the job prior to the current application. On Line #5b, enter the amount of retainage that has been held prior to the current application. Add Lines #5a and #5b. Enter this number on Line #6.

Subtract Line #6 from Line #4 (Line #4-Line #6). Enter this number on Line #7. Enter retainage on Line #8 (usually 10% of Line #7). Subtract Line #8 from Line #6 (Line #6- Line #8) and enter this number on Line #9. This will be your net amount due for the current application.

3. Fill out a separate application for retainage. This should be your final payment request for a job. Enter Lines 1-4 from your last application request. Leave Lines #5b and Line #8 blank and revise the remaining lines.
4. Sign the application and have it notarized.
5. Submit application for payment. You may fax your application to expedite processing; however, we do require that you mail the original application for payment as well.
6. Any additional documentation such as Sales Tax Report Forms and Change Order Schedule of Value forms, if applicable, should be included with each pay application.
7. Failure to complete the application correctly will result in delays of payment.